

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 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 February 8, 2017, Regular Meeting
2. February 2017 Payroll, Benefits and Vouchers
 - Payroll Warrants 3737-3742 dated 2/1/17-2/28/17 in the amount of \$11,289.85
 - Payroll Disbursement Voucher dated 2/6/17 in the amount of \$1,006,110.87
 - Payroll Disbursement Voucher dated 2/21/17 in the amount of \$765,548.38
 - Accounts Payable Warrants 627112-627222 dated 1/1/17-2/28/17 in the amount of \$698,822.70

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

BOARD REPORTS

Ms. McCament thanked the Library and staff for entrusting her as a member of the Board of Trustees. She presented a generous donation to the Foundation and dedicated a poem to the Library.

Ms. Lomax thanked her for the impact she made on the library and its communities, noting she was honored to work with her. The Board thanked Ms. McCament for her service, support, thoughtfulness and inspiration.

ROUTINE REPORTS

Dashboard – Ms. Lomax noted the increase of library cards was due to the school program A Card in Every Hand. Deputy Director Chesbro noted the snow closure day.

February 2017 Financial Report – Finance Manager Dale Hough reported the Library received County property tax revenue of \$338,932. E-Rate reimbursement receipts totaled \$56,000 from activities in 2016.

Executive Director Report – Ms. Lomax reported Pierce County Executive Bruce Dammeier has recommended the two trustee candidates for approval by the County Council on the March 28, 2017, agenda.

Ms. Lomax reminded the Board of the upcoming Pierce County READS kickoff event March 11, 2017. She noted the reading of the Pierce County READS proclamation by the County Council was broadcast on Facebook Live.

Ms. Lomax and the Board thanked Ms. Ishem for her years of service, guidance, leadership and commitment to the Library.

Ms. Ishem said it was an honor to represent the voices in the county and to build relationships with the library.

UNFINISHED BUSINESS

2017 Board Calendar of Work – Chair Allen recommended moving the Strategic Framework Priorities discussion to May. Updates on the Facilities Master Plan update project will continue regularly throughout the year. The Executive Director evaluation process will occur earlier in year to align with planning and goal setting for the following year. Ms. Lomax said once the Board sets its annual goals for her, she will cascade them to her staff.

Discussion ensued about the Board's preference for scheduling topics that require more in-depth discussion and study.

The Board provided input on possible topics for a Board retreat later in the year, as well as their thoughts on orientation for the two in coming trustees.

NEW BUSINESS

Facilities Master Plan (FMP) Update and Sustainable Funding Project – Ms. Lomax provided a history of the work done in the past two years to prepare the Library to understand and plan for the future.

She gave an overview of the work to update the FMP and details of the previous plan. First work is to review the original data and update it with current information. With current information in place, criteria, policies and recommendations can be reviewed.

Ms. Lomax said the library is putting in place the resources it needs for the future, including an architect and real estate services.

Ms. Lomax noted she and Finance and Business Director Clifford Jo are studying various revenue sources and compiling possible funding models to help understand how the Library might fund capital needs and evaluate long-term operational strategies.

BOARD EDUCATION AND SERVICE REPORTS

2016 Technology Plan Closeout – IT Manager Stephanie Ratko provided an overview of the history of the plan and shared methods implemented to improve business processes and the culture. She highlighted major work that was completed in 2016, along with study projects. She noted the library has over 200 systems in production.

Ms. Ratko said all technology plan goals (and more) were completed in 2016. She noted her team and department structure is aligned with the goal of being a strategic partner with their customers.

Ms. Ratko said she has formed a Pacific NW Library IT Manager consortium to learn from, and share knowledge with, others in the library industry. She notes PCLS is setting the stage for many systems and is doing many innovative things from a programmatic and technology perspective.

Ms. Lomax said Ratko and her team have made a big impact on the organization.

OFFICER REPORTS

Regional Trustees Meeting – Save the Date – Ms. Lomax said planning is underway and will provide education on elections.

Ms. Lomax noted the Urban Libraries Council Annual Forum will be held in October. The theme will be announced later.

EXECUTIVE SESSION

At 5:20 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 15 minutes. Ms. Ishem seconded the motion and it was passed. At 5:35 pm, the Session was extended an additional 10 minutes. The Session ended at 5:45 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

Georgia Lomax, Secretary

Rob Allen, Chair