

CALL TO ORDER

Chair Robert 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 and Monica Butler. J.J. McCament was absent.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the January 13, 2016, Regular Meeting
2. January 2016 Payroll, Benefits and Vouchers
 - Payroll Warrants 3663-3672, dated 01/01/16-01/31/16 in the amount of \$6170.48
 - Payroll Disbursement Voucher dated 01/06/16 in the amount of \$668,425.19
 - Payroll Disbursement Voucher dated 01/21/16 in the amount of \$594,137.65
 - Accounts Payable Warrants 625344-625530 dated 01/01/16-01/31/16 in the amount of \$1,811,103.56
3. Approval of Purchase for Additional Dell Server Disk Drives

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

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Dashboard - Ms. Lomax said development of new reports is underway for the future.

January 2016 Financial Report - Dale Hough, Finance Manager, directed the Board's attention to the addition of a more detailed summary page that will now be included with his monthly financial report.

Executive Director Activities - Ms. Lomax reviewed her activities for January. She invited the Board to join her at the Tacoma Community House Annual Luncheon being held April 1, 2016.

UNFINISHED BUSINESS

2016 Work Plan – Ms. Chesbro reviewed the process the Library will undertake for future planning, implementation and evaluation. She shared the timeline developed to ensure planning takes place early enough in the year to inform the following year's budget. Periodic check-ins with both the leadership team and the Board are built into the timeline. The planning process for the 2017 budget year will begin in July 2016.

Ms. Chesbro said a large part of the planning process includes setting goals and determining how to measure achievement of those goals. Measurable outcomes will be developed as projects are planned. She said the process will align well with the strategic plan since the analysis and feedback from BERK Consulting will be complete when the Library begins planning for 2017.

Ms. Lomax said as the Library leads up to the 2017 budget hearings, this new planning process will identify budget items well in advance and provide context for the Board.

NEW BUSINESS

Purchasing and Procurement Policy – Ms. Chesbro said the current purchasing policy is an administrative policy. The Library felt it would be helpful to have a Board policy as well.

Chair Allen asked the Library to bring additional information to the Board for further discussion.

BOARD EDUCATION AND SERVICE REPORTS

Pierce County READS Preview – Jaime Prothro, Customer Experience Manager, gave an overview of the five books by prolific Native American author Sherman Alexie featured in this year's event. They include War Dances, Flight, The Absolutely True Diary of a Part-Time Indian, The Lone Ranger and Tonto Fist Fight in Heaven and Reservation Blues.

This year's programs include 16 book discussions, six film discussions, comedy contests, poetry readings, and museum displays and guided tours. Linda Farmer, Communications Director said program details are being announced March 6, 2016, to give people an opportunity to read the book first. The News Tribune, the Library's co-presenter, will include a full feature article on that date to highlight the various programs taking place throughout the community.

The Library is once again promoting the Read and Release aspect of the program this year. There are opportunities to share comments online and in the back of the book prior to releasing it into the community.

Ms. Farmer gave special thanks to the Pierce County Library Foundation and donors for support. Lynne Hoffman, Foundation Director, noted a staff member made a generous \$15,000 donation to the Pierce County Reads budget for the 10th Anniversary of the event next year.

Ms. Lomax announced the Puyallup Tribe as a new partner this year.

Strategic Planning Update - Ms. Lomax shared an overview of the informational presentation provided to staff outlining the process. The official launch is February 12, 2016. During the first phase, the planning team and BERK Consultants will gather information from the community and its key stakeholders. Ms. Lomax thanked the Board for their recommendations of stakeholders to be interviewed.

Ms. Lomax said during this phase the Board is being asked to bring awareness to the open house events and online survey. She invited the Board to attend an open house event and asked them to circulate informational flyers among their network.

Ms. Lomax said as trends emerge from this phase of the process, they will be shared with the Board. She said the Library would be looking to the Board for increased input during the analysis phase of the process.

Ms. Lomax said the work plan and strategic plan will be aligned and will provide the Library the guidance to continue to meet the needs of the community.

OFFICER REPORTS

Ms. Lomax announced the departure of Jennifer Patterson, Customer Experience Manager and Interim Customer Experience Director, and thanked her for her years of dedication and service to the Library.

Legislative Day – Ms. Lomax reported the Library was well received by the legislators.

Staff Engagement Survey Opportunity Teams – Ms. Lomax said the process was successful and both the Administrative team and the Opportunity teams worked well to identify how to improve staff engagement and workplace culture.

Library Legislation – Ms. Lomax said House Bills 2426 and 2532 are still in the Rules Committee.

2016 Revised Levy Certification - Ms. Lomax noted the Library has received additional revenue property tax from King County for portions of Pacific and Auburn that are in Pierce County.

EXECUTIVE SESSION

At 5:25 pm Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss contractual issues for twenty minutes. Ms. Ishem seconded the motion and it was passed. The Session ended at 5:47 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:48 pm on motion by Ms. Albers, seconded by Ms. Butler.

Georgia Lomax, Secretary

Rob Allen, Chair