

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

CALL TO ORDER

Chair Rob 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 Pat Jenkins, Monica Butler and Donna Albers. Daren Jones was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the November 14, 2018, Regular Meeting
2. Approval of Minutes of the November 28, 2018, Special Meeting
3. November 2018 Payroll, Benefits and Vouchers totaling \$ 2,513,145.46
4. 2019 Insurance Renewal
5. Munis Financial/HR System Replacement Contract

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

BOARD REPORTS

Ms. Butler said she enjoyed reading "The Library Book" by Susan Orlean. Ms. Albers commented on the CBS This Morning episode on libraries that are allowing children to read away late fees.

ROUTINE REPORTS

Dashboards – Foundation Director Dean Carrell reported 2018 fundraising goal was exceeded by approximately \$25,000. Ms. Lomax thanked Mr. Carrell and his team and the Foundation Board for this achievement.

October 2018 Financial Report – Finance and Business Director Cliff Jo noted the Library received the 5th e-Rate payment last month. This was a one-time acceleration.

Executive Director Report – Executive Director Georgia Lomax noted the Library is working with the Pierce County Executive's office regarding moving Mr. Jones' appointment to a full term.

BOARD EDUCATION AND SERVICE

Leadership Academy and Capstone Project – Members of the cohort shared their experiences and outcomes of their learning and capstone project during the 10-month leadership development program.

The cohort was comprised of staff from a broad range of positions, locations, and departments. Members include: Amanda Moore, Sr. Administrative Specialist (Customer Experience), Anna Shelton, Sr. Librarian (Outreach), Annabel Guimont, Assistant Branch Supervisor (Parkland), Dean Carrell, Foundation Director, Jill Henriksen, Service Desk and System Support Administrator (IT), Heather Kaufman, Sr. Collection Management Librarian (Collection Management), Neil Derksen, Sr. Librarian (Summit), Petra McBride, Executive Assistant, Sharon Nichols, Assistant Branch Supervisor (South Hill), Stephanie Ratko, IT Manager, Steve Carmody, Branch Manager (University Place) and Tracey Thompson, Collection Manager (Collection Management).

The capstone project involved a major upgrade of the Library's catalog system and developing a repeatable process that will be used for upgrading any systems used by the Library.

The Board thanked the cohort for applying themselves to this work and sharing their outcomes. Chair Allen stressed the importance of supporting the development of leaders within the system and building the bench strength necessary as new leaders emerge.

Ms. Lomax thanked the cohort for their time and dedication to the program and said it was a valuable investment in the Library's success in serving its communities.

UNFINISHED BUSINESS

Library Restored Levy Election – Ms. Lomax shared her appreciation to staff for the work involved in the levy election process. She thanked the Board for their support and noted the importance of their support as the Library begins examining future direction and opportunities.

Discussion ensued about the learnings from the process and what to be mindful of for the future. Ms. Lomax said the Library will be increasing its book budget over the next couple years as a result of the restored levy's funding.

2019 Budget and Work Plan: Second Reading and Discussion – Mr. Jo presented the 2019 budget. The larger amount of revenue to be received as a result of the successful levy lid lift will be split into both the general and special purpose funds. Revenue will be held in a Board approved reserve in the special purpose fund to draw from in subsequent years when expenditures begin to exceed property tax revenue. Board action will be needed to release funds from the special purpose fund at that time.

PUBLIC HEARING: 2019 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 2018 property tax levies for collection in 2019. Ms. Albers seconded the motion and it passed.

Chair Allen then asked if there was anyone in the audience who wished to comment on the 2019 budget.

There being no further comments, Ms. Butler moved to close the public hearing on the 2019 budget of revenue and expenditures. Mr. Jenkins seconded the motion and it passed.

UNFINISHED BUSINESS (CONT.)

2019 Budget and Work Plan

Mr. Jenkins moved to approve Resolution 2018-11: To Adopt the 2018 General Fund Budget. Ms. Butler seconded the motion and it passed.

Mr. Jenkins moved to approve Resolution 2018-12: To Adopt the 2018 Capital Improvement Fund Budget. Ms. Butler seconded the motion and it passed.

Mr. Jenkins moved to approve Resolution 2018-13: To Adopt the 2018 Special Purpose Fund Budget. Ms. Butler seconded the motion and it passed.

Mr. Jenkins moved to approve Resolution 2018-14: To Transfer Set-Asides in the General Fund Balance to the Capital Improvement Fund. Ms. Butler seconded the motion and it passed.

Ms. Butler moved to approve Resolution 2018-15: To Set Wages and Benefits for Non-Represented Employees for 2019. Mr. Jenkins seconded the motion and it passed.

Ms. Lomax thanked the Leadership and Administrative teams for the thoughtful work on developing two budgets and demonstrating the Library's good stewardship.

The Board thanked the Library for its efforts.

NEW BUSINESS

2019 Election of Officers – The Board will hold a special meeting to elect the 2019 officers.

OFFICERS REPORTS

Makerfest – Customer Experience Director Jaime Prothro said the quality of exhibitors and experiences was amazing. Exhibitors were complementary to the Library and pleased to be able to work in partnership with the Library.

Roy Library Closure –The Roy library will officially close December 31, 2018.

EXECUTIVE SESSION

At 5:04 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss labor matters for approximately 10 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 5:15 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:19 pm on motion by Ms. Albers, seconded by Mr. Jenkins.

Georgia Lomax, Secretary

Rob Allen, Chair