

CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Monica Butler, Daren Jones and Pat Jenkins and Donna Albers. Executive Director Georgia Lomax was excused.

Deputy Director Melinda Chesbro noted that Ms. Lomax was attending the Urban Libraries Council Annual Forum.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the September 13, 2017, Regular Meeting
2. September 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3774-3783 dated 9/1/17-9/30/17 in the amount of \$5887.54
 - b. Payroll Disbursement Voucher dated 9/6/17 in the amount of \$1,057,510.42
 - c. Payroll Disbursement Voucher dated 9/21/17 in the amount of \$779,170.27
 - d. Accounts Payable Warrants 628028-628131 dated 9/1/17-9/30/17 in the amount of \$700,690.25

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

BOARD REPORTS

Ms. Butler asked for an update on the recent Regional Trustee meeting. Marketing and Communications Director Mary Getchell said it was well attended and included training on the election process and Public Disclosure Commission rules. Chair Allen requested future training for the Board on this topic.

ROUTINE REPORTS

Dashboard – Ms. Chesbro reviewed the report, noting work is continuing on developing an updated dashboard.

August 2017 Financial Report – Ms. Chesbro noted the report is the same as was presented last month due to the changes in reporting.

Executive Director Report – Ms. Getchell said the Library was honored to receive a Golden Apple award from the Sumner School District.

Ms. Chesbro said the fall Friends Connection meeting was well attended. The next meetings are scheduled for April 14 and September 29, 2018.

Ms. Getchell said the Library will be conducting a public opinion poll and results will be shared with the Board.

BOARD SERVICE AND EDUCATION

University Place Library & Community Presentations – Branch Manager Steve Carmody introduced University Place Friends President Barbara Pick.

Mr. Carmody provided a brief history of the University Place Library and shared how activities in the Library align with the Strategic Plan in the focus areas of learning, enjoyment and community (Following the meeting, the Board toured the facility.)

NEW BUSINESS

2018 Budget and Work Plan – Finance and Business Operations Director Clifford Jo provided an overview of the budget process and outlined the roles of the Board and the Library. He also shared how the current budget document which will be restructured into three sections. The Guide to the Budget will be the informational and process sections of the former document including the Facilities Master Plan and the Strategic Framework. The 10-page budget document will include the budget year financial material and the Charts and Tables section will show data and trends through the years.

Mr. Jo said in November he will present a draft balanced budget that reflects a narrowing down of projects, followed by a final balanced budget in December.

Levy Certificate and Implicit Price Deflator (IPD) – Mr. Jo reported property values increased by 12.5%, due to an increase in new construction. The IPD came in at 1.533%, which means considering an override of the IPD is not necessary.

Work Plan Overview – Ms. Chesbro reviewed the draft work plan, noting the alignment with the vision and guiding principles of the Strategic Plan. She said the Library will be updating the dashboard to better align metrics with current activities. One metric will be program surveys, which will help the Library determine program effectiveness. Anecdotal stories will also continue to be gathered.

Estimated Budget – Mr. Jo reviewed the 2018 general fund and capital fund estimated budgets showing the BARS categories by which the Library reports to the State Auditor. He noted revenue increased by nearly 3.7% which includes an increased commitment by donors. Erate reimbursement increased approximately 27%. Fine revenue decreased 10%, due in part to a shift to eBooks. He also noted the Maintenance & Operations increase of nearly 17% reflects both increased costs and the transfer of items that were previously categorized as capital expenses into the operating expenses. The Capital fund transfer is reduced to \$800,000.

Mr. Jo noted the Bonney Lake roof replacement will be postponed until 2019. Funds have been set aside in case repairs are needed.

Ms. Chesbro said the Library is still considering how the materials budget may be impacted in order to balance the budget. She added that the Library has the tools to balance budget without cutting hours. Discussion ensued around the service impacts related to cutting hours.

Work Plan Initiatives – Customer Experience Director Jaime Prothro presented on the strategic focus area of “Enjoyment”, which embodies how the Library can help people relax and enjoy their free time. She reported that enhancements to the catalog will be made in 2018, readers’ advisory services have been developed and will expand system wide and online, baby books-to-go has recently launched, 3500 book club discussion lists are available for check out and 95 homebound individuals are served by the Library’s homebound services.

OFFICERS REPORTS

Chair Allen proclaimed October 15-21, 2017, Friends of Libraries Week.

PLA Conference – Ms. Chesbro reminded the Trustees that registration was open for the 2018 PLA Conference.

Urban Libraries Council Statement on Racial and Social Equity – Chair Allen said he was in support of the statement, noting a way to express the Library’s commitment to it is the degree to which its workforce represents its community.

Ms. Chesbro said Staff Experience Director Cheree Green will be reporting on the Library’s progress over the last ten years.

EXECUTIVE SESSION

At 5:19 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 15 minutes. Mr. Jones seconded the motion and it was passed. The session ended at 5:41 pm.

ANNOUNCEMENTS

Pierce County MakerFest is November 4, 2017, from 10:00 AM until 3:00 PM at the Washington State Fairgrounds Agriplex.

ADJOURNMENT

The meeting was adjourned at 5:43 pm on motion by Mr. Jenkins, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair