

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, MAY 9, 2007**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on May 9, 2007, 3:33 pm. Board members present were Paul Chasco, Eugene Matsusaka, J.J. McCament and Budd Wagner.

PUBLIC COMMENT

Mr. Norman Cook stated his questions and concerns, including:

- When will expanded hours go into effect in Tillicum?
- The rule of only one person on a computer at a time should be enforced.
- Cell phones should be turned off in the library.
- There should be only a 30-minute limit on usage of public PCS, unless there is someone waiting to use one.
- Do not allow use of a PC if a person owes fines.
- Limit free passes for computer use and make the person get a library card first.
- It needs to be quiet in the PC area.
- The MSN Hotmail log-in default needs to be changed to "Always ask for my email address and password."

Chair Rose thanked Mr. Cook for his input and requested that David Kennicott, Branch Services Coordinator, look into his concerns.

CONSENT AGENDA

1. Minutes of the April 11, 2007 Regular Meeting of the Board of Trustees
2. April 2007 Payroll, Benefits and Vouchers in the total amount of \$1,674,268.97
 - a. Payroll Warrants 2481 - 2497 dated 04/06/07 – 04/20/07 in the amount of \$12,462.92
 - b. Payroll Disbursement Voucher dated 04/06/07 in the amount of \$404,141.66
 - c. Payroll Disbursement Voucher dated 04/16/07 in the amount of \$2,161.21
 - d. Payroll Disbursement Voucher dated 04/20/07 in the amount of \$363,894.07
 - e. Accounts Payable Warrants: 517294 – 517666 dated 04/02/07 – 04/30/07, in the amount of \$891,609.11

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

BOARD MEMBER REPORTS

Eugene Matsusaka: Last month while visiting in California, he noticed a new library was being built and inquired about it. He said there was some anger about it as the residents had voted against the proposition to build the library (many believing it was superfluous) and the city had overridden the vote.

Paul Chasco: Mr. Chasco attended a presentation by the Lakewood Police Department regarding sex offenders in the community. The presentation was held at the Lakewood library and was well done.

J.J. McCament: Ms. McCament attended the PCLS Social Networking Class, taught by Steve Champion and Susan McBride. She reported that the four-hour class was excellent and recommended that it be offered to the public. Ms. Lomax noted that as part of the levy implementation a curriculum of classes is being considered. Mr. Matsusaka also attended, but felt the class was beyond his level of computer expertise.

Budd Wagner: Mr. Wagner commended PCLS on being awarded the United Way Public Sector Campaign of the Year award. He reported that a new Border's bookstore will open close to the Peninsula branch and he wondered if bookstores and libraries were synergistic. Mary Getchell responded that she had been in contact with Borders management to discuss possible collaborative efforts.

OFFICER REPORTS

United Way: Neel Parikh reported further on the United Way awards ceremony. Pierce County Library System was one of eight organizations nominated for the Public Sector Campaign of the Year and was given the award at the United Way's Warm Your Heart celebration dinner, noting the library's exceptional commitment to making Pierce County a better place to live. Karol Barkley, Volunteer Coordinator, was honored for her outstanding work in the campaign. PCLS increased giving by 450%. Over 500 persons attended this event, including company CEO's and key leaders of the community.

Legislation: Ms. Parikh was pleased to announce that Governor Gregoire signed ESB 5498, into law. The legislation allows voter-approved levy lid lifts to be authorized for six years instead the current one year. The State Supreme court is hearing an appeal of the recent court decision that found I-747 unconstitutional.

DRS Audit: The Department of Retirement Systems denied the library's appeal on the decision regarding payment of retirement funds for substitute workers. Annually it would cost the library system approximately \$25,000, not including retroactive pay. The library will again appeal the decision and is currently working on changing current practices.

Strategic Planning: Plans for a public planning process are finalized. Approximately 20 community leaders from Pierce County are being invited to serve on a community planning committee. Due to scheduling conflicts and demands on library staff to implement new levy services, initial committee meetings have been rescheduled to September. Mr. Wagner volunteered to serve on the committee as the Board representative.

Annual Report: Ms. Parikh distributed the library's 2006 Annual Report. Mary Getchell reported that the annual report will run as a full-page advertisement in the TNT on June 3rd and posters will hang in library branches. The report will also be distributed through a mailing to community leaders, organizations, library supporters and foundation donors.

Key Center Friends: Mr. Matsusaka asked if the situation with the Key Center Friends group was resolved. Ms. Lomax responded that the library has responded to the issues and she will be attending the Friend's annual meeting. It appears there was some confusion regarding the expectations and role of the Friends group.

UNFINISHED BUSINESS

1. University Place Project Update: Ms. Parikh reported that University Place City Council has reviewed the Developer's Agreement and it appears acceptable. Chair Rose and Ms. Parikh will attend the upcoming city council meeting to give testimony in support of the agreement. The city is now working to retain an architectural firm for design of the library/city hall building. The Capital Campaign Feasibility Study Committee is continuing its work.

2. League of Women Voters Study: Chair Rose welcomed Diane Kerlin and Nancy Pearson from the League of Women Voters. Ms. Parikh opened the discussion by reviewing the process used by the League in studying Pierce County libraries. After the survey was published, the League held a series of public meetings and compiled comments in order to establish an official position. Board members noted that the report confirmed that library's services and goals seem to be validated by the report and felt it was a solid report on the state of library services in Pierce County. Ms. Parikh noted that it was interesting that the comparisons show the similarity between the approach used by Pierce County Library System and Puyallup Public Library and the difference in approach by Tacoma Public Library. The policies on purging inactive cardholders is different in each library, so the cardholder comparisons were less useful. Ms. Lomax noted that due to the expansion of access points to PCLS, the library is looking for a different method of how to count library users. As online users don't check out books, they don't appear as 'active' users in the system. The challenge is to find an effective way to count online users. Chair Rose noted that the library is trying to be relevant to the technological opportunities of 21st century, but currently has no way to measure its effectiveness.

Ms. Parikh reported on a conversation with the League president in which she learned the committee may continue to study libraries. A position statement has been developed by the League supporting reciprocal borrowing among libraries. The report supports the PCLS decision to enter into reciprocal borrowing with Puyallup Public Library.

Ms. Pearson mentioned that position statements are used if there is an issue the League feels a need to weigh in on. She believes there are many opportunities to use the position statements to meet community and public needs. Ms. Pearson also mentioned that one question had been raised that they were unable to answer and asked that PCLS write a short answer to the question, "Why does the levy rate go down over a six-year period?" Ms. Parikh will write the response.

3. Classification and Compensation Study: Robert Miles of Public Sector, personnel consultants, spoke to the process for the classification and compensation study and detailed specific actions. The firm will analyze current position classifications using detailed employee questionnaires and individual interviews and make recommendations related to classification, job titles and job descriptions. They will also conduct a comprehensive base salary study to develop a competitive compensation plan. In addition, the firm will develop a methodology to meet future needs for review of individual positions.

EXECUTIVE SESSION

At 5:06 pm, Mr. Wagner moved to convene into Executive Session for discussion of labor negotiations. Ms. McCament seconded the motion and it was passed. Chair Rose announced executive session would last approximately 30 minutes. The Board moved back into open session at 5:48 pm.

NEW BUSINESS

1. PCLS Library Card Campaign: Mary Getchell reviewed the plan to conduct a library card campaign. For the first time in the library's 61-year history, it will be actively engaged in a library card drive, with the hope of issuing 10,000 new cards. The library is reaching out to community

partners and external venues, such as the Puyallup Fair, South Hill Mall and middle schools in 3 school districts. Starbucks and a bookstore are partnering with the library in this effort.

2. 2006 Year-End Financial Review: Clifford Jo presented the 2006 year-end financial review. Revenues came in at 3.53% over budget, due mostly to unanticipated additional tax revenues, additional fines collected, interest earning and unbudgeted gifts and donations. Expenditures came in under budget by 1.04%, due to personnel savings in unfilled positions. The materials collection budget slightly exceeded the 16% goal. Collection expenditures were higher in order to provide an enhanced collection for University Place in response to the move into the temporary facility. Election costs were less than anticipated and maintenance and operation costs exceeded the budget by 3.21%. Some of the collections costs were offset by revenue from donations and gifts.

Reconsideration of specific projects and timing issues has led to under-budget expenditure of funds in the capital improvement budget. Funds were expended to cover replacement and repair of the HVAC system at Summit branch due to a copper theft of the system.

3. 2007 – 2010 Cash Forecast: Mr. Jo presented the 2007 – 2010 cash forecast. He noted that the labor agreement is still unresolved, so salary and benefit figures are based on assumptions. The issues of concern relate to long-term projections. The Board will be given a 3-year forecast at the next meeting. It is hoped the union contract will be ratified and firm numbers can be incorporated.

ANNOUNCEMENTS

Cell Phone Usage in Branches: In response to a question about branch staff's opinion regarding cell phone usage in the branch, Ms. Lomax noted that it is mixed. Some staff find it annoying and others look at it as just part of the culture. She also referred to the standards being developed for the rules of conduct policy. Cell phone usage as related to noise levels will be addressed. Ms. Parikh stated that the library is trying to avoid signs that say "No" and instead addressing it as a courtesy issue.

ADJOURNMENT

The meeting was adjourned at 5:55 pm, on motion by Ms. McCament, seconded by Mr. Wagner.

Secretary

Chair