

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, SEPTEMBER 12, 2007**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on September 12, 2007, 3:31 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 August 8, 2007 Regular Meeting of the Board of Trustees
2. August 2007 Payroll, Benefits and Vouchers in the total amount of \$2,087,260.34
 - a. Payroll Warrants 2540 – 2552 dated 08/06/07 – 08/21/07 in the amount of \$6,013.93
 - b. Payroll Disbursement Voucher dated 08/06/07 in the amount of \$490,199.50
 - c. Payroll Disbursement Voucher dated 08/21/07 in the amount of \$465,133.21
 - d. Accounts Payable Warrants: 518600 – 519045 dated 08/01/07 – 08/31/07 in the amount of \$1,125,913.70
3. Resolution 2007-09: Surplus Furnishings and Equipment

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

BOARD MEMBER REPORTS

Budd Wagner: Mr. Wagner reported he attended a 'back-to-school' event with his daughter and noticed on the blackboard the library's website address for the new Tutor.com service.

Paul Chasco: Mr. Chasco reported that his two daughters are using the library's live tutoring service.

OFFICER REPORTS

Tutor.Com: In August, the library launched its live homework help service through Tutor.com. Professional tutors are available daily from 3:00 – 10:00 pm to provide students with free, online, one-on-one tutoring and homework help in math, science, English and social studies. Sunday through Thursday from 3:00 – 7:00 pm, the service is also available in Spanish,. The service uses instant message and two-way whiteboards. Ms. Parikh distributed a Tutor.com Frisbee distributed by librarians visiting 8th grade classrooms in the University Place, Sumner and Peninsula school districts.

Washington State Audit: The library was notified that its annual Washington State audit will begin in November.

Peninsula Property: Ms. Parikh reported on a meeting held with Pastor Kurt Mach of Peninsula Christian Fellowship Church to discuss options for expansion of the parking area of the Peninsula branch library. The church owns property adjacent land to the library.

Levy Implementation Update: Georgia Lomax distributed statistics related to materials circulation, library visits, live homework help usage and ePay usage. The live homework help statistics only reflect 5 days of usage.

E-Pay: Ms. Lomax noted that 42% of all in-branch e-pay transactions occurred at Graham and Sumner, the only branches with card slides on Express Checkout terminals.

Library Card Campaign: A "Library Card Campaign" has begun, with the goal of issuing 100,000 new library cards.

Steilacoom Branch Property: Ms. Parikh thanked Mr. Chasco for his assistance in responding to a complaint about the appearance of the undergrowth on the Steilacoom Branch property. Mr. Chasco noted that because the site contains Gerry Oaks, a protected species, the undergrowth was necessary to provide a healthy environment for the trees.

Summer Reading Program: McCament noted that there appeared to be a \$20,000 deficit in the funding for the Summer Reading Program and asked if it was related to the Pierce County Library Foundation reimbursement procedures. Ms. Parikh confirmed that the Foundation will reimburse the library for those expenses.

UNFINISHED BUSINESS

1. University Place Project: Ms. Lomax noted that the last month's work has centered on what can be accomplished with the funds that will be available. The City Hall design as been scaled back, which has impacted the footprint of the library portion of the building. In order to meet the timeline, there will be a change in the separation between the core and shell portion and TI's, with some of the TI's folded into the basic core and shell design. This will create an efficiency of labor and construction. Planners are working with the contractor, Rushworth Construction.

Capital Campaign: Lynne Hoffman reported that the Foundation Board met on August 1st and agreed to conduct a capital campaign for enhancements to the new University Place branch library. The case statement for the campaign should be completed by November. Ms. Hoffman also noted that the Foundation is hosting a Literary Afternoon event on Sunday to honor past Foundation donors at the major gift level.

2. Classification and Compensation Study: Holly Gorski reported on progress to meet the timeline for completion of the classification and compensation study. The final drafts of the job descriptions will be available on September 21st. The employees will have a week to review their description and appeal if so inclined. The salary study will be presented to library administration in early October and negotiations with the union relative to the study should begin in early November.

3. Policy on Participation in Community Organizations: Ms. Parikh reported that the draft policy had been reviewed by the library's attorney and a Washington State Auditor. The Purpose Statement outlines the benefits the library intends to receive from such participation. Specific internal procedures, in the form of an administrative policy, will be developed for approval of such participation. Mileage reimbursement was not included in the policy as the current mileage reimbursement policy covers travel to and from meetings and the practice has been to reimburse mileage for staff participating in community organization meetings.

Ms. McCament stated that because it is a high priority for the Pierce County Library System to be aware of the needs of the communities we serve and actively seek partnerships and collaborative activities in our communities, and as personal memberships in key community organizations help support this goal,

therefore, I move to adopt the Policy for Participation in Community Organizations as reviewed this date. Mr. Wagner seconded the motion and it was opened for discussion.

It was requested that the policy reflect that the Library Director be responsible for authorizing staff participation in community organizations. The auditor suggested that the library develop a policy to reflect the library's current practice to not reimburse for individual memberships, except for the Board and the Library Director, as per the Director's contract.

The Board then voted on the motion to adopt the Policy on Participation in Community Organizations and it was passed unanimously.

4. Planning Process: Ms. Parikh distributed an updated list of community Planning Team members, noting that library administration is continuing efforts to put together a team that fully represents the library's geographic region and diverse communities. Three meetings will be held with the Planning Team. A demographic analysis of the library's service area is underway and a full report will be available to the Planning Team for its deliberations.

NEW BUSINESS

1. Early Learning Advocacy: Ms. Parikh reported on efforts by Washington State libraries to ensure library involvement in the state's early learning efforts. The legislature has created a department of early learning.

Libraries have been the forerunners of early learning activities and over the last two years, Washington libraries have been working toward becoming a partner in these statewide activities. A task force was created to raise the visibility of library early learning services and identify opportunities for libraries to play a role in key partnerships. Although there have been small successes, the work has not been effective via a Task Force. There is a need for an individual or a focused effort to take the lead. The 15 largest libraries in the state have committed to funding for two years to support public library early learning advocacy. Each system has agreed to give one-tenth of 1% of their budget, spread over a two-year period to support the delivery of activities designed to promote public libraries as a vital provider of early learning services and to leverage partnerships and funding, both statewide and locally. The cost to Pierce County Library would be \$15,000 a year for two years. The Board reviewed the proposed inter-local agreement among Washington public libraries for funding of the Early Learning Advocacy project. Ms. Parikh noted that she and Judy Nelson participated in design of the Early Learning Advocacy proposal and the inter-local agreement.

Ms. McCament moved to authorize Neel Parikh, Library Director to sign the inter-local agreement for Early Learning Advocacy Services. Mr. Wagner seconded the motion and it passed.

2. 2008 Budget of Estimated Revenue and Expenditures: Clifford Jo reviewed with the Board the estimated 2008 operating budget, noting that final revenue projections have not yet been received. Pierce County Assessor-Treasurer's revenue estimates will be available at the end of September. When those estimates are received, the library will be able to construct a balanced budget, the 2008 mill rate and the three-year cash flow project. At the October Board meeting, the Board will be presented with an 2008 revenue and expenditure projection. Ms. Parikh distributed a preliminary certification of assessed values for 2008 and Mr. Jo stated that he expected a revenue increase of approximately 4%.

3. 2008 Capital Facilities Plan: David Kennicott reported on the library's 2008 Capital Facilities Plan is submitted yearly as part of the Pierce County Growth Management Plan. Although the library is not required to report, we voluntarily participate. Pierce County estimates that the population in the library's service area will increase by 27,756 from 2008 – 2013. Using the current standard of 0.45 square feet per capita, the library will be deficit a total of 39,444 square feet in 2013. Currently, the library is deficit

by 34,950 sq. ft. Population in the library's service area is projected to be 522,000 in 2008 and 549,986 in 2013.

Six-Year Levy Legislation: Ms. Parikh reported that a recent Department of Revenue analysis of the new 6-year levy bill seems to indicate a successful levy rate lift would become permanent rather than held to just six-year years. Legislators have indicated that it was not their intent to allow permanent levy rate increases.

EXECUTIVE SESSION

At 4:55 pm, Mr. Wagner moved to convene into Executive Session to discuss the revision of the Agreement with the City of University Place regarding the new University Place Pierce County Library. Mr. Chasco seconded the motion and it was passed. Chair Rose announced the executive session would last approximately 30 minutes.

At 5:40 pm, J.J. McCament announced that Executive Session would be extended by 10 minutes. The Board moved back into open session at 5:51 pm.

Agreement with the City of University Place: Ms. McCament moved to direct staff to inform the City of University Place of the Library's intent to exercise its option to build expansion space in the new University Place Pierce County Library and further, to retain ownership and use of 80 designated parking stalls in the garage. Mr. Chasco seconded the motion and it passed.

Mr. Chasco moved to direct staff to 1) research and report on options for financing the expanded space and 2) research requirements and mechanisms needed to lease the expanded space in the new University Place Pierce County Library. Mr. Wagner seconded the motion and it passed.

ADJOURNMENT

The meeting was adjourned at 5:59 pm on motion by Mr. Wagner, seconded by Mr. Chasco.

Secretary

Chair