

## 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, Monica Butler and Pat Jenkins. Daren Jones was excused.

## PUBLIC COMMENT

There was no public comment.

## CONSENT AGENDA

1. Approval of Minutes of the November 8, 2017, Regular Meeting
2. November 2017 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3785-3790 dated 11/1/17-11/30/17 in the amount of \$5,246.38
  - b. Payroll Disbursement Voucher dated 11/6/17 in the amount of \$1,035,145.14
  - c. Payroll Disbursement Voucher dated 11/21/17 in the amount of \$806,259.31
  - d. Accounts Payable Warrants 628256-628344 dated 11/1/17-11/30/17 in the amount of \$512,499.75
3. *Resolution 2017-13: To Declare Furnishings and Equipment Surplus to Public Service Needs*
4. *Resolution 2017-14: To Set the 2018 Schedule of Recurring Meetings*

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

## BOARD REPORTS

The Board congratulated Jaime Prothro on her promotion to Customer Experience Director.

## ROUTINE REPORTS

**Dashboards** – Ms. Lomax noted the addition of a new dashboard related specifically to the Foundation.

**October 2017 Financial Report** – Finance Manager Donna Morey noted revenue year to date was \$26.2M. Several expenditures are being reviewed and will be moved to the Capital Improvement Fund prior to year-end.

**Executive Director Report** – Ms. Lomax noted she spent much of the month sharing the strategic plan and Library priorities with City and Town Councils, school superintendents and community leaders. She reported the Orting Library, which is owned by the City would be undergoing HVAC and roof repairs in 2018. The estimated amount of the project is \$40K. These expenditures will be reflected in the 2018 budget. The City agreed to provide the Library with dedicated time and use of the meeting rooms.

**Branch Services Reports** – Customer Experience Manager Kayce Austin shared details of the Pierce County Law Library satellite branch in the Gig Harbor Library. The Law Library will be paying for the cost of data access, resources and computer equipment used to access legal reference materials. She noted this service will benefit customers by providing access to legal resources locally.

## BOARD EDUCATION AND SERVICE

**Library Priorities – Public Opinion Poll Results** – Marketing and Communications Director Mary Getchell introduced Melissa Martin, Survey Research Director with the Nelson Report, who reported on the November 2017 Survey Research results. 383 people responded to the poll, which was considered statistically significant.

Ms. Lomax said the poll was conducted to aid the Library in understanding how the public perceives the Library.

82% of respondents have a high level of familiarity with the Library. 85% of respondents rated the Library positively.

72% of respondents believe they receive a good value in library services. 82% were satisfied with the way the Library uses tax dollars to fund library services. 53% preferred the Library increase the levy rate vs. not provide at least \$2M in library services.

#### UNFINISHED BUSINESS

**2018 Budget and Work Plan: Second Reading and Discussion** – Ms. Lomax noted there were no significant changes from the budget presented last month. The projected fine revenue was adjusted down slightly.

Deputy Director Melinda Chesbro noted the unanticipated revenue and expenditure lines were added to support the expenditure management process. Finance and Business Operations Director Clifford Jo noted this should eliminate the need for mid-year budget adjustments.

Mr. Jo also noted the budget reflects the additional costs for the audit which will be yearly from now on.

There was discussion on the projections outlined in the cash flow summaries and how best to present forecasts.

There was discussion about the messaging in the budget document as it relates to the current funding issue.

#### PUBLIC HEARING: 2018 DRAFT BUDGET OF REVENUE AND EXPENDITURES

*Ms. Butler moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2017 property tax levies for collection in 2018. Mr. Jenkins seconded the motion and it passed.*

Chair Allen then asked if there was anyone in the audience who wished to comment on the 2018 budget.

Louise K. Carson expressed her satisfaction with the Book a Librarian service at the South Hill Library. She thanked the Library for its services to the community.

There being no further comments, *Mr. Jenkins moved to close the public hearing on the 2018 budget of estimated revenue and expenditures. Ms. Albers seconded the motion and it passed.*

#### UNFINISHED BUSINESS (CONTINUED)

##### Resolution 2017-15: To Adopt the 2018 General Fund Budget

*Mr. Jenkins moved to approve Resolution 2017-15: To Adopt the 2018 General Fund Budget. Ms. Albers seconded the motion and it was passed.*

##### Resolution 2017-16: To Adopt the 2018 Capital Improvement Fund Budget

*Mr. Jenkins moved to approve Resolution 2017-16: To Adopt the 2018 Capital Improvement Fund Budget. Ms. Albers seconded the motion and it was passed.*

##### Resolution 2017-17: To Adopt the 2018 Special Purpose Fund Budget

*Mr. Jenkins moved to approve Resolution 2017-17: To Adopt the 2018 Special Purpose Fund Budget. Ms. Albers seconded the motion and it was passed.*

#### NEW BUSINESS

**2018 Election of Officers** – *Ms. Albers moved to reelect Mr. Allen as Chair and elect Daren Jones as Vice-Chair for calendar year 2018. Ms. Butler seconded the motion and it was passed.*

#### OFFICERS REPORTS

**Open Hours and After Hours Meeting Room Use** – Ms. Lomax said while the Library's meeting rooms are well used after the Library closes, the fiscal impacts related to the cost of clearing and locking facilities that have not been properly secured, as well as security and safety concerns, led to a decision to end after hours access. Most libraries do not offer after hour use of meeting rooms. Ms. Austin noted the Library proactively reached out to those

with existing reservations to notify them of the upcoming changes. The response has been good. Chair Allen requested seeing alternative options and a sense of the expense in keeping the rooms open after hours.

**EXECUTIVE SESSION**

There was no Executive Session.

**ANNOUNCEMENTS**

There were no Announcements.

**ADJOURNMENT**

The meeting was adjourned at 5:52 pm on motion by Ms. Albers, seconded by Ms. Butler.

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Georgia Lomax, Secretary

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Rob Allen, Chair