

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, APRIL 11, 2007**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on April 11, 2007, 3:35 pm. Board members present were Paul Chasco, J.J. McCament and Budd Wagner. Eugene Matsusaka was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the March 14, 2007 Regular Meeting of the Board of Trustees
2. March 2007 Payroll, Benefits and Vouchers in the total amount of \$1,597,795.85
 - a. Payroll Warrants 2458 - 2480 dated 03/06/07 – 03/21/07 in the amount of \$19,362.75
 - b. Payroll Disbursement Voucher dated 03/06/07 in the amount of \$330,226.38
 - c. Payroll Disbursement Voucher dated 03/21/07 in the amount of \$384,627.12
 - d. Payroll Disbursement Voucher dated 03/21/07 in the amount of \$5,931.55
 - e. Accounts Payable Warrants: 516938 - 5172937 dated 03/01/07 – 03/31/07, in the amount of \$857,648.05
3. Resolution 2007-02: Surplus Furnishings and Equipment

Mr. Chasco moved for adoption of the Consent Agenda. Mr. Wagner seconded the motion and it was approved.

BOARD MEMBER REPORTS

J.J. McCament: Ms. McCament congratulated staff members who recently have won awards.

Budd Wagner: Mr. Warner stated that the public website just keeps getting better and better.

OFFICER REPORTS

League of Women Voters Study: Ms. Parikh distributed copies of the completed study libraries in Pierce County, prepared by the League of Women Voters. The league will be holding a series of meetings to discuss the findings and reach consensus. This item will be placed on the upcoming agenda for discussion.

Notification of Sex Offenders: Work is beginning on reviewing policies and processes relating to sex offenders who are moved into the library's service area.

Paul Zelinsky: Ms. Parikh was pleased to announce that author Paul Zelinsky would be presenting a program at the Peninsula branch on May 2nd. Mr. Zelinsky is a Caldecott winner and author of *Rapunzel* and *The Wheels on the Bus*.

Levy Implementation: Georgia Lomax reported that Graham branch began today as the first site to accept online payment for fines from credit cards. It will be tested at Graham for a few weeks before being offered on the public website. Ms. Parikh noted that the library's ALA recruitment booth was very successful and staff have interviewed and hired outstanding candidates from across the country. Interviews with some candidates will be held via video conferencing. Clover Park Technical School is allowing PCLS to use its video conferencing equipment and facility at no charge.

Peninsula Branch Parking: Ms. Parikh reported that PCLS is reviewing the need for expanded parking options at Peninsula Branch.

United Way Event: PCLS has been nominated for the United Way Pierce County's Campaign of the Year – Public Sector Award for 2006. Award winners will be announced at a United Way dinner on April 17th. Karol Barkley, Volunteer Coordinator, spear headed the PCLS United Way campaign.

Assessed Values in Unincorporated Pierce County: Ms. Parikh briefly discussed a chart of 2007 assessed values in Pierce County. In the last three years, the greatest changes have occurred in Sumner and Gig Harbor. Gig Harbor is now the highest per capita value. Sumner values have greatly increased since Sumner has made an effort to expand its industrial base.

Community Contacts: Ms. McCament stated that she is always impressed with how involved PCLS staff is with community groups and organizations, and would readily support financial support for staff involvement.

Department of Labor: Holly Gorksi reported that Department of Labor had received a complaint regarding payment of travel time for custodians. PCLS has reviewed the situation and settled with affected staff members. Custodians held multiple positions at multiple sites and it was determined that PCLS needed to pay for travel time between those locations.

Public Opinion Survey: Ms. McCament suggested that the survey include questions related to the physical facility. Mary Getchell responded that those kinds of questions will be included in the in-person surveys at each branch.

Community Contacts: Mr. Chasco asked what PCLS does with the McNeil Island Advisory Board. Judy Nelson responded, stating that the library works with the family program assisting incarcerated family members reconnect with their families, particularly involving fathers in the lives of their child. The program helps them become familiar with teacher conferencing and provides actual activities. Ms. Nelson noted that she tries to incorporate ways to increase literacy, such as having baskets of books available for children on the ferry that takes them to the island prison.

UNFINISHED BUSINESS

1. University Place Project Update: Ms. Parikh reported that the City of University Place continues negotiations on the developer agreement with Aaron Lichtman. The city anticipates that the city council will approve it on May 14th. The city also hopes to select an architect by the end of June to design the city hall/library building. City staff are also finalizing architectural plans for the parking garage. Ms. Parikh distributed an article from Governing Magazine on methods cities are using to recruit retailers.

University Place Capital Campaign Feasibility Study: Lynne Hoffman reported on the first meeting of the University Place Library Campaign Feasibility Study Committee and distributed a list of members. Mr. Chasco is serving on the committee as well. A consultant spoke to the

process of a feasibility study and what it takes to run a capital campaign, emphasizing the importance of leadership. Committee members discussed concerns related to progress of the new library and the city's difficulties in locating and building the facility. A signed contract and solid timetable for construction would be desirable. The committee discussed some of the service and building components planned and those desired. As part of the campaign feasibility study, individuals will be interviewed and three discussion groups held. Ms. Hoffman stated that time is of the essence for this because once the city is ready to go, the campaign will need to be prepared to go forward. The Foundation Board has not yet made a decision to start the campaign or set the campaign goal, as it hasn't had solid information to make a decision. Ms. Hoffman noted said that she thinks money can be raised money in University Place, but she is not certain a \$1.5 million goal could be met. The feasibility study will determine this. Mr. Chasco concurred that it was an informative meeting. He feels the committee is energized and behind the project.

2. 2007 Legislation Relating to Libraries: Ms. Parikh reported on Senate Bill 5498, which would expand a levy lid lift from one to six years. It has passed out of the Senate and headed to the floor of the House.

3. Reciprocal Borrowing with Puyallup Public Library: 1st Quarter Data: The Board briefly discussed the first quarter results of the reciprocal borrowing pilot project with Puyallup Public Library. In the first quarter there were 476 PCLS cards issued to Puyallup Public Library cardholders and 1,693 PPL cards issued to Pierce County Library cardholders. PPL checked out 18,230 items and PCLS checked out 4,634.

NEW BUSINESS

1. Classification and Compensation Study: Holly Gorski and Clifford Jo reported on the progress of a classification and compensation study. Six proposals were received and two finalists were selected and interviewed. Reference checks are being conducted and it is hoped a decision will be made shortly. Once a decision is made, the firm will survey staff to understand their current duties, compare these results to existing job descriptions and make changes as needed; develop and conduct an external compensation survey comparing PCLS positions to similar positions at comparable organizations and competitors in the labor market; develop a classification/compensation plan for all employees that will provide internal equity and be competitive in the marketplace; recommend a plan for the library's implementation of classification and/or compensation changes; develop a method for ongoing administration and maintenance of the plan. The deadline for completion of this work is October 2007. The library will then bargain the effects of implementation on represented employees. It is the intent to have implementation occurring in January 2008.

Mr. Wagner moved to authorize Neel Parikh to sign a contract of up to \$100,000 paid out of the general fund for a wage and classification study. Ms. McCament seconded the motion and it passed.

Mr. Chasco asked what would be the level of union involvement in the process. Ms. Gorski responded that the union has asked to be involved in the process, but not specifically requested to have representation on the review committee.

2. Library Code of Conduct: Georgia Lomax presented a revised version of the draft policy on Library Code of Conduct. She noted that the intent of the policy is to set a framework that will allow the public to experience library services in a pleasant and safe manner and would be used by staff when dealing with disruptive behaviors or actions. The policy will help staff develop standards, identify how and when to use the policy and set effective and consistent

processes to support the environment. The policy is intended to be used with judgment to create an atmosphere where we treat patrons fairly and consistently.

Mr. Rose said that he and Ms. Parikh had attended a Lawyers for Libraries workshop that discussed issues related to libraries being a limited public forum. He noted that standards need to be very specific, particularly regarding behavior issues. He also suggested that an appeal process be developed so that patrons have the right to ask for administrative review of a decision. Ms. Lomax noted that the Board policy only sets the framework and that operating procedures would be developed. He requested that the operating procedures be brought back to the Board for review.

Mr. Chasco moved for approval of the Rules of Conduct Policy. Ms. McCament seconded and it passed.

EXECUTIVE SESSION

At 5:21 pm, Mr. Wagner moved to convene into Executive Session for discussion of labor negotiations. Mr. Chasco seconded the motion and it was passed. Chair Rose announced the executive session would last approximately 15 minutes. At 5:45, Chair Rose announced the executive session would continue an additional 30 minutes. The Board moved back into open session at 6:08 pm.

ANNOUNCEMENTS

Budd Wagner: Mr. Wagner stated that he might have a conflict in his schedule with the date of the May meeting and could be absent.

ADJOURNMENT

The meeting was adjourned at 6:11 pm, on motion by Mr. Chasco, seconded by Mr. Wagner.

Secretary

Chair