

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, SEPTEMBER 9, 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 Linda Ishem, Donna Albers and Monica Butler. J.J. McCament was absent.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the August 12, 2015, Regular Meeting
2. August 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3632-3636, dated 08/01/15 - 08/31/15 in the amount of \$6,124.97
 - Payroll Disbursement Voucher dated 08/06/15 in the amount of \$630,216.27
 - Payroll Disbursement Voucher dated 08/21/15 in the amount of \$575,213.24
 - Accounts Payable Warrants 624761-624846 dated 08/01/15 – 08/31/15 in the amount of \$939,221.14

Ms. Ishem moved for approval of the consent agenda as amended for clarity. Ms. Butler seconded the motion and it was passed.

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Dashboard - Georgia Lomax, Executive Director, said this is a time of unknowns and the Library must look at what happens in the community and make our operational decisions based on this. She said the Library continues to track trends in the industry to remain informed and ensure it remains flexible and responsive to the community.

August 2015 Financial Report - Dale Hough, Finance Manager, reported August is one of the lower months for revenue. In October, the Library will receive \$8-10 Million in revenue. The 2015 Mid-Year budget adjustments are posted. The Library is at 55% revenue YTD and approximately 67% of expenditures YTD.

Executive Director Activities - Ms. Lomax reviewed her activities for the month of August. She reported she attended the author event featuring Foundation Board member Tim Sherry's latest poetry book. She said it was a well-attended event.

UNFINISHED BUSINESS

Fiscal Management Policy - Clifford Jo, Finance and Business Director reviewed the draft of the new policy. Discussion ensued. It was suggested the policy be reviewed annually at the beginning of the budget process. Mr. Jo will bring revisions to the Board in October for further consideration.

2016 Budget: Estimated Revenue and Expenditures - Mr. Jo said he anticipates a revenue increase of approximately 7%, which equates to nearly \$2.1 Million. He will bring a balanced budget to the Board along with the Executive Director's message to the next meeting.

Compensation Study - Cheree Green, Staff Experience Director, reported the results of the study have been shared with staff. She reviewed the report with the Board. Discussion ensued on the findings in the report. Ms.

Lomax said the goal was to demystify the report and the process around it. Ms. Green said the compensation philosophy is nearly complete and will be brought to the Board in a future meeting.

2016 Work Plan Development - Ms. Lomax said the budget is a means to achieving the work the Library is doing. She noted the Administrative and Leadership teams are working on the work plan and how it will allow the Library to achieve its objectives.

Strategic Planning Process - Ms. Lomax reported the Library will be issuing the RFQ for a strategic planning consultant in October. This public process will help the Library understand what is important to the community.

NEW BUSINESS

Special Purpose Fund Project - Mr. Jo said this new fund will recognize the Library is moving into a new era in which it does not receive funds from other sources. Currently all revenue is contained in the general fund, making it difficult to extricate costs for personnel and grant-funded positions. There is a need to separate those sources of revenue and expenditures with day to day operations and from the capital fund. Mr. Jo suggested viewing it as a project fund. This will allow the Library to recognize the revenue first and spend afterward. It will also be used to purposefully develop funds for future projects. Mr. Jo will bring his recommendation to the Board by the November meeting.

Ms. Lomax said creating this new fund offers greater transparency. Chair Allen and the Board agreed to its value.

BOARD EDUCATION AND SERVICE REPORTS

There were no board Education and Service Reports.

OFFICER REPORTS

Ms. Lomax reported Mr. Hough is serving as Chair of the Washington Finance Officers Association 2015 Annual Conference.

Deputy Director Hiring - Ms. Lomax announced an offer has been extended to Melinda Chesbro, who is currently serving as Reading and Materials Director. She said she was pleased with the response of staff to the news. She added there were many great candidates and it was valuable to consider candidates outside of the Library industry.

E-Rate Application Review - Mr. Adib reported the Category 1 application is on target. He said he expects some questions about Category 2 service due to its complexity. He noted the final response will be on September 24, 2015.

EXECUTIVE SESSION

At 5:45 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel issues for ten minutes. Ms. Ishem seconded the motion and it was passed. The Session ended at 5:59 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:00 pm on motion by Ms. Butler, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair