

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JULY 9, 2008**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on July 9, 2008, 3:34 pm. Board members present were Paul Chasco, Eugene Matsusaka, J.J. McCament and Budd Wagner.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the June 11, 2008 Regular Meeting of the Board of Trustees
2. June 2008 Payroll, Benefits and Vouchers in the total amount of \$2,206,610.43
 - a. Payroll Warrant 2696, Void
 - b. Payroll Warrants 2697 - 2703 dated 06/06/08 – 06/20/08 in the amount of \$3,066.05
 - c. Payroll Disbursement Voucher dated 06/06/08 in the amount of \$547,601.23
 - d. Payroll Disbursement Voucher dated 06/20/08 in the amount of \$506,271.24
 - e. Accounts Payable Warrants: 603183 – 603187, Voids
 - f. Accounts Payable Warrants: 603188 - 603584 dated 06/02/08 – 06/27/08 in the amount of \$1,149,671.91
3. Resolution 2008-06: Declare Furnishings and Equipment Surplus to Public Needs

Mr. Wagner moved for approval of the consent agenda. Ms. McCament seconded the motion and it was approved.

BOARD MEMBER REPORTS

Mr. Matsusaka: Mr. Matsusaka reported on his experiences at the recent American Library Association conference in Anaheim, California. Although he felt the keynote speakers were somewhat lacking, he enjoyed the sessions. He attended sessions on the history of the “Take Me Out to the Ballgame” song, history of the railroads’ impact on libraries during the drive west, a review of international libraries and their use of technology in outreach efforts (Singapore was particularly advanced), religion, ethnicity and gender in the Muslim world, and prison programs and jail service delivery.

Chair Rose: Chair Rose commended staff at the South Hill branch for their exemplary service to Cynthia Rose, as outlined in her letter of appreciation to the library.

Mr. Wagner: Mr. Wagner commented on the positive press coverage received for the reciprocal use agreement between Tacoma Public Library and Pierce County Library System.

OFFICER REPORTS

Tacoma Public Library: Neel Parikh reported 110 Tacoma residents have received PCLS library cards since July 1st, which is 10% of library card registration in the last 7 days. In June, 70 Tacoma residents received library cards. Reciprocal Borrowing talking points were distributed. Some non-resident

Tacoma cardholders mistakenly thought the agreement offered them a free card. Some Tacoma residents are requesting Outreach and early learning services as a part of the reciprocal agreement. Tacoma Public Library does not offer comparable services. The agreement is limited to issuing cards and does not include services. Usage of the online homework system is being monitored closely to gauge the impact from Tacoma residents. Judy Nelson noted that Tutor.com ranks PCLS as 'high usage' based on our population and usage. PCLS usage is only slightly lower than the King County Library System, whose population is at least 2-1/2 times as high.

Request for Qualifications, Capital Facilities Master Plan: Ms. Parikh reported that the library had released a Request for Qualifications for a Capital Facilities Master Plan. Judging from phone calls, there appears to be a considerable amount of interest in the RFQ. The 'visioning' portion of the project will be done by library staff working with a consultant. Ms. McCament agreed to review the proposals.

Facilities Manager: Georgia Lomax introduced Lorie Erickson, new Facilities Manager, who will begin on July 21st. Ms. Erickson briefly reviewed her professional history and noted she is very excited to be with PCLS.

Department of Retirement Services Audit: Holly Gorski reported that as a result of the appeal process, DRS narrowed the affected parties to page substitutes only.

UNFINISHED BUSINESS

1. University Place Project: Ms. Lomax reported that the City of University Place is preparing to release a construction bid for the civic building and is hoping to award the bid on August 12th. Ms. Lomax presented exterior signage plans for the new University Place branch. Work is beginning on the internal signage.

Ms. Parikh noted that the University Place council approved a line of credit so funding is secure for the project. The city has 3 months to complete negotiation with the developer. On July 14th, the city's architect will present the interior design for the entire building to the city council for its approval. The city will conduct a workshop on Market Square on August 4th.

Ms. Parikh reported that the city has proposed that it should act as the general contractor for the library's TI's for the library and further, that a city staff person act as the project manager. The proposal will be evaluated and Ms. Parikh will bring the results of that evaluation to the Board at its next meeting for approval. The Board spoke of the need for assurance that a city project manager would not negatively affect the quality of the library facility. Ms. Parikh noted that the city would save overhead costs by using a city employee.

Capital Campaign: Update: A progress report had been mailed to the Board prior to the meeting. Ms. Parikh reported that the steering committee is considering donor cultivation events. She and Lynne Hoffman recently met with a representative of the Key Bank Foundation to request a donation for the new University Place branch and it will be considered. He did indicate that Key Bank wishes to continue partnering with the library for Pierce County READS.

2. Fife Annexation: Review of Draft Agreement: The City of Fife has not yet released its public survey regarding library services. The city is planning to hold a community meeting, probably in September. Ms. Parikh is preparing a letter of intent for a location in Fife, but the library will not sign a lease until an annexation ballot issue is successful.

The Board reviewed a draft agreement with the City of Fife for library services should an annexation ballot issue be successful, and indicated support of the document.

Ms. McCament moved to authorize Neel Parikh to proceed with negotiations of the agreement as presented in the concept document. Mr. Wagner seconded the motion and it passed.

Chair Rose noted that Mayor Linda Bird, University Place, called him regarding the letter expressing the library's concerns. The letter had been read to the council and the council felt that a response was not necessary. Mayor Bird stated that no staff person had pointed out to the council the negative effect on the library facility by the change to the clerestory. Chair Rose stated it was a congenial conversation.

3. 2008 Mid-Year Budget Adjustment: Cliff Jo presented the mid-year budget. There was a reduction in revenue of \$44,000 due to delinquent payments and investment income being less than anticipated. This was offset by a net savings of \$750,866 in expenditures due to unfilled positions and effective staffing management, set aside funds to pay for the second year's Classification and Compensation catch up, corrects to shift differential budget and managers operating within their budgets and finding savings. The materials collection budget was kept at the original budgeted level. Mr. Jo reported that the City of Puyallup is pursuing an annexation that will affect the library's mill rate. The tax value lost is \$102,000. He also noted that there had been an \$37,500 increase in fuel costs and an evaluation of higher fuel costs on Outreach services is being undertaken. 2009 budget preparation will begin in August.

Mr. Matsusaka moved for adoption of Resolution 2008-07 to revise the general fund budget of estimated expenditures to the total amount of \$26,935,239, a decrease of \$750,866 from the originally approved budget in December 27, 2007. Mr. Chasco seconded the motion and it passed.

4. 2008 Mid-Year Capital Improvement Program Budget Adjustment: Mr. Jo presented an adjustment to the 2008 Capital Improvement Plan. Changes to the plan from additions, deletions, modifications and rescheduling of certain projects led to a decrease by \$114,000 from the December 27, 2007 budget.

Ms. McCament moved to adopt Resolution 2008 -08 to revise the capital improvements fund budget of estimated expenditures for 2008 by a decrease of \$114,000 from the December 27, 2007 budget to a total amount of \$1,457,500. Mr. Wagner seconded the motion and it passed.

NEW BUSINESS

1. PCLS E-Newsletter: Mary Getchell reported that the library will be launching an electronic newsletter to current members of the listserv, approximately 33,000 people. The purpose of the e-newsletter is to inform and involve the public with library services and programs and in concert with the Foundation, to also involve and engage the public in the foundation and acknowledge donor contributions. The e-newsletter will be issued quarterly and the first issue released in August 2008. Ms. Getchell indicated that there would be a segment from a library Board member. Chair Rose offered to provide the first Board member piece.

2. Customer Service Initiatives: Lynne Zeiher, Managing Librarian at Peninsula, and Robin Clausen, Managing Librarian of Sumner presented recommendations related to customer service initiatives. A survey on customer satisfaction was conducted in the branches in November 2007 to set a baseline of perceptions and attitudes about the library's customer service. Managing Librarians worked with their staff on the findings and development recommendations. Although the ratings were high overall, there were areas for improvement. Ms. Zeiher and Ms. Clausen reviewed specific actions and opportunities for improvement, and stated that the Managing Librarians are committed to modeling the recommendations and suggestions to make it a positive, customer-focused interaction. Mr. Chasco noted that added valued for him and asked that the Board receive a copy of the full survey results. He also would like to see measures taken to discourage the use of plastic bags by the branches.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:31 pm on motion by Mr. Wagner, seconded by Ms. McCament.

Secretary

Chair