

BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, SEPTEMBER 12, 2018

**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 Pat Jenkins and Monica Butler. Rob Allen and Donna Albers were excused.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the August 8, 2018, Regular Meeting
2. August 2018 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3830-3831 dated 8/1/18-8/31/18 in the amount of \$4921.51
  - b. Payroll Disbursement Voucher dated 8/6/18 in the amount of \$1,084,140.50
  - c. Payroll Disbursement Voucher dated 8/21/18 in the amount of \$827,259.56
  - d. Accounts Payable Warrants 629393-629522 dated 8/1/18-8/31/18 in the amount of \$736,792.48
3. Unemployment Insurance Policy

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

**ROUTINE REPORTS**

**Financial Report** – Finance and Business Director Cliff Jo noted expenditures for the election include the cost to place the measure on the ballot, legal fees and literature.

**UNFINISHED BUSINESS**

**Library Election Update** – Ms. Lomax summarized the activity to date. Staff are presenting information to groups and those interested in learning more about the levy and its impacts. Information is being provided to the public through normal communication methods, including printed material, social media, news media and open houses.

**Board Metrics Update** – Deputy Director Melinda Chesbro shared a summary of the type of statistical information proposed. A 2-3 page dashboard would include a combination of graphics and narrative. Specific services would also be highlighted. Each month, an in-depth report will focus on a core service, providing a narrative and details about the service.

**2019 Budget and Work Plan: 2019 Budget Drivers** – Mr. Jo shared information on factors that are considered when making budget-related decisions. Expenditures may change based on contract negotiations which will begin this month. The Library is still waiting to receive its preliminary levy certificate from the county.

**NEW BUSINESS**

**Lakewood Interlocal Agreement** – Mr. Jo provided an update on the partnership with Lakewood relating to opportunities for new libraries. The Lakewood City Council reviewed the draft interlocal agreement on August 13. Work will continue to finalize the agreement.

**Trustee Terms** – Ms. Lomax reported that state law establishes that one trustee term should expire each year. Over time, terms have become misaligned and she recommended that the Board consider adjustments to realign them. The Board directed Ms. Lomax to work with the County on how to realign terms, starting with placing Mr. Jones into a first full term to expire on May 31, 2023.

## BOARD EDUCATION AND SERVICE

**Gig Harbor Library & Community Presentation** – Gig Harbor Branch Manager Karen Brooks presented information about the Gig Harbor library and the community it serves. She provided a history of the city and shared that the community members were very proud of their heritage. She noted circulation at the Gig Harbor Library is consistently the highest in system. The Library's collection includes 90,000 items.

Youth Services Librarian Holly Smith conducts story times at the Library. A recent addition, yoga story time, has proven popular. Tech programs are also very popular at the Library. She noted that teens use the Library for opportunities to volunteer and gain experience to help them when seeking their first job.

Adult Services Librarian Adam Jackman noted the Gig Harbor Library piloted the 3D printer program. The Friends of the Gig Harbor Library recently approved funding for a virtual reality project. Programming will be offered for the entire community, but with certain programming specifically targeting teens. The focus of the programs would be to provide both learning and enjoyment experiences focused around this new technology. The program will begin this fall at the Gig Harbor Library and will travel to other branches in 2019.

Ms. Brooks introduced Friends President Steve Vittori, Treasurer John West and Nancy Gretencourt, who organizes the popular book sales.

Ms. Brooks highlighted the contributions and accomplishments of her staff. She noted that staff is a community unto itself. Staff encourage one another in their successes and support each other in times of uncertainty. Staff are regular members of the Gig Harbor Chamber, Kiwanis and local Homeowner Associations. The Adult Services Librarians regularly visit retirement homes and senior centers. Youth Services staff spend a lot of time at preschool and elementary schools and visit with every 9<sup>th</sup> grader to ensure they have a library card.

Partnerships include PenMet Parks, the Gig Harbor Historical Society and the Pierce County Law Library.

## EXECUTIVE SESSION

At 4:16 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 20 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 4:47 pm.

## NEW BUSINESS (CONT.)

**2019 Executive Director Salary Agreement** – *Mr. Jenkins moved to authorize Chair Allen to implement a salary agreement with the Executive Director for 2019. Ms. Butler seconded the motion and it was passed.*

## OFFICERS REPORTS

### **Employee Diversity & Inclusion Strategy**

Ms. Green reviewed progress and next steps in this investment that supports a workplace that reflects the community it serves.

### **2017 Fiscal & Accountability Audit**

Ms. Lomax noted the audit entrance conference will be held within the next several weeks.

## ADJOURNMENT

The meeting was adjourned at 4:50 pm on motion by Mr. Jenkins, seconded by Ms. Butler.

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Georgia Lomax, Secretary

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Daren Jones, Vice-Chair