

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, OCTOBER 17, 2007**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on October 17, 2007, 3:32 pm. Board members present were Eugene Matsusaka and Budd Wagner. J.J. McCament was excused. Paul Chasco was absent.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the September 12, 2007 Regular Meeting of the Board of Trustees
2. September 2007 Payroll, Benefits and Vouchers in the total amount of \$1,580,984.18
 - a. Payroll Warrants 2553 - 2565 dated 09/06/07 – 09/21/07 in the amount of \$6,769.74
 - b. Payroll Disbursement Voucher dated 09/06/07 in the amount of \$490,593.10
 - c. Payroll Disbursement Voucher dated 09/21/07 in the amount of \$435,694.39
 - d. Accounts Payable Warrants: 519046 - 600000 dated 09/04/07 – 09/25/07 in the amount of \$647,926.95
3. Resolution 2007-10: Surplus Furnishings and Equipment

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

BOARD MEMBER REPORTS

There were no reports.

OFFICER REPORTS

Displays: Board members viewed the stand alone Youth Services display unit and Ms. Parikh shared a photo of the adult display unit.

Levy Implementation: Georgia Lomax reviewed progress on levy implementation promises made to the public. She shared statistics from the new Live Homework Help program, noting that 8th graders were targeted specifically. In September, 495 students were served for a total tutoring time of 174 hours. The most frequent tutoring requests are for math and science assistance.

Phase 1 of PC expansion plan has begun. Phase 1 allows for quick installation of 88 PCs where future, cabling and power can occur with a minimum of additional work or cost. Internet workstations have been increased to an average of 8.2 per branch. The goal is an average of 12 per branch.

Public PC classes will begin in November and with full development of this service in 2008. Class offerings include Introduction to Personal Computers, Basic Word and Searching the Catalog. Classes will be held prior to opening and during the evening at 3 locations. Future classes could be related to email, the Internet, evaluating information found on the Internet, help for jobseekers (such as how to do a

resume, how to search for jobs) and specialty topics such as genealogy. Self-tutorials or online tutorials may be offered later.

Library Card Campaign: Mary Getchell reported on the results of the library's first library card drive. In a 30 day time period, 5,532 new cards were issued. The efforts in the South Hill area were particularly effective. For example, 178 cards were issued in a kiosk at South Hill Mall. Youth Services staff did direct outreach for live homework help. Sumner and Peninsula branches received 200 registration forms and University Place received 500 registration forms resulting from Youth Services outreach. The bookmobile did a South Hill and LakewoodTown Center visit. Puyallup Public Library also gave our PCLS registration forms, resulting in 134 new PCLS cardholders.

Summer Reading Program: The Board was previously sent a report on results of the latest Summer Reading Program. Ms. Parikh shared a Pierce County Library Foundation newspaper advertisement thanking corporate donors who donated funds for the summer reading program for three consecutive years. These corporate donors were honored at a special breakfast event.

Levy Election: Ms. Parikh directed the Board's attention to a map posted on the wall of levy lid lift election results in the library's service area.

Reciprocal Borrowing: Mr. Wagner asked about the status of discussions with Tacoma Public Library regarding reciprocal borrowing. Ms. Parikh noted that issue of reciprocal borrowing was discussed during the recent Workshop on Library Leadership (WILL). A panel of 3 directors spoke to experiences in their libraries. Georgia Lomax had an opportunity to speak to Tony Hudson, the new TPL Board Chair, specifically about reciprocal borrowing. Ms. Parikh will again contact Tacoma Public Library and offer a joint meeting of the Boards to discuss reciprocal borrowing. She also reported that Puyallup Public Library is considering a change in its policy to stop issuance of non-resident cards to residents of Fife.

UNFINISHED BUSINESS

1. University Place Project: Larry McCarty reported on design progress of the new University Place branch library. Work is being done on the interior floor plan. It is hoped that schematic design plans will be presented to the Board for approval at its December meeting. Design development should go to the Board at its February meeting. Prices are being developed for LEED certification for commercial space; Mr. McCarty noted that the library's standard construction practices bring construction very close to LEED certification, so the library may be able achieve LEED Silver rating for commercial interiors for approximately \$45,000.

Ms. Parikh reported that the architect had made a presentation to the University Place City Council regarding design of the City Hall/Library building. The council was very pleased with the design.

Capital Campaign: Lynne Hoffman reported that the Capital Campaign should be fully formed by December and the campaign will officially begin in January 2008.

2. Classification and Compensation Study: Holly Gorski reported that employees have received their job descriptions on October 5th and appeals to the descriptions must be submitted no later than October 18. Administration has reviewed draft salary survey results and the consultant was instructed to continue gathering data. Robert Miles from Public Sector will present the results and Public Sector recommendations for the salary table to the Board at its November board meeting. A negotiating session for implementation has been scheduled with the union.

3. Planning Process: Ms. Parikh reported on the first meeting of the Community Planning Team. The 19-member planning team represents diverse geographic areas, professions and both private and public sectors in the PCLS service area. Mr. Wagner serves on the team as the Board's representative. He

reported that the first meeting was intended to educate team members about the PCLS service and lay the groundwork for the process. The next session will be more interactive.

4. 2008 Budget: Clifford Jo reviewed the proposed 2008 balanced budget of revenue and expenditures. The estimated 2008 revenue is \$27,619,284. After the influx of revenue due to the passage of the levy lid lift, the library now returns to the revenue limitations created by Initiative 747. Property taxes were increased by 1% and with an addition of approximately \$862,000 for new construction and minor increases in other categories, for an overall revenue increased by 4.56% over 2007. Ms. Parikh noted that the budget is designed to meet the following priorities:

- Deliver and sustain levy promises
- Continue to modernize the library and provide contemporary library services
- Continue to implement service and process improvements that are both cost effective and improve convenience for our customers
- Maintain outstanding communications with our constituency

A public meeting on the 2008 budget will be held at the November 14, 2007 meeting of the Board of Trustees.

Capital Improvement Budget: Mr. Jo reported \$1.4 million in planned expenditures, leaving \$1 million in the balance. Larry McCarty will conduct an condition assessment of facilities in 2008.

Implicit Price Deflator: Mr. Jo reported that the IPD was reported as 2.084%. Because the 2008 IPD is higher than 1%, no Board action is required to levy the full amount allowed by state law.

5. 2008 – 2009 Cash Flow: Cash flow affects the sustainability of services and budgets for future years. 20% is the floor for the fund balance. A lower level means funds are not available to sustain operations during the 1st four months of the year. In order to sustain promised levy services in future years, the library must use cash reserves to balance the budget. 2009 is the first year this will be necessary. Mr. Jo estimates that the 2011 fund balance to be around 21% of revenues, however, by 2012, the fund balance is calculated to fall to 16%. There will not be enough funds in 2013 to pay for operations without significantly changing revenues or reducing expenditures by over \$1,400,000.

NEW BUSINESS

1. Conflict of Interest Policy: Mr. Jo presented a proposed policy on Conflict of Interest, as was recommended by the State Auditor during the previous fiscal audit. A conflict of interest occurs when a Board member is in a position to affect a decision for personal gain. Instances may be legal in nature, based on position held, or known investments in competing companies (such as a vendor vying for a library contract). Conflict of Interest policies recognize these possibilities and require Board members to act accordingly by announcing and removing themselves from discussion and decision-making.

Mr. Matsusaka moved to adopt the Conflict of Interest Policy. Mr. Wagner seconded the motion and it was passed.

2. Set 2008 Board Meeting Schedule: The Board reviewed a draft schedule of 2008 meetings of the Board of Trustees. The meetings would be held 3:30 – 6:00 pm on the second Wednesday of the month, with the exception of the 2008 October meeting, held on the third Wednesday of the month.

Mr. Wagner moved to adopt the 2008 Board of Trustees' meeting schedule. Mr. Matsusaka seconded the motion and it passed.

3. Director Evaluation: Review Procedures: Ms. Parikh noted that each fall, the Board of Trustees evaluates her performance as Library Director and it is time to begin that process. For the November Board meeting, she will prepare a report of accomplishments for the 2006 – 2007 period.

EXECUTIVE SESSION

At 5:07 pm, Mr. Wagner moved to convene into Executive Session to discuss the Agreement with the City of University Place regarding the new University Place Pierce County Library and evaluation of the Library Director. Mr. Matsusaka seconded the motion and it was passed. Chair Rose announced the executive session would last approximately 40 minutes. The Board moved back into open session at 5:49 pm.

ADJOURNMENT

The meeting was adjourned at 5:51 pm on motion by Mr. Wagner, seconded by Mr. Matsusaka.

Secretary

Chair