

CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:38 pm. Board members present were Donna Albers, Linda Ishem, J.J. McCament and Monica Butler.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the December 14, 2016, Regular Meeting
2. December 2016 Payroll, Benefits and Vouchers
 - Payroll Warrants 37331-3736 dated 12/1/16-12/31/16 in the amount of \$7661.91
 - Payroll Disbursement Voucher dated 12/6/16 in the amount of \$941,394.07
 - Payroll Disbursement Voucher dated 12/21/16 in the amount of \$741,555.61
 - Accounts Payable Warrants 626826-626954 dated 12/1/16-12/31/16 in the amount of \$1,058,292.59
3. January 2017 Payroll, Benefits and Vouchers
 - Payroll Disbursement Voucher dated 1/6/17 in the amount of \$1,040,945.75
 - Payroll Disbursement Voucher dated 1/21/17 in the amount of \$736,919.35
 - Accounts Payable Warrants 626955-627111 dated 1/1/1617-1/31/17 in the amount of \$1,152,134.31

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

BOARD REPORTS

Ms. Albers noted she was pleased to watch a staff member in the lobby of the Administrative Center welcoming a young child who received his first library card.

ROUTINE REPORTS

December 2016 Financial Report – Finance Manager Dale Hough reported expenditures remain the same and revenues were a bit lower than anticipated.

Executive Director Report – Ms. Lomax introduced Doug Hoffer, who was recently hired as the Network Systems Administrator. She also introduced Mary Getchell, who was recently hired as the Marketing and Communications Director. Ms. Getchell most recently worked at CHI Franciscan Health.

Ms. Lomax said interest in the Library's facilities continues to be high. She said Mayor Eidinger, of Edgewood, has informed her the city is beginning work on development of their town center.

Ms. Lomax also shared that Tehaleh has begun laying ground work in case the area wants to incorporate in the future. If that should happen, residents would need to consider an annexation into the district.

Ms. Lomax said discussions continue with the City of Lakewood. She said the City is interested in exploring a new location for the Library and how they might help the Library in relocation efforts.

Ms. Lomax reported that the cutoff for bills to come out of committee is February 17, 2017. Libraries are monitoring a number of bills and are pleased that, if approved, HB 1719 would add a public library seat on the Early Learning Advisory Council. Ms. Lomax noted that citizens' Initiative 1550: Property Tax Fairness has been filed and, if approved, will set regular property tax levies at 25% below the amount otherwise allowed beginning in 2018.

UNFINISHED BUSINESS

2016 Year-end Financial Review – Finance and Business Director Clifford Jo reported the 2016 books were closed on January 24, 2017. The process was accelerated by nearly four months. He thanked Mr. Hough and his staff, along with the budget managers, for their diligent work.

Trustee Vacancy Process – Interviews were conducted on January 30, 2017. Chair Allen reported four candidates were interviewed, each bringing their own strengths. He said the interview panel was well represented and offered different perspectives in the review process. Ms. Albers was pleased to see a variety of expertise among the candidates.

Due to Ms. Ishem's recently submitted letter of resignation, the interview panel was able to select two strong candidates. Pat Jenkins was selected to replace Ms. McCament. Daren Jones has been selected to serve the remainder of Ms. Ishem's term.

The new Trustees will begin in April, pending appointment by the County Executive and approval by the County Council.

NEW BUSINESS

2017 Board Calendar of Work – Ms. Lomax asked the Board for input on the calendar. Topics of note will be related to future finances, facilities and policy review. She said the Library will begin 2018 planning in the spring and the Board will have a discussion to guide the Library's priorities.

Ms. Lomax suggested holding an informal retreat for the Trustees as two new Trustees join the Board. Discussion ensued about possible content for the retreat.

2017 Foundation/Library Agreement – Foundation Director Dean Carrell and Mr. Jo presented the agreement and reviewed a document showing how the agreement costs were determined to ensure the Auditor's requirements are met.

Mr. Carrell reported that in his first three months he has been to 19 branches and has met with Foundation board members to learn what keeps them involved and what they want to see done differently. He said he has gained valuable insight into the Library's process of setting its priorities.

Mr. Carrell said the Foundation exists to benefit the Library. He said the focus should be on the donors, not the Foundation.

Slight corrections to the documents were recommended.

Ms. McCament moved to authorize the Library to sign the agreement as corrected. Ms. Ishem seconded the motion and it was passed.

Ms. McCament moved to authorize the Library to sign the addendum as corrected. Ms. Ishem seconded the motion and it was passed.

Pierce County Library Foundation Fiscal Year Change – Mr. Carrell said that the Foundation will be changing to a calendar fiscal year to align better with the Library's planning and work.

BOARD EDUCATION AND SERVICE REPORTS

2017 Pierce County READS – Customer Experience Manager Jaime Prothro shared plans for the 10th annual Pierce County READS events. The kickoff event will be held March 11, 2017. A feature story in the News Tribune March 5, 2017, will announce this year's book. The author event will take place April 28, 2017 at the McGavick Conference Center.

Ms. Prothro said this year's book selection is relevant, allows the reader to laugh and learn and connects with a large part of the Library's community. She said it also supports the Library's efforts relating to STEM.

Community programs include film events at local theaters, book discussions, dramatic readings, writing workshops and children's programs targeted at 4th-8th graders. Puyallup Public Library will also be hosting events.

Ms. Prothro provided the Trustees with trading cards, which will be distributed throughout the county as a means to promote the book.

OFFICER REPORTS

Staff Engagement Survey – The Board was pleased with the outcome and the progress the Library has made. Ms. Lomax said it takes everyone's work and willingness to create the culture the Library needs to best serve its customers.

Ms. Albers commended Ms. Lomax for the tone, energy, depth and honesty portrayed in her Monday Messages to staff. She said shifting a culture starts at the top and congratulated her for a job well done.

Bill of Rights Display – Chair Allen visited the Gig Harbor Library and said it was an excellent display.

City of Orting Facilities Process – Ms. Lomax said the Council is looking at proposed recommendations for city facilities, which includes the building the Library is located in. She will remain in touch with City Administrator Mark Bethune to stay apprised of developments.

Tillicum Library Renovation – Ms. Lomax said she is working with the City of Lakewood to discuss long-range plans for the Library and understand the growth and changes in the community

Buckley Underground Storage Tank – Mr. Jo said the Library will be working with a consultant.

City of Sumner Multi-Use Building Demolition – The City plans to seed the vacant site with grass once the demolition is complete.

Endorsements – Ms. Lomax reported on requests to the Library to endorse or support other organizations in their work. The Board expressed interest in developing a policy that addresses the issue.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:40 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair