

CALL TO ORDER

Vice Chair Daren Jones 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. Chair Rob Allen was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the December 13, 2017, Regular Meeting
2. December 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3791-3792 dated 12/1/17-12/31/17 in the amount of \$1,692.93
 - b. Payroll Disbursement Voucher dated 12/6/17 in the amount of \$1,006,505.10
 - c. Payroll Disbursement Voucher dated 12/21/17 in the amount of \$787,940.12
 - d. Accounts Payable Warrants 628345-628472 dated 12/1/17-12/31/17 in the amount of \$1,073,022.16
3. *Resolution 2018-01: Cancellation of Unredeemed Warrants*

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

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Dashboards – Ms. Lomax noted the work on metrics continues. Deputy Director Melinda Chesbro indicated branch door counters will be updated this quarter.

Foundation Director Dean Carrell reported the Foundation Board of Directors recently held their first retreat to work on fundraising plans for 2018.

November 2017 Financial Report – Finance Manager Donna Morey noted the closeout of 2017 expenditures will take place on January 22, 2018.

Executive Director Report – The Board received copies of the budget document and summary document. Ms. Lomax noted feedback and response during her community meetings has been supportive. She also shared the Certificate of Recognition presented by the City of to the University Place recognizing the University Place Library for its partnership.

Ms. Lomax reported the Library would be rescinding their offer to purchase the Key Center property due to wetlands restrictions on the property.

NEW BUSINESS

2018 Foundation Agreement – Finance and Business Operations Director Clifford Jo and Mr. Carrell brought the 2018 agreement and addendum to the Board for approval.

Mr. Carrell said the Foundation Board will be concentrating its efforts on major fundraising this year. There are currently five open positions on the Board.

Ms. Albers moved to authorize Ms. Lomax to sign the Foundation Agreement as presented. Mr. Jenkins seconded the motion and it was passed.

Ms. Albers moved to authorize Ms. Lomax to sign the Addendum as presented. Mr. Jenkins seconded the motion and it was passed.

UNFINISHED BUSINESS

Revenue/Expenditures Gap Follow Up – Mr. Jo shared a chart showing an estimate of the gap between projected revenue and expenditures for the years 2019-2023. Ms. Lomax noted that while the Library always has a balanced budget, this chart depicts how much the Library has to cut to balance the budget in future years if no changes are made to current operations.

Library Priorities Public Involvement – Marketing and Communications Director Mary Getchell reported the Library will be seeking public input from January 19 through March 10 at open houses, at community meetings from civic organizations, and through surveys during the public engagement process. The intent of these activities is to learn what the public values most for library services. The input will help inform a community advisory committee that will further review the public's comments and ideas. She encouraged the trustees to share information about the Library's funding with civic groups and to attend an open house in the branches.

Discussion ensued about the survey questions. Ms. Lomax said the Library is working with consultants and other library districts and will get additional recommendations.

Ms. Lomax encouraged the trustees to share the information within their networks.

BOARD EDUCATION AND SERVICE

Public Information Overview – Ms. Getchell introduced J.Marie Riche, the Library's public affairs consultant. Ms. Riche provided an overview of the Public Disclosure Commission (PDC) regulations outlining what the Board of Trustees can and cannot do during elections.

Ms. Lomax noted she and Ms. Getchell would be taking in-depth PDC training in February. Ms. Getchell noted the information would also be shared with staff, as well as the Foundation Board and Friends of the Library.

OFFICERS REPORTS

2015-16 Audit Report – Mr. Jo noted the cost of future audits will be slightly higher since they will be conducted annually.

After Hours Meeting Room Use Follow Up – Ms. Prothro reported feedback she received from customers was generally positive. While some had questions, they also understood the need for this change.

Administrative Center Training Room – The trustees were invited to tour the new training room.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

The meeting was adjourned at 5:05 pm on motion by Ms. Butler, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair