

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 Donna Albers, Monica Butler, Pat Jenkins and Daren Jones.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the June 14, 2017, Regular Meeting
2. June 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3764-3766 dated 6/1/17-6/30/17 in the amount of \$2,767.24
 - b. Payroll Disbursement Voucher dated 6/6/17 in the amount of \$1,025,065.56
 - c. Payroll Disbursement Voucher dated 6/21/17 in the amount of \$793,893.10
 - d. Accounts Payable Warrants 627593-627697 dated 6/1/17-6/30/17 in the amount of \$671,963.56

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

BOARD REPORTS

Ms. Butler reported she appreciated being filled in on the information presented during the June 14, 2017, meeting that she was unable to attend.

ROUTINE REPORTS

Dashboard – Executive Director Georgia Lomax said military portal visits increased due to the Microsoft certification program. Deputy Director Melinda Chesbro said door count software is being updated at the branches. Ms. Lomax also noted 9500 Library cards were distributed to the Clover Park School District.

June 2017 Financial Report – Finance and Business Director Clifford Jo reported the Library's investment return rate is rising.

UNFINISHED BUSINESS

Real Property Acquisition Policy – *Ms. Albers moved to approve the Real Property Acquisition Policy. Ms. Butler seconded the motion and it was passed.*

Facilities Master Plan (FMP) Update

Facility Evaluation

Ms. Lomax and Ms. Chesbro provided an overview of the facility rating evaluations conducted by the Administrative Team, Leadership Team and Site Supervisors. Ms. Chesbro said the preliminary assessments were done to identify priority areas within the district. Service areas, communities and open hours were taken into consideration.

Discussion ensued on the standards of service and how to determine the amount of resources needed for each branch. The Trustees expressed interest in how the changes would impact each branch, as well as costs and opportunities for support. Ms. Lomax noted funding possibilities would also be a factor when making decisions.

Ms. Lomax noted that while most of a branch's space is designed to deliver service to their communities, there is still a need for adequate staff areas, including private space for confidential discussions and learning. In some cases, the current facilities are not meeting those needs. There was discussion about the jurisdictions in the county that do not provide library services.

Ms. Lomax said before building priorities can be set, the Library must identify how much funding it has or can obtain for projects. She said the 10-year funding cycle presented last month would serve as a good outline to project what could be accomplished in that time frame.

Ms. Chesbro said additional work will be done to complete the FMP and recommendations, including solidifying the building templates for small, medium and large libraries and applying costs. It will be brought to the Board in the fall.

Public Process

Ms. Lomax said it is important to seek public input about the services offered by the Library and whether the public would financially support improvements to the branches. This would involve a variety of approaches. She noted the importance of also surveying community members who do not currently use the Library. She said this is the right time start the exploration process.

The Trustees reviewed a preliminary working draft of projected revenues and expenditures showing expenditures will exceed revenue beginning in 2018. Ms. Lomax said this illustrates the impact of the 1% cap and is the ongoing challenge the Library faces when balancing the budget. She said the Library may need to consider additional funding options and should be poised to take advantage of opportunities as they present themselves.

Discussion ensued about property tax impacts on the public.

The Board directed Ms. Lomax to begin a public process to determine options to address the Library's funding issue.

Chair Allen noted the importance of managing the expectations of the public throughout the process.

NEW BUSINESS

2017 Budget and Work Plan – Mr. Jo reported property values increased by 12%, though Library revenue is limited to a 1% increase. Ms. Lomax provided a brief history on the mill rate changes since 2006.

Ms. Lomax said the September 16, 2017, Regional Trustees Meeting will include training on the election process.

OFFICERS REPORT

Buckley Underground Storage Tank – Ms. Lomax said she expects to have a report on results of testing by the end of July.

EXECUTIVE SESSION

At 5:00 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 15 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 5:14 pm

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:15 pm on motion by Mr. Jenkins, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair