

#### CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Donna Albers, Pat Jenkins and Daren Jones.

#### PUBLIC COMMENT

There was no public comment.

#### CONSENT AGENDA

1. Approval of Minutes of the May 12, 2017, Regular Meeting
2. May 2017 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3761-3763 dated 5/1/17-5/31/17 in the amount of \$4907.31
  - b. Payroll Disbursement Voucher dated 5/6/17 in the amount of \$940,328.94
  - c. Payroll Disbursement Voucher dated 5/21/17 in the amount of \$756,320.40
  - d. Accounts Payable Warrants 627481-627592 dated 5/1/17-5/31/17 in the amount of \$890,947.47
3. *Resolution 2017-04: To Declare Furnishings and Equipment Surplus to Public Service Needs*
4. *Resolution 2017-05: Capital Improvement Fund Transfer*
5. IRS Form 990 for 2016

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

#### BOARD REPORTS

There were no Board reports.

#### ROUTINE REPORTS

**Dashboard** – Executive Director Georgia Lomax noted the Library is tracking stats in a variety of ways to update and revise the report. Deputy Director Melinda Chesbro noted part of the 2018 work plan includes determining what benchmarks will be used to assess service goals. She will bring some examples to the Board and ask what measurements are meaningful to the Board.

**May 2017 Financial Report** – Finance and Business Director Clifford Jo reported the Library received more property taxes than anticipated. The Library is receiving less revenue from fines than budgeted, likely as a result of the information sent to cardholders on how to avoid fines and increased use of downloadables. Investment return rates are expected to rise to 1-2%.

**Executive Director Report** – Ms. Lomax shared her report of activities for the month of May. Chair Allen said the branch reports are helpful stories that serve as meaningful testimony of the work of the Library.

#### NEW BUSINESS

**Vehicle Replacement** – *Mr. Jenkins moved for to authorize the Library to approve a purchase order in the amount of \$103,895.69 for the purchase of a 2017 Ford T250 Transit and a 2017 Isuzu NPR-HD Diesel. Ms. Albers seconded the motion and it was passed.*

**Real Property Acquisition** – The Board reviewed the draft and made additional recommendations. It will be brought to the July meeting for consideration of approval.

## **Facilities Master Plan (FMP) Update**

### Site Selection Criteria

*Ms. Albers moved to adopt the site selection criteria as presented. Mr. Jones seconded the motion and it was passed.*

### Needs Assessment Update

Trustees were briefed on the update and results. Data was updated using the same approaches that were used in the original plan. The original plan holds up well with some adjustments because of changes in the current environment and in trends within the Library and its communities. The biggest considerations were the funding assumptions. Ms. Lomax said the FMP philosophy aligns with the Strategic Framework.

### Overview of Changes Since 2010

Information was presented on progress since 2010, public opinion research findings, population and service area updates and projections, cardholder maps, facility information and condition. There was discussion about population data and estimated construction costs.

Methodology used to update construction estimates were based on that used by the consultants in the original FMP process for consistency. Ms. Lomax said the information serves as a general guide and, as the Library get closer to an actual project, it will do new cost modeling. She added that, when designing a project, it will need to be realistic for the tax payer.

Ms. Chesbro reported on the service trends and expectations in libraries, which included changing use and needs of the space. She noted that the e-collection accounts for 20% of materials. She said more meeting/community gathering spaces is important. Ms. Chesbro noted the Level of Service Standards have not been provided in the library industry since 2010 and the trend is to respond to community needs. As a result of the needs assessment, PCLS service standards will be for less square footage than the original plan.

### Implementation and Approach

Ms. Lomax said, after reviewing the data, the Library chose to add additional criteria to the original list of facility recommendations. She stressed the importance of not overbuilding in areas where the need is not supported by the data in order to control costs. She added, the use of the space in libraries must be considered because it is continually changing. She noted the importance of matching the size of a library to the service area. The team recommends using a template approach (small, medium, large) which will focus on the right building response for the community. Also of importance is a planned approach to maintenance and sustainability of facilities.

Ms. Chesbro said the template approach is a way to correlate the size of a Library with its service goals and determining what size and type of space will support those goals. This will allow the Library to start the conversation with the community.

Discussion ensued about finding the right balance when meeting the expectations of the community. Ms. Lomax said the Library will listen to the community with a goal of meeting their needs and supporting their expectations. She noted this does not always mean a community needs a new or larger building, but it could be updating and refreshing its space or modernizing its layout. Impact on the taxpayer, and ability to sustain operating costs is always a consideration.

Mr. Jo spoke about the option of including the use of modular buildings for small libraries as an option, based on the Library's experience with Fife. Facilities Director Lorie Erickson noted that the longevity of a modular is equal to or greater than a stick built building and maintenance costs tend to be less.

### Funding Strategy

Ms. Lomax said the library's recommendation is to use an integrated strategy that considers long-term operating costs and capital needs, including technology.

She shared the proposed funding cycle, noting it provides partnership with the public and is also a comprehensive approach to capital projects. The cycle is based on using multiple funding approaches.

Ms. Lomax noted that this approach is realistic, will keep the Library in constant touch with its community and would be sustainable in the long term.

Ms. Lomax said the Library wants to be practical and honor the intent of the 1% cap. She said decisions will be based on public input and the Library will not request more than what is needed from the taxpayers.

An additional strategy in the cycle is to reserve funds for the future. She noted the importance of planning for the future leaders of the Library as they are faced with the need to provide services in new locations many years from now.

The Board was in favor of the recommendations. Ms. Lomax said she would provide the Board with more specific data and information about each Library and the public process at the next meeting.

#### **OFFICERS REPORT**

Customer Experience Managers Judy Nelson and Jaime Prothro shared information on the four programs that comprise the 2017 summer reading program that kicks off on June 24, 2017. The program is aligned with the Library's focus areas of reading, enjoyment and community. A system-wide Read-a-thon will be held from 1:00 – 3:00 pm. Author visits have been scheduled across the county. Along with a variety of prizes, fine forgiveness coupons can also be earned. This year's program includes a pilot with Franklin Pierce and Bethel school districts to offer a free lunch site for any child under eighteen years of age.

#### **EXECUTIVE SESSION**

There was no Executive Session.

#### **ANNOUNCEMENTS**

There were no announcements.

#### **ADJOURNMENT**

The meeting was adjourned at 6:10 pm on motion by Ms. Albers, seconded by Mr. Jones.

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Georgia Lomax, Secretary

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Rob Allen, Chair