

CALL TO ORDER

Vice-Chair Donna Albers called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:34 pm. Board members present were Linda Ishem, Donna Albers, Monica Butler and J.J. McCament. Chair Rob Allen arrived later.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the November 18, 2015, Regular Meeting
2. November 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3648-3656, dated 11/01/15 - 11/30/15 in the amount of \$19,132.22
 - Payroll Disbursement Voucher dated 11/06/15 in the amount of \$601,991.53
 - Payroll Disbursement Voucher dated 11/21/15 in the amount of \$592,145.61
 - Accounts Payable Warrants 625081-625197 dated 11/01/15 – 11/30/15 in the amount of \$1,417,824.17

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

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Dashboard - Ms. Lomax said the reduction of new cards from last October was a result of not conducting a card campaign this year.

November 2015 Financial Report - Dale Hough, Finance Manager, reported the Library has received \$2.3 million in revenue and expects another \$250,000 by year-end.

Executive Director Activities - Ms. Lomax reported she enjoyed attending the Prime Time Family Reading program event that was funded by a WA humanities council grant. Judy Nelson, Customer Experience Manager, invited the Trustees to attend the next sessions being held in the Lakewood Library.

UNFINISHED BUSINESS

Strategic Planning Process - Ms. Lomax reported she is working with BERK on setting up initial meetings with the planning team.

Ms. Ishem moved to authorize the Library to accept the contract for an amount not to exceed \$87,000 plus taxes. Ms. Butler seconded the motion and it was passed.

2016 Budget: Second Reading - Clifford Jo, Finance and Business Operations Director, presented the 2016 Budget, noting that creating the new Special Purpose Fund would separate the projects from the operational cost of running the Library.

In reviewing the General Fund, he noted the Maintenance and Operations budget increased slightly and the Materials budget remained the same. The Capital Improvement Plan transfer increased from 3% to 4% per the revised fiscal policy.

PUBLIC HEARING

Ms. McCament moved that in accordance with RCW 85.44.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2015 property tax levies for collection in 2016. Ms. Albers seconded the motion and it passed.

Chair Allen then asked if there was anyone else in the audience who wished to comment on the 2016 Budget of Estimated Revenue and Expenditures, and received no response.

There being no comments, Ms. McCament moved to close the public hearing on the 2016 budget of Estimated Revenue and Expenditures. Ms. Albers seconded the motion and it passed.

UNFINISHED BUSINESS CONTINUED

2016 Budget

- a. Resolution 2015-12: Year-End Capital Improvement Fund Transfer - Ms. McCament moved to approve Resolution 2015-12. Ms. Ishem seconded the motion and it passed.

- b. Resolution 2015-13: To Adopt the 2016 General Fund Budget - Ms. McCament moved to approve Resolution 2015-13. Ms. Ishem seconded the motion and it passed.

- c. Resolution 2015-14: To Adopt the 2016 Capital Improvement Fund Budget - Ms. McCament moved to approve Resolution 2015-14. Ms. Ishem seconded the motion and it passed.

- d. Resolution 2015-15: To Adopt Special Purpose Fund Budget - Ms. McCament moved to approve Resolution 2015-15. Ms. Ishem seconded the motion and it passed.

Ms. Lomax thanked her teams for their work in building the 2016 budget.

NEW BUSINESS

Pierce County Library Foundation Annual Report - Foundation President Michael Gordon reported he was stepping down after serving as president for past five years. Linda Tieman will be the new president. Mr. Gordon highlighted major events from the year, expressing great pleasure in the recent donor events and sharing how to invest in the Library. He said there are plans to expand the Board to recruit a college-aged member from one of the local colleges.

Lynne Hoffman, Foundation Director, reviewed the financial position of the Foundation. Annual, leadership and grant giving accounted for the same percentage of overall giving. She expects an increase in grants next year. Annual giving increased by 18% and leadership gifts increased 40% over the prior year. Growth plans include securing more grants funding in 2016. Grants will continue to be submitted for youth, outreach and early learning.

Mr. Gordon highlighted the efforts behind the Investing in Families campaign. He encouraged the members of the Board to make a gift to the Foundation and to attend the Pierce County Reads event in the spring.

Ms. Hoffman noted Ms. Lomax would be joining the leadership gifts team in 2016. She said the Foundation would be incorporating planned giving in their plan to solicit funds.

Ms. Hoffman recently hosted a tour of the Administrative Center & Library for the various Friends of the Libraries groups.

Mr. Gordon said the Foundation is looking for corporate donors and offered to contact those in the Trustee's network about supporting the Library. The Board thanked the Foundation for their work.

Ms. Lomax introduced Bob Estrada, President of the Lakewood Friends.

Resolution 2015-16: To Set Wages and Benefits for Non-Represented Employees for 2016 - Ms. Lomax asked the Board to approve the resolution to set wages and benefits for non-represented staff. She said non-represented employee wages are determined by the Executive Director.

She said her goal in future years is for non-represented staff to be paid for performance within a salary range, rather than according to a step schedule.

Ms. McCament moved to approve Resolution 2015-16. Ms. Ishem seconded the motion and it passed.

2016 Election of Officers - Ms. McCament moved to elect Mr. Allen as Chair and Ms. Albers as Vice-Chair for 2016. Ms. Butler seconded the motion and it passed.

Public Works Procurement Policy - Mr. Jo provided background on the policy and reviewed the revision. Ms. McCament moved to approve the Public Works Procurement Policy. Ms. Ishem seconded the motion and it passed.

Food Purchase Policy - Ms. Butler moved to approve the Food Purchase Policy. Ms. Albers seconded the motion and it passed.

Communications Department High Speed Printer Purchase - Mr. Jo said the current printer's operating system is no longer supported. Purchasing a new printer will reduce overall costs to the Library. He noted the Library received two bids.

Ms. Albers moved to authorize the Library to purchase the printer as presented, not to exceed \$175,000. Ms. Butler seconded the motion and it passed.

OFFICER REPORTS

2013-14 Audit Update - Chair Allen reported it was a clean audit. The auditor said staff was responsive and provided timely and well-completed documents. He was satisfied the Library's internal controls are in place and effective. Ms. McCament thanked Chair Allen for representing the Board.

DIY Fest - Jaime Prothro, Customer Experience Manager said attendance doubled in the second year of the event.

Tuition Assistant Program - Melinda Chesbro, Deputy Director, said a committee approved the allocation of \$12,000 for 2016 coming from other revenue sources. Five applicants will have 30% of their tuition paid.

EXECUTIVE SESSION

At 5:20 pm, Ms. McCament moved to recess to Executive Session, per RCW 42.30.110, to discuss contract negotiations and personnel issues for ten minutes. Ms. Ishem seconded the motion and it was passed. The Session was extended by ten minutes. The Session ended at 6:09 pm.

NEW BUSINESS (CONTINUED)

2016 Executive Director Salary Agreement - Ms. McCament moved to authorize Chair Allen to implement the 2016 Salary Agreement for the Executive Director. Ms. Ishem seconded the motion and it passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:10 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair