

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JUNE 13, 2007**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on June 13, 2007, 3:34 pm. Board members present were Eugene Matsusaka, J.J. McCament and Budd Wagner. Paul Chasco was absent.

PUBLIC COMMENT

There is no public comment.

CONSENT AGENDA

1. Minutes of the May 9, 2007 Regular Meeting of the Board of Trustees
2. May 2007 Payroll, Benefits and Vouchers in the total amount of \$1,696,737.05
 - a. Payroll Warrants 2498 - 2508 dated 05/07/07 – 05/21/07 in the amount of \$7,659.20
 - b. Payroll Disbursement Voucher dated 05/07/07 in the amount of \$379,475.39
 - c. Payroll Disbursement Voucher dated 05/14/07 in the amount of \$9,500.00
 - d. Payroll Disbursement Voucher dated 05/21/07 in the amount of \$399,713.78
 - e. Accounts Payable Warrants: 517667 - 517988 dated 05/04/07 – 05/31/07 in the amount of \$900,388.68
3. Resolution 2007-03: Surplus Furnishings and Equipment

The insurance renewal recommendation was removed from the Consent agenda for a brief discussion.

Mr. Wagner moved for adoption of the Consent Agenda as published. Ms. McCament seconded the motion and it was approved.

BOARD MEMBER REPORTS

J.J. McCament: Ms. McCament congratulated the Pierce County Library Foundation on surpassing its \$10,000 fundraising goal for the World Languages matching gift campaign. With three matching gift donors, Rainier Pacific Bank, the Greater Tacoma Community Foundation, Norcliffe Foundation and library Foundation board member Karen Bellamy, the Foundation funding for the World Languages Collection now totals \$33,000. Ms. McCament requested that the library Board of Trustees express their written thanks to Ms. Bellamy, and Board members concurred. She also congratulated the library on the grant award from the state for "One Book" for the Pierce County Reads program.

Budd Wagner: Mr. Wagner thanked Mr. Kennicott for his written response to Norman Cook. Mr. Cook expressed his concerns during the public comment period at the Board's meeting in May.

Allen Rose: Mr. Rose reported that he attended a meeting of the University Place City Council on May 17, 2007, to testify in support of the developer's agreement for Town Center.

OFFICER REPORTS

United Way Award: Ms. Parikh introduced Karol Barkley, Volunteer Coordinator, and congratulated on her efforts leading to the award from United Way. Ms. Barkley had been unable to attend the previous Board meeting when Ms. Parikh announced receipt of the award.

Grants: Key Bank is a major sponsor for Pierce County Reads and the library is working on additional partnerships. The library also received a Library Services and Technology Act grant award to develop a program for active older adults.

Insurance Renewal: Clifford Jo reported that he will bring a proposal to the Board that the library system pay insurance payments on a regular basis rather than bringing renewals to the Board for approval. A recommendation to exclude terrorism coverage would need to be approved by the Board and will be brought before them at the next regular meeting.

Reciprocal Borrowing: Ms. Parikh reported that she had recently spoken with the Director of Tacoma Public Library regarding reciprocal borrowing and there was no progress.

Sunday Openings: Nine library branches will open on Sundays beginning June 16. All branches will be open on Mondays beginning June 17. The News Tribune intends to report on the openings and will have a photographer at one of the branch events celebrating Sunday openings on Sundays. KONG TV and KCPQ have reported on the upcoming openings.

PAC Roof: The Processing and Administrative Center roof is being partially replaced and repaired.

Tillicum Redevelopment: Ms. Parikh distributed a proposal for a Tillicum redevelopment plan. As part of the proposal, sewers will be installed in the area. Mr. McCarty was asked to see if an LID was being initiated and if it would include the Tillicum branch.

Summer Reading Program: Ms. Parikh reported that the summer reading program had a number of sponsors this year, with gifts totaling about \$15,000.

UNFINISHED BUSINESS

1. University Place Project Update: Neel Parikh, Georgia Lomax and Larry McCarty attended a full day meeting with University Place officials, representatives of the developer and architect. The developer's agreement has been signed.

The Capital Campaign Feasibility Study committee has interviewed 8 persons and still has 12 interviews to complete. They will also conduct three focus groups. A preliminary report has been issued. Preliminary findings indicate that donors were familiar with the library, but not the foundation. There were positive feelings about the library and its services, particularly about library staff and level of service meeting the community needs. Challenges included skepticism about completion of the Town Center and explanation of the need for the additional money for the University Place library. The committee is looking at the 'appeal of project'. Reasons for donating must be appealing and provide assurance that it meets an important community need. Some of the appealing factors voiced by potential donors are a green building, community pride in University Place and more services for children and teens. Respondents feel that the library is positive for the community and felt positive about raising money. Ms. Parikh distributed a case prospectus.

Ms. Parikh reviewed details of the day-long charette, noting that library staff went to the meeting thinking the RFP was a proposal. The architect considered it a schematic design. There was a great deal of discussion related to the flow at the entrance and vertical circulation. The parking garage has been designed. The library has yet to be designed and will be built above the parking garage. There is a need for external egress for delivery to the branch. She noted that that the project will have to be done quickly and there is not yet a timeline.

A meeting was held related to updating the agreement between the city and the library. There is ongoing discussion regarding the 5,000 sq. ft. expansion space. In the initial plan, the space will not be enclosed, and the city is proposing the future expansion of city hall above the library expansion. There needs to be a conversation with the city about when it plans to expand.

Regarding the design path, everything has to happen quickly. The developer expressed concern about the contractual obligation stating that the library will review schematic plans. Ms. Parikh noted that staff is comfortable with the shell, but wishes to be a full participant in review of the TI's. The developer wants a solid budget number. The library's concern is to ensure that it gets at least equivalent quality of the former facility.

One area of particular concern relates to library parking. Larry McCarty, Facilities Manager, briefed the Board on the garage parking configuration. The library's agreement calls for 80 dedicated spaces and an additional 22 available to library parking. The developer is asking that the library not 'own' specific parking spaces as it would be limiting for retail parking. The plan is for contiguous parking in three levels under the entire structure. Access to the garage will be from Dexler Ave. The library/city is the only building with pedestrian access from the parking to the building. There would be 113 stalls on bottom level, 93 on 2nd level and 69 on 3rd level in the area of the library, as part of the 1,468 total parking stalls in the entire project. The bottom 2 levels would be dedicated to mass transit, with long-term parking allowed. Although the library could place "Library Only" signage on its stalls, it would be challenging to enforce. Parking in the Town Center will be limited to four hours. The developer stated that there would be set-aside parking for city hall and library employees.

Ms. McCament noted that the parking stalls would have monetary value to the library in the event it ever sold its condominium interest. She suggested that the issues of ownership and use be separated. The library would retain ownership of the parking stalls, but allow general usage. It was noted that it would be important to retain some stalls for disabled parking and a short-term drop-off visits to the library. It is important to make the library convenient for its users. Board members agreed with Ms. McCament's proposal.

2. Classification and Compensation Study: Representatives of Public Sector Consulting are currently interviewing employees. Ms. Parikh met with union representatives to review the process and timeline. Work will soon be on developing a standardized format for job descriptions. A classification analysis is planned. By August 13th, the process should be in place for employees to appeal job descriptions if they so wish. By September 13th, jobs will be matched to salaries and compared against market surveys.

3. Revised 2007 – 2010 Cash Forecast: Ms. Parikh noted that the Board had been sent a revised three-year cash forecast that reflected the negotiated agreement. The mid-year budget process has started and more accurate calculations will be reflected in the mid-year budget. The difference shown between previous and current forecasts is that in 2008, the library will need to use funds from the carry-forward. The original guideline was to retain 28% of its cash, but has been reduced to 20%. In 2010, the library may have to borrow funds to stabilize cash flow.

NEW BUSINESS

1. Ratification of Labor Agreement: Ms. Parikh introduced the Union Negotiating Team, Patti Cox, President, Susan Rigley, Vice-President, Lynda Wilson, Secretary, Annabel Guimont, Chief Shop Steward and Elise DeGuisseppi, member. Ms. Parikh stated that she was pleased to announce that union membership had voted in favor of the proposed labor agreement.

Ms. McCament moved to ratify the union contract for year 2007 through 2009. Mr. Wagner seconded the motion. Chair Rose called for discussion.

Mr. Matsusaka asked for details of changes to the union contract. Ms. Cox listed specific changes to articles, rationale behind some of the changes, and proposed wages and benefits

The Board then voted on the motion to ratify the labor agreement and it was unanimously approved.

2. Resolution 2007-04: To Set Wages and Benefits for Non-Represented Employees: Ms. McCament moved and Mr. Wagner seconded the motion for approval of Resolution 2007-04, to set wages and benefits for non-represented employees, and it was passed.

3. PCLS Public Survey: Tom Galdabini, consultant, and Mary Getchell, Communications Director, reviewed results from a recent public survey conducted by the library. The purpose of the survey was to gain baseline information from customers and potential customers regarding the opinions, awareness and perception of PCLS. In a few months, the library will conduct an exit survey in branches related to customer service. The Board received survey results and Mr. Galdabini detailed specific responses. Ms. Getchell noted that the results showed a great opportunity to further raise the bar to increase familiarity with the library and services provided. We need to get good demographic information of who are our users and where are they located. Work needs to continue on efforts to increase branch visits by the library's target groups. Two categories showed a need to increase services to teenagers and children. Those groups are being addressed through the levy implementation efforts. Mr. Matsusaka suggested included ethnicity demographics in future surveys.

4. Internet Filtering: In 2002, the Board passed an Internet policy to comply with The Children's Internet Protection Act (CIPA). The practice has been to present revised filtering categories to the Board for approval. Filtering software has grown and is now regularly upgraded, often resulting in changes to filtered content in any number of categories. Ms. Parikh asked that the requirement for Board approval of filter categories be removed so that staff can make regular adjustments to ensure the library does not over or under filter. The changes are part of regular processes and procedures and are intended to ensure the library continues to provide service within the bounds of the policy and comply with CIPA. The Board was agreeable, but asked to be updated annually on filtering categories and issues related to filtering, including a summary of legislative changes, how the library is filtering and specific issues or concerns.

4. 2007 Mid-Year Budget Process: Ms. Parikh reported that the 2007 mid-year budget would be brought to the Board for review at the July meeting.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

Secretary

Chair