

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, JULY 8, 2015**

**CALL TO ORDER**

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were J.J. McCament, Allen Rose and Linda Ishem and Donna Albers.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the June 10, 2015, Regular Meeting
2. June 2015 Payroll, Benefits and Vouchers
  - Payroll Warrants 3613-3620, dated 06/01/15 - 06/22/15 in the amount of \$3007.92
  - Payroll Disbursement Voucher dated 06/06/15 in the amount of \$592,707.42
  - Payroll Disbursement Voucher dated 06/21/15 in the amount of \$616,334.30
  - Accounts Payable Warrants 624495-624610 dated 06/01/15 – 06/29/15 in the amount of \$1,415,760.74

*Ms. McCament moved for approval of the consent agenda. Ms. Ishem seconded the motion and it was passed.*

**BOARD REPORTS**

Ms. Ishem reported she attended the ULC Annual Forum. She encouraged the Trustees to consider attending in the future. Georgia Lomax, Executive Director, served on a panel discussing the importance of understanding a Library's specific market. Ms. Ishem praised Ms. Lomax for her insight and her valuable contribution to the event.

Ms. Ishem met a young man who is an avid reader and encouraged him to participate in the summer reading program.

**ROUTINE REPORTS**

Ms. Lomax reported she made revisions to the agenda headings and the order in which they are presented.

**Dashboard** - Ms. Lomax pointed out the increase in active card holders on the report, stating the Library is evaluating the frequency of purging library records. Purging will now be done after no activity for three years. The Library is examining opportunities to engage and retain cardholders. There are approximately 18,000 purged cards annually.

**June 2015 Financial Report** - Dale Hough, Finance Manager, reported revenue should be at 50% and expenditures at or below 50%. He expects approximately \$150,000 in revenue from the county this month. Foundation donations year to date are over \$430,000. IRS Form 990 for 2014 is completed in draft form and will be presented to the Board via email prior to the next Board meeting.

Clifford Jo, Finance and Business Operations Director, clarified the lifespan for capital improvement projects is \$5,000 or three years. Chair Allen asked why IT hardware was not listed under IT hardware. Mr. Jo said he will make recommendations for changes to the chart of accounts to more clearly identify IT hardware budget figures.

Ms. Lomax introduced Joy Kim, Customer Experience Manager. Sally Porter Smith, Customer Experience Director, said Ms. Kim is taking on a new customer service role. She will be responsible for community engagement, volunteers and friends. She will also be supervising 5 branches, including Outreach Services. Ms. Kim was previously the Branch Manager at Gig Harbor, Site Supervisor at Summit and Youth Services Librarian at Parkland Library.

Ms. Lomax presented Al Rose with a gift as thanks for his thirteen years of service as a Trustee. Mr. Rose thanked his fellow Trustees and Library staff. He praised the organization for its work in the community. He said he was honored to sit on the Board.

The Board thanked him for his historical knowledge, legal expertise, decisiveness, analysis and approach to solving problems.

## UNFINISHED BUSINESS

**Fife Library Frontage, Access and Connection Project** - Lorie Erickson, Facilities Director, reported she met with the city of Fife on July 1, 2015. The estimate of additional work and change orders is \$250,000. The project remains on schedule. Work will be taking place in August and early September. She will ask contractor to complete the frontage first so it will not impede school traffic. Mr. Jo said there will be one time savings that will be moved to the capital fund next month. He said with this additional expense, the Library is getting 13 additional parking stalls. There is a 20% contingency in the budget that will be released into the capital budget if it is not used.

Ms. McCament reported the developer on the project complimented Library staff in their dealings with him.

**2015 Mid Year Accountability Budget Process** - Mr. Jo reported he recently completed meetings with each department head about their budget status. He and Ms. Lomax will also have discussion with the department heads to help them meet their objectives for the year. Chair Allen said considering the growing population and that the Library does not have a growing revenue stream, he would like to see the Library think about its approach to spending extra money presently and how it might support services in the future.

Ms. Lomax said this foreshadows planning already underway to create an additional fund that allows the Library to designate money for multi-year services. Mr. Jo said the fiscal management policy currently outlines where excess revenue is used. Ms. Lomax said the Library will not be able to keep up with population which has grown by 20,000 over last year so it will have to be more creative in meeting the needs of the community. She said it is money that is meant to be spent for the taxpayers and she wants to ensure the Library spends it right.

## NEW BUSINESS

There was no new business.

## BOARD EDUCATION AND SERVICE REPORTS

Ms. Lomax said this section of the agenda will be a place to share information or updates about the Library.

**Administrative Center Library (ACL) Evaluation of Pilot with Next Steps**- Ms. Porter Smith said the ACL pilot project is coming to an end. She noted over 15,000 customers used the meeting rooms since January 2015. While use of the collection has not been high, there is a growing use of the computers. There is an opportunity to serve customers in the neighboring vicinity. The ACL Service will be provided through the Outreach department.

**L&I Update** - Cheree Green, Staff Experience Director, reported on the outcome of the changes in L&I workers compensation since outsourcing to Sedgwick, a third party administrator. Sedgwick analyzes the claims and provides real-time feedback. Staff workload has improved. Rates have decreased over the past year.

**2015 Work Plan** - Ms. Lomax provided a high level view of the work to be done in the next 18 months. She said there is much to do to prepare for 2017 and beyond. She said this will be a time to regroup and prepare for the future. Lomax stressed the importance of having a strong core foundation and determining the Library future direction by conducting a full comprehensive study and strategic plan which outlines its objectives. The Library must focus on what it is doing well and with high quality and will not take on new projects or initiatives until the strategic plan is in place. She stressed this is a time to do internal work such as the establishment of a special purpose fund, refining the budget process and clarifying how the Library Foundation feeds the budget.

Ms. Lomax shared the SWOT analysis review summary that showed the major themes that emerged from the exercise.

Ms. Lomax said an important factor is to hear from the public what makes the Library interesting, useful and unique. She added the importance of being very transparent as the Library moves forward.

## OFFICER REPORTS

**2015 Property Values for 2015 Tax Levy** - Mr. Jo said Pierce County released its assessment of property values of between 6.62% and 7.1%. Values have returned to 2010 levels.

**Deputy Director Recruitment and Hiring** - Ms. Lomax reported 28 candidates have submitted applications for the position. she is optimistic the candidate pool will be strong.

Ms. McCament asked if the span of control is the same as when Ms. Lomax held the position. Ms. Lomax said she revised it slightly and would provide the board with an organizational oversight chart for their reference.

**Voice Of Youth Advocates Article by Alex Byrne** - Ms. Lomax thanked Ms. McCament for sending a note of appreciation for his article to Alex Byrne, Youth Services Librarian.

**Summer Partnership with KBTC** - Ms. Lomax said the Library chose to participate in this partnership because KBTC is covering all costs. Ms. Nelson said an average of 25 kids are participating in the activities. Ms. Lomax said this allows staff to have additional hours and does not take away from service in the Library's district.

**New Trustee Appointment** - Ms. Lomax reported Monica Butler recently completed her orientation. She is looking forward to joining Pierce County Library and will begin her term in August.

Ms. Nelson was a guest on a local radio program about summer reading. She was joined by representatives of Seattle Public and King County Libraries.

**EXECUTIVE SESSION**

There was no executive session.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

*The meeting was adjourned at 4:35 pm on motion by Mr. Rose, seconded by Ms. McCament.*

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**GEORGIA LOMAX, SECRETARY**

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**ROB ALLEN, CHAIR**