

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, NOVEMBER 14, 2007**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on November 14, 3:31 pm. Board members present were Paul Chasco, Eugene Matsusaka, and J.J. McCament. Budd Wagner was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the October 17, 2007 Regular Meeting of the Board of Trustees
2. October 2007 Payroll, Benefits and Vouchers in the total amount of \$2,254,028.62
 - a. Payroll Warrants 2566 - 2583 dated 10/05/07 – 10/22/07 in the amount of \$13,706.50
 - b. Payroll Disbursement Voucher dated 10/04/07 in the amount of \$444,565.63
 - c. Payroll Disbursement Voucher dated 10/19/07 in the amount of \$527,485.01
 - d. Accounts Payable Warrants: 600001 - 600464 dated 10/02/07 – 10/31/07 in the amount of \$1,268,271.48
3. Resolution 2007-13: Surplus Furnishings and Equipment

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

BOARD MEMBER REPORTS

J.J. McCament: Ms. McCament recently toured the Children's Museum. Her guide, Ms. Andrews, mentioned the Pierce County Library System and staff she had worked with on the Emotions exhibit. Ms. Andrews did not know that Ms. McCament was a Board member. Ms. McCament stated that it was nice to walk into an organization and hear such positive comments about the library.

OFFICER REPORTS

Lakewood Fire District Presentation: Ms. Parikh attended an awards presentation at the Lakewood Fire District, which honored two PCLS staff members, Becky Smith and Leslie Young, and a library user for administering CPR to a staff member who had gone into cardiac arrest at the Lakewood branch. They received a plaque from the American Heart Association as well. It was a very moving event.

Levy Implementation: Judy Nelson shared usage statistics for the new online homework help service. In the 1st month, there were just under 500 sessions. In October, it jumped to 1,431 sessions. Ms. Nelson noted that marketing has been vital to the success of this effort. Youth Service librarians have targeted University Place, Peninsula and Sumner school districts. Plans are in place to target Bethel, Franklin Pierce and Lakes school districts in the near future.

Planning Team: The second meeting of the Planning Team was held. After a short overview of Balanced Scorecard, the group broke into 3 small groups and each created a list of high priority items for Minutes of November 14, 2007 Regular Meeting

the future. At the next meeting, the members will share the priorities on their individual lists and prioritize an overall list..

Tacoma Public Meeting: Ms. Parikh spoke with Susan Odencrantz, Director, Tacoma Public Library, about interest in a joint meeting of both boards to discuss reciprocal borrowing. Ms. Odencrantz indicated agreement. The Board agreed it would be advisable for the joint meeting to be held at Tacoma Public Library and offered the date of January 16th. At the next meeting, the Board will discuss their proposal to Tacoma.

Audit: The State Auditor has almost completed the audit. Ms. McCament will represent the Board at the exit interview.

PUBLIC HEARING: 2008 DRAFT BUDGET

Mr. Chasco moved that in accordance with RCW 85.44.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2007 property tax levies for collection in 2008. Mr. Matsusaka seconded the motion and it passed.

Clifford Jo reviewed the draft 2008 budget of estimate revenue and expenditures. Mr. Jo noted that the budget retains the 1% cap as dictated by Initiative 747, even though the initiative had been overturned by the State Supreme Court. A final balanced budget will be presented at the December meeting for adoption. The 2008 budget shows 4.5% increase, primarily due to new construction. Board members stated that the budget document was attractive and the figures were easily accessible.

Ms. Parikh spoke about the recent overturning of I-747. This is an issue that will be discussed by the legislature and it is expected that the 1% cap will be reinstated. "Banked capacity" is also being publicly discussed. Referendum 47 allows taxes to be increased by the Implicit Price Deflator, an inflation rate determined by goods and services the government might buy. Taxes could be raised to the IPD if the agency showed substantial need and passed a resolution raising taxes above the IPD by a vote of the majority plus one. Banked capacity is when you have chosen not to tax at the legal maximum amount. The difference is then 'banked' and the agency can then retrieve the banked taxing capacity. With I-747 overturned, there is a question if the difference between the 1% and IPD allows banked capacity. Because of the 2006 levy lid lift, there is no banked capacity for the library system up to 2007. Although PCLS could bank capacity this year, Ms. Parikh recommended that the library not do so as there is no substantial need. In addition, Ms. Parikh recommended that the library retain the 1% cap as dictated by I-747. Board members concurred with the recommendations.

Chair Rose asked if there were anyone in the audience who would like to comment on the budget. As there was no response, he requested a motion to close the public hearing.

Ms. McCament moved to close the public hearing on the 2008 budget of estimated revenue and expenditures. Mr. Chasco seconded the motion and it passed.

UNFINISHED BUSINESS

1. 2008 Budget:

Review and Approval of Motion to Certify Property Taxes to be Levied for Collection in 2008: Ms. McCament moved to certify the total property tax of \$25,690,033.43 to be levied for collection in 2008. Mr. Chasco seconded the motion and it passed.

Resolution for the Levying of Property Taxes for Collection in 2008: Mr. Chasco moved for approval of Resolution 2007-11, for the levy of property taxes for collection in 2008. Mr. Matsusaka seconded the motion and it passed.

2. University Place Project Update: Ms. Parikh presented a drawing of the civic building that will house the University Place library and City Hall. The windows on Dexler Avenue will change somewhat. Larry McCarty reported there will be a schematic design presentation for the library at the December Board meeting. There are three different architectural firms working on the design for the mixed use building. Ms. Parikh noted that work continues on the re-drafting of the agreement between the City of University Place and the library. There are ongoing discussions related to the expansion space.

3. Classification and Compensation Study: Robert Miles, Public Sector, presented the results of the Classification and Compensation Study. The study contains recommendations for position classifications and a 2008 salary plan. Study results and recommendations will be presented to employees in a series of staff meetings over the next few days and has already been reviewed in depth with union leadership.

The salary plan recommends a 3% increase between steps and a 3% increase between ranges. The current salary chart contains a 5% increase between salary ranges. The study recommends new salary ranges for positions based on a survey of 2007 salaries for comparable positions and the relative grades of positions in "job families". The study recommends placing employees in the new range at or above their current rate of pay. The study indicated that 107 employees currently are below the recommended minimum. His recommendation was to move employee from where they currently are to the closest step in the new salary plan. It would cost approximately \$227,855 to implement the new salary plan.

Mr. Chasco moved to authorize the library's executive management team to negotiate the elements of the classification and compensation study. Ms. McCament seconded the motion and it passed.

Mr. Chasco then moved that in recognition of Board's desire to attract, recruit, and retain the most qualified staff to provide the highest quality of service, to adopt the salary compensation plan as presented on November 14, 2007. Ms. McCament seconded the motion. Chair Rose called for discussion on the motion and concern was expressed that adoption of the study as is might disrupt the negotiation process with the union. Mr. Chasco withdrew the motion.

NEW BUSINESS

1. City of Orting: Ms. Parikh reported that the facility containing the Orting library was constructed with Housing and Urban Development funding and would revert to city ownership in 2008. With the extensive growth in the city, Orting is looking for new offices or a new location for their city hall and are considering use of the building housing the library. Orting is interested in finding a new facility for the library and wish to create a community committee to study the needs of the library and consideration of a bond for construction of a new library. Ms. Parikh will attend the Orting City Council meeting to discuss formation of a joint Study Committee.

Mr. Matsusaka moved to authorize the library to participate in a joint committee with the City of Orting to study the library service needs in the Orting Valley. Ms. McCament seconded the motion and it passed.

2. Schedule of Recurring Meetings: Ms. McCament moved to adopt Resolution 2007-12 to set a schedule of recurring meetings. Mr. Matsusaka seconded the motion and it passed.

3. Pierce County Library Foundation Annual Report: Lynne Hoffman, Foundation Director and Jackie Zils, President of the Foundation Board appeared before the Board to report on fundraising activities and accomplishments. Ms. Hoffman noted that it had been a year of transition. Annual giving is the base of giving and has increased annually over the last six years. This year there were 586 individual donors, an increase of 29%. As a result of the first Foundation mailing by an acquisition mailing firm, the number of new donors doubled. In a matching gift campaign to increase the number of Spanish and Korean materials, two \$10,000 gifts were received. 18 businesses and 1 Rotary Club sponsored the 2007 summer reading program. The Foundation has dealt with transition on the Board,

with 12 new board members over the last 12 months. A total of \$143,091 was given the library this year through Foundation efforts.

EXECUTIVE SESSION

At 5:20 pm, Ms. McCament moved to convene into Executive Session to discuss evaluation of the Library Director and the classification and compensation study. Mr. Matsusaka seconded the motion and it was passed. Chair Rose announced the executive session would last approximately 40 minutes. It was later announced that the executive session would continue for an additional 20 minutes. The Board moved back into open session at 6:20 pm

Ms. Parikh asked if she was authorized to offer opening a branch in the city limits of Fife when she meets with the Fife City Administrator to discuss library services. The Board expressed its agreement.

ADJOURNMENT

The meeting was adjourned at 6:22 pm on motion by Ms. McCament , seconded by Mr. Matsusaka.

Secretary

Chair