

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 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 October 21, 2015, Regular Meeting
2. October 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3642-3647, dated 10/01/15 - 10/31/15 in the amount of \$2095.52
 - Payroll Disbursement Voucher dated 10/06/15 in the amount of \$604,342.20
 - Payroll Disbursement Voucher dated 10/21/15 in the amount of \$603,559.32
 - Accounts Payable Warrants 624854-625080 dated 10/01/15 – 10/31/15 in the amount of \$1,208,245.65

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

BOARD REPORTS

Ms. Ishem, Ms. Albers, Ms. Butler and Chair Allen reported they enjoyed attending the Regional Trustee Meeting held at the Renton Library.

Ms. Albers thanked Ms. Lomax for assisting and coordinating the event. Ms. Lomax thanked the Board for submitting their feedback and said she anticipates the event would be held again next year.

Ms. Ishem reported she was contacted by Bev Isenson, President of the Steilacoom Friends group about the Library's response to her request to have the Library purchasing a DVD entitled *American Denial*. Melinda Chesbro, Deputy Director, said the Library plans to purchase the DVD in 2016 next year.

Discussion ensued on how the Library handles its collection when there are emergent issues. Ms. Lomax said as the Library sees emerging issues, existing resources are evaluated and new items added. There is also a partnership between selectors and branch staff in assisting the customer in finding material that will meet their needs.

ROUTINE REPORTS

October 2015 Financial Report - Dale Hough, Finance Manager, reported the Library received the second allotment of property tax revenue of approximately \$9.2 Million.

2013-14 Audit - Mr. Hough reported the audit is going well. The Auditor is taking a close look at transactions between customers using credit cards and the banks and whether the credit card companies are holding funds longer than they should before disbursing them to the Library. The auditor is also examining procurement procedures to ensure the Library is bidding properly and being competitive with small and public works contracts. The exit interview will be scheduled shortly.

UNFINISHED BUSINESS

Strategic Planning Process Update - Ms. Lomax said she and members of the administrative team interviewed and contracted with BERK Consulting. Completion of the scope of work and the contract agreement are underway.

Fiscal Management Policy: Second Reading - Ms. Butler moved to approve the Fiscal Management Policy as amended. Ms. Ishem seconded the motion and it was passed.

Special Purpose Fund - Ms. McCament moved to approve the Special Revenue Fund. Ms. Butler seconded the motion and it was passed.

UNFINISHED BUSINESS

2016 Budget Review - Mr. Jo said he will present the budget narrative in January but will only be sharing the financials until then.

General Fund, 2016-20 Capital Improvement Plan and Special Purpose Fund - Mr. Jo reviewed changes since October. He reported the \$360,000 set aside for the election is currently in the Cash fund and would be transferred into the Special Purpose Fund. The \$200,000 balance will come from the General Fund to fund Pierce County Reads and digital literacy.

Chair Allen asked if any funds were set aside to account for recurring costs related to PC purchases. Mr. Jo said the Library would be looking at the strategic process to help guide technology purchases and how to fund them. He noted there were several things to take into consideration such as staff PC configurations changes and complexity in the servers.

There was discussion about the high-speed printer. Mr. Jo said the existing printer's operating system cannot be upgraded and is no longer supported. Linda Farmer, Communications Director, said production time would be cut in half with the new machine. She noted a savings of approximately \$150,000 would be realized by working with city of Renton in a cooperative agreement, allowing the Library to purchase the printer for \$170,000.

Levy Resolution and IPD Override - Mr. Jo said the override would affect increases by as much as \$2.2 Million over next 10 years. He noted the Spokane and Fort Vancouver Regional Libraries have also approved the resolution to override the IPD.

PUBLIC HEARING

There were no public comments.

UNFINISHED BUSINESS (CONTINUED)

2016 Budget

Resolution 2015-07: Requesting Highest Lawful Levy and Levy Certification - Ms. Albers moved to approve Resolution 2015-07. Ms. McCament seconded the motion and it was passed.

Resolution 2015-08: Declaration of Substantial Need to Override IPD - Ms. Albers moved to approve Resolution 2015-08. Ms. Butler seconded the motion and it was passed.

OFFICER REPORTS

Employee Communications - Ms. Farmer reported that the fourth issue of the newsletter has been published and feedback from staff has been positive.

EXECUTIVE SESSION

At 4:25 pm, Ms. McCament 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 4:36 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:40 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair