

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 and Daren Jones. Pat Jenkins was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the July 12, 2017, Regular Meeting
2. July 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3767-3769 dated 7/1/17-7/31/17 in the amount of \$1,507.07
 - b. Payroll Disbursement Voucher dated 7/6/17 in the amount of \$976,292.80
 - c. Payroll Disbursement Voucher dated 7/21/17 in the amount of \$770,918.73
 - d. Accounts Payable Warrants 627598-627887 dated 7/1/17-7/31/17 in the amount of \$916,881.18
3. *Resolution 2017-06: To Declare Furnishings and Equipment Surplus to Public Service Needs*

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

BOARD REPORTS

Mr. Jones shared the Orting Fire Department's direct mailing postcard regarding their levy proposal.

ROUTINE REPORTS

Dashboard – Executive Director Georgia Lomax reported the Library is planning to revise the dashboard and will ask the Board in the future to discuss which metrics would be most meaningful to them.

July 2017 Financial Report – Finance and Business Director Clifford Jo introduced new Finance Manager Donna Morey. Ms. Morey previously worked in the White River School District.

Mr. Jo reported the Library received approximately \$120,000 in property tax revenue in July.

Executive Director Report – Ms. Lomax noted she received a letter from the Freedom from Religion Foundation regarding the closure of branches on Easter Sunday.

The Library entered into a professional service agreement with Jemima McCullum of the firm Gordon, Thomas, Honeywell for legal counsel pertaining to real property needs. The Library will also be issuing a Request for Qualifications (RFQ) for general architectural services.

Ms. Butler said she appreciates the branch reports and how they highlight the good work done by staff. Chair Allen was pleased to learn about Key Center staff's efforts to help displaced employees with their job search.

NEW BUSINESS

2018 Budget and Work Plan – Mr. Jo reviewed the timelines in the Calendar of Work.

As part of the annual Fiscal Management Policy review, Trustees shared their individual budgeting and money management approaches and discussed how their guiding principles inform their thoughts on managing the Library's budget.

Responses reflected being fiscally conservative and debt averse, conscientious planning and being prepared for the future, setting aside for contingencies, thoughtfully prioritizing where the money is spent and ensuring sustainability.

Ms. Lomax noted that while the Fiscal Management policy ensures the Library is diligent with its resources and addresses long-term sustainability, it has less guidance on day to day expenditure management.

Ms. Chesbro asked the Board what they felt would be a reasonable threshold if there is an overage at the end of the year. Chair Allen said as a general principle, if there was an expense at end of year causing the Library to go over budget, he would not be opposed but would want to see a plan to make it up the following year, so as not to let it affect long-term capabilities. Ms. Albers stressed the need to have a long-term plan in place for any potential operational issues.

Ms. Butler agreed, noting that if the current policies are limiting the Library as it explores ways to resolve future budget concerns, it will be critical to change the level of flexibility it needs to manage the budget. Trustees were curious about the approaches of other organizations.

Sustainable Funding – As directed by the Board in July, the Library will begin a discussion with its community about the Library's funding situation. Ms. Lomax and Marketing and Communications Director Mary Getchell will lead this work.

Buckley Site Condition – Ms. Chesbro reported that after initial testing, EHSI's report showed the need to identify the extent of the effects of the underground storage tank.

Trustees asked for further information about the process.

UNFINISHED BUSINESS

2017 Budget and Work Plan – Ms. Lomax and staff reviewed the status of the 2017 budget and work plan.

Mr. Jo reported the Library is on track to receive 100% of revenues budgeted. He noted the Library is now receiving taxes that were not paid during the recession.

Ms. Chesbro highlighted some of the work done to date includes branch updating and relocating the DVD collection. PC replacements are expected to be under budget and the savings will aid in furthering progress on the IT modernization plan.

The Board thanked the Library for the good work.

OFFICERS REPORT

Training Update (ALA and TRAIN Conferences) – Ms. Lomax said staff training is a priority of the Library. Ms. Lomax noted the Washington Library Association conference will be held in Tacoma November 1-4, 2017.

Customer Experience Manager Judy Nelson provided the Trustees with solar eclipse viewing glasses, which are being distributed to the community in conjunction with STEM-related Library classes and events.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

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

ADJOURNMENT

The meeting was adjourned at 5:20 pm on motion by Ms. Albers, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair