

CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:36 pm. Board members present were Monica Butler, Daren Jones and Pat Jenkins. Donna Albers was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the August 9, 2017, Regular Meeting
2. August 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3770-3773 dated 8/1/17-8/31/17 in the amount of \$7,840.42
 - b. Payroll Disbursement Voucher dated 8/6/17 in the amount of \$1,006,281.23
 - c. Payroll Disbursement Voucher dated 8/21/17 in the amount of \$785,455.07
 - d. Accounts Payable Warrants 627888-628027 dated 8/1/17-8/31/17 in the amount of \$665,882.50
3. *Resolution 2017-07: To Declare Furnishings and Equipment Surplus to Public Service Needs*

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

BOARD REPORTS

There were no Board reports.

ROUTINE REPORTS

Dashboard – Executive Director Georgia Lomax reminded the Board that the Library is working on developing new metrics.

August 2017 Financial Report – Finance Manager Donna Morey reported current revenue received is at 54% of the budgeted amount. Interest rates have risen to 1.07%, which exceeds the Library's budgeted amount. Ms. Morey requested adjusting the timing of the financial reports and backing them up by one month so the Board could receive more current information in the meeting packet. The Board supported the proposal. In October, the August report will be presented.

Executive Director Report – Ms. Lomax, Deputy Director Melinda Chesbro and Finance and Business Director Clifford Jo attended the Lakewood Council study session during which the Memorandum of Understanding between the City and the Library was presented. The MOU formalizes the partnership to work on funding options, processes and timelines related to property acquisitions for the Lakewood and Tillicum libraries. The item will be on the Council's September 18, 2017, consent agenda.

Ms. Lomax said the Library is receiving the Sumner School District Golden Apple partner award. The presentation will be on September 20, 2017.

Ms. Lomax reported the Library has received the Urban Libraries Council's Innovation Honorable Mention for Organizational Change and Strategic Management for its Leadership development and succession planning work.

Ms. Lomax provided the Board with a packet of final strategic planning documents.

UNFINISHED BUSINESS

2018 Budget and Work Plan – Ms. Lomax said leadership and staff are developing 2018 work projects in alignment with the Strategic Plan.

Review Budget Drivers – Mr. Jo reviewed the major drivers that impact the budget process. He does not anticipate the Board will have to address the IPD override this year. Known expenditure increases include wages, healthcare, telecom (90% will be reimbursed through the eRate program), insurance premiums, utilities and lease and contracted maintenance.

Fiscal Management Policy – *Ms. Butler approved the Fiscal Management Policy as presented. Mr. Jones seconded the motion and it was passed.*

2018 Strategic Plan Initiatives – Interim Customer Experience Director Jaime Prothro and Customer Experience Manager Judy Nelson presented an overview of 2018 Learning Focus initiatives. These include access to resources, awareness of services and personal achievements.

Ms. Prothro shared information about the Library's newly launched STEM website and noted additional programs focusing across age generations.

Buckley Site Condition – Mr. Jo shared the processes outlined by Tacoma Pierce County Health Department and the Department of Ecology to evaluate and mitigate site-related conditions. Mr. Jo and Ms. Chesbro presented a \$204,000 proposal to continue with funding the site evaluation work, of which an estimated \$100,000 would be used for the remainder of 2017 for site assessment work. The remainder is contingency for legal consultation. The Board inquired about financing options for the cleanup phase, and Ms. Chesbro answered that research on financing is a part of the process after the full nature and scope of the problem has been ascertained. Mr. Jo said that the DOE process is iterative and at each stage could change the cleanup work and costs.

Discussion ensued about the need to competitively bid the continuation of the project. Mr. Jo mentioned that the Library selected a vendor that is on the MRSC small works roster for the evaluation work and because they've done the initial work, should continue, but that actual site remediation work would be competitively bid as a public work project.

Chair Allen asked that the Board be regularly updated and informed on all expenditures as they occur and see a plan on how the Library might budget for costs related to the remediation project.

Mr. Jo said the Library will report on the outcome of the next assessment at the November Board meeting.

Ms. Butler moved to authorize the Library to sole source to EHS-I work related to the Buckley site condition evaluation and for work not to exceed \$204,600.

NEW BUSINESS

2017 Budget – Midterm Fiscal Review – Mr. Jo reviewed the 2017 budget activities to date.

Mr. Jenkins moved to approve Resolution 2017-08: To Amend the Transfer of a Portion of the General Fund to the Capital Improvement Fund. Mr. Jones seconded the motion and it was passed.

Ms. Butler moved to approve Resolution 2017-09: To Transfer 2016 Unexpended Funds to the Capital Improvement Fund and Special Purpose Fund. Mr. Jenkins seconded the motion and it was passed.

EXECUTIVE SESSION

At 5:15 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel and property matters for approximately 35 minutes. Mr. Jones seconded the motion and it was passed. The session was extended 10 minutes. The session ended at 6:00 pm.

NEW BUSINESS CONTINUED

2018 Executive Director Salary Agreement

Mr. Jones moved to authorize Chair Allen to implement a salary agreement with the Executive Director for 2018. Mr. Jenkins seconded the motion and it was passed.

ANNOUNCEMENTS

The 2017 Regional Trustees meeting will be held September 16, 2017, at the Lynnwood Library, 19200 44th Ave W, Lynnwood, WA 98036.

The October 11, 2017, Regular Meeting will be held at the University Place Library, 3609 Market Place W, University Place, WA 98466.

ADJOURNMENT

The meeting was adjourned at 6:04 pm on motion by Ms. Butler, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair