

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Linda Ishem, Donna Albers, Monica Butler and J.J. McCament.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the September 9, 2015, Regular Meeting
2. September 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3637-3641, dated 09/01/15 - 09/30/15 in the amount of \$7,045.84
 - Payroll Disbursement Voucher dated 09/06/15 in the amount of \$601,235.50
 - Payroll Disbursement Voucher dated 09/21/15 in the amount of \$599,912.45
 - Accounts Payable Warrants 624847-624953 dated 09/01/15 – 09/30/15 in the amount of \$1,254,470.75

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

BOARD REPORTS

Ms. Ishem reported she attended an author event featuring former Pierce County Reads author, Jamie Ford, who spoke about his new book, *Songs of Willow Frost*.

Ms. Albers and Chair Allen attended the Pierce County Library Foundation's annual donor event, A Literary Evening.

Ms. McCament was recently in Switzerland, where she visited the Abbey Library of Saint Gall.

ROUTINE REPORTS

Dashboard - Georgia Lomax, Executive Director, noted the decline in circulation is beginning to level off.

October 2015 Financial Report - Dale Hough, Finance Manager, noted all revenue through September 30, 2015, has been posted and is reflected on the report. The Library has received nearly 60% of budgeted revenue and expenditures are at 74% of the budget YTD.

UNFINISHED BUSINESS

Strategic Planning Process Update - Ms. Lomax reported the RFQ is posted. Proposals are due on October 26, 2015. The Library intends to award the contract by November 9, 2015.

Special Purpose Fund - Clifford Jo, Finance and Business Operations Director, led discussion about the addition of a Special Purpose Fund. A resolution will be brought to the Board in November and, if approved, the Library will use the fund in the 2016 budget.

Fiscal Management Policy - Mr. Jo presented the draft document, noting the policy must be approved next month. Ms. Lomax said they will continue to refine the document based on today's discussion and present it to the Board at the November meeting.

Ms. Lomax reported Mr. Hough received a Certificate of Appreciation for his work as Chair of the WFOA annual conference. The conference had 778 attendees and guests, which was the largest in history. The Board thanked Mr. Hough for representing the Library well.

NEW BUSINESS

2016 Budget

- a. **2016 Levy Certificates and Implicit Price Deflator (IPD)**- Mr. Jo provided background on the IPD and its purpose. He said the Board must determine what "substantial need" is defined as. Ms. Lomax said the Board will need to decide whether or not to override it. Chair Allen said he would like to see rationale stated in the Resolution as to why the Library wants to override the IPD since the Library anticipates costs beyond what the IPD shows.
- b. **2016 Revenue and Expenditures Draft** - Mr. Jo said budget is not balanced yet. Approximately \$200,000 still needs to be allocated.
- c. **2016 Materials Budget Summary** - Melinda Chesbro, Deputy Director recommended leaving the budget the same as in 2015. She said as a result of the strategic planning process, the Library will have a good rationale for making changes. She said the Library wants to respond in a targeted way to the community as a result of the strategic plan.
- d. **2016-2020 Cash Flow** - Mr. Jo reviewed the projections.

2016 Board Meeting Schedule - Ms. Lomax asked the Board to check their schedules and to be prepared to pass a Resolution to approve the calendar at the November meeting.

Friends and Foundation of Libraries Week - Joy Kim, Customer Experience Manager reported in 2014 contributions from Friends were over \$120,000 and the Foundation awarded \$475,000 toward library services. The contributions cover programming, furnishing, landscaping and special events. She asked the Board to issue the Proclamation.

Ms. Butler moved to approve the Proclamation. Ms. Ishem seconded the motion and it was passed.

The Board thanked the Friends and Foundation for their contribution to the Library.

BOARD EDUCATION AND SERVICE REPORTS

2016 Work Plan - Ms. Chesbro gave an overview of plan and pointed out the targeted major initiatives. Each member of the Administrative Team shared activities that are being undertaken as a part of the work plan. Ms. Chesbro reported staff training is planned to address safety and security and to build skills to respond to the environment.

Chair Allen said he was impressed at the thoughtful approach of the Library. Ms. Lomax said the work plan is a result of listening to staff during her initial meetings over the past year.

OFFICER REPORTS

2016 Library Conferences - Ms. Lomax encouraged the Board to let her know soon if they were interested in attending a conference.

Regional Trustees Meeting - Ms. Lomax reminded the Board of the upcoming meeting.

ERate Update - Mr. Adib provided an update on the rebate status. He noted there is an appeal underway pertaining to a small amount which was denied. He was pleased to report that the approximately \$800,000 is quadruple the amount in rebates the Library has been getting in the past.

Wave Broadband Contract Update - Mr. Adib stressed the importance of the Library's relationship with Wave as it this show the Library is more than a building in the neighborhood and is instrumental in bringing broadband to

communities. Linda Farmer, Communications Director, is in contact with Wave's marketing team and will direct a complete marketing plan, showing the benefits of the partnership to taxpayers.

2013/14 Library Audit - Ms. Lomax reported the audit entrance interview will be held on October 28, 2015.

2015-16 Foundation Board Meeting Schedule - Ms. Lomax invited the Board to attend Foundation Board meetings when their schedule allows.

2015 Summer Reading, - Ms. Lomax praised the Summer Reading staff and shared a card from the winner of the adult summer reading contest, thanking the Library for the gift.

Mr. Lomax announced the retirement of Sally Porter Smith, Customer Experience Director, thanking her for her service to the Library, its staff and customers. She said Ms. Porter Smith provided leadership to staff, her commitment to customer focus and metrics, and her ability to move things forward and do amazing work for the Library.

Ms. Lomax informed the Board that Mr. Adib has accepted a position elsewhere and would be leaving the Library effective October 22, 2015. She said during his time at the Library, Mr. Adib made a huge impact to help the Library envision what to do to be a modern system able to deliver what public expects from it.

Chair Allen said both Mr. Adib's and Ms. Porter Smith's fingerprints will be on Library a long time and that they both changed the DNA of the Library. Ms. McCament said their shoes will be hard to fill.

EXECUTIVE SESSION

At 6:02 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel issues for ten minutes. Ms. McCament seconded the motion and it was passed. The Session was extended five minutes. The Session ended at 6:15 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:15 pm on motion by Ms. McCament, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair