

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, DECEMBER 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 December 12, 2007, 3:31 pm. Board members present were Paul Chasco, Eugene Matsusaka and Budd Wagner. J.J. McCament was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the November 14, 2007 Regular Meeting of the Board of Trustees
2. November 2007 Payroll, Benefits and Vouchers in the total amount of \$2,060,637.66
 - a. Payroll Warrants 2584 - 2600 dated 11/06/07 – 11/21/07 in the amount of \$12,818.84
 - b. Payroll Disbursement Voucher dated 11/06/07 in the amount of \$478,433.90
 - c. Payroll Disbursement Voucher dated 11/21/07 in the amount of \$492,662.50
 - d. Accounts Payable Warrants: 600465 - 600895 dated 11/02/07 – 11/29/07 in the amount of \$1,076,722.42
3. Resolution 2007-14: Surplus Furnishings and Equipment
4. Resolution 2007-18: To Cancel Warrants Which Have Remained Unprocessed For Over One (1) Year
5. Resolution 2007-19: To Transfer a Portion of the Fund Balanced of the General Fund to the Capital Improvement Fund

Mr. Chasco requested that Resolution 2007-18: To Cancel Warrants Which Have Remained Unprocessed for Over One (1) Year be removed from the Consent Agenda for discussion and it was agreed.

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

Mr. Chasco asked if the unredeemed warrant was issued to a vendor or an employee. Darlene Smith, Finance Department, reported that the warrant had been issued to a former employee, whose location is unknown at this time. The library will continue in its efforts to locate the former employee and if unsuccessful, the funds would be sent to the State of Washington as unclaimed property.

Mr. Chasco moved for adoption of Resolution 2007-18, to cancel warrants which have remained unprocessed for over one (1) year. Mr. Wagner seconded the motion and it passed.

BOARD MEMBER REPORTS

Paul Chasco: Mr. Chasco reported that he recently visited the National Library of Cairo in Egypt.

OFFICER REPORTS

Buckley Branch Remodel: Ms. Parikh distributed photographs of the facility improvements to Buckley Branch, which included new carpeting, Express Checkout stations and a Books Plus To Go kiosk.

Brochure on Technology Levy Promise: Ms. Parikh distributed a brochure describing technology-related improvements to the library system, meeting the fourth promise to citizens as a result of the successful re-authorized levy election.

Public Library Association Conference: Ms. Parikh noted that the Public Library Association conference would be held March 25 – 29, 2008 in Minneapolis, Minnesota. She noted that if any Board members were interested in attending, to please indicate so by early January.

Levy Implementation: Georgia Lomax noted that the Goals and Targets document was updated and contains 2004 – 2006 comparables. She reported that most of the targets have been met, although further work is necessary to increase the “reference questions answered” target figure.

Planning Process: Ms. Parikh reported that during the last meeting of the Planning Process, participants broke into three small groups to prioritize items identified by the groups at the previous meeting. Ms. Parikh distributed the summarized prioritized list developed as an outcome of that work. She noted that the group was very thoughtful about what the library should be doing and the library will examine these issues when reviewing the Balanced Scorecard.

Mr. Wagner felt the group well represented the community as a whole. He felt that as a result of the work, there were some actionable items. Referring to the diversity item, he suggested that population growth be included to reflect the concept of a growing community. Ms. Parikh will keep the Planning Team informed of actions taken by the library in line with its recommendation.

City of Orting: Ms. Parikh reported that, so far, three Orting citizens have expressed interest in serving on the joint committee. City Administrator Mark Bethune and Ms. Parikh are developing the outline of the committee work.

City of Fife: As requested by Steve Worthington, Fife City Administration, the library delivered a packet of information related to provision of library service to the Fife community. The packet contains information relevant to a stand-alone city library or a branch of Pierce County Library System. The city plans to study the issue of library service during the first three months of 2008.

PUBLIC HEARING: 2008 DRAFT BUDGET

Mr. Wagner 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 noted that the general fund budget numbers remained the same as the draft budget presented in November. There were additions to the projects list in the Capital Improvements Budget, representing carry forwards from 2007 projects. A statement from the Chair of the Board was included in the document and a revision to the Director’s statement noting that the library had not intended to levy beyond the 1% level. Other additions included a Balanced Scorecard timeline and revised cash flow chart to reflect the changes to the capital improvements fund.

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.

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

UNFINISHED BUSINESS

1. 2008 Budget:

Resolution to Adopt the 2008 Budget of Estimated Revenue and Expenditures: Mr. Chasco moved for adoption of Resolution 2007-15, to adopt the 2008 budget of estimated revenue and expenditures in the amount of \$27,630,796. Mr. Wagner seconded the motion and it passed.

Resolution to Adopt the 2008 Capital Improvements Fund Budget: Mr. Wagner moved for adoption of Resolution 2007-16, to adopt the 2008 capital improvements fund budget in the amount of \$1,571,500. Mr. Chasco seconded the motion and it passed.

2. University Place Project Update:

Schematic Design: Ms. Lomax opened the presentation of the schematic design for the new University Place library and discussed some of the innovative design concepts to serve children, teenagers and adults, as well as the 'green' aspect of the facility. Architect Bob Wagoner noted that the standard Pierce County Library branch model has been a suburban model, designed as a stand-alone facility with immediate adjacent parking. The new University Place library is an urban model, with a pedestrian orientation and melding with the surrounding retail core. The schematic design phase is intended to show the concept of the facility, and with approval of the concept, solid design development work will begin.

Mr. Wagoner reviewed the general interior organization of the library, noting the importance of considering the future built-in expansion space on the north side. It's important to design the library so that in the future, no extensive construction work will need to be done to expand. The plan has the work room, conference room and meeting rooms on the south side of the library and an open plan that is easily expandable into the additional space. The entrance of the library is designed to allow flexibility and movement of shelving, equipment, and furnishings. Mr. Wagoner presented a variety of design elements related to exterior and interior spaces. The high ceiling in the center portion of the library will be the focal point. He noted that the design of tall exterior windows presents a concern for maintenance and lighting and design options are being examined. As the project is a LEED Silver project, work will begin with a LEED consultant in the next few weeks.

Mr. Matsusaka moved to approve the schematic design plans for the University Place Branch as presented this date. Mr. Wagner seconded the motion and it passed.

Agreement with the City of University Place: Ms. Parikh reported that she would like to discuss this issue in executive session.

NEW BUSINESS

1. Reciprocal Borrowing:

King County Library System: Ms. Parikh reported that the Director of King County Library System (KCLS) proposed conducting a study of reciprocal borrowing with Pierce County Library System (PCLS) and Sno-Isle Regional Library (SIRL). The KCLS study of reciprocal borrowing proposes comparing costs incurred by both libraries due to the agreement. . The PCLS philosophy toward reciprocal borrowing is based upon the public good: providing good customer service and eliminating barriers to service. Ms. Parikh and Jonalyn Woolf-Ivory, Director of Sno-Isle Regional Library, met with Mr. Ptacek to discuss this issue. Unfortunately, the KCLS online system is unable to provide reciprocal use figures. Both the PCLS and SIRL systems are able to do so. It was agreed that a full costing study would not take place, but that all three libraries would compare use data for an agreed upon period in 2008 and then evaluate next steps.

Ms. Parikh asked for the Board's thoughts on this issue. Mr. Wagner expressed his opposition to PCLS paying for a study that was not at our initiation. Chair Rose objected to the matrix KCLS is using for costing purposes. He stated that library to library service should not incur costs. Staff costs aren't comparable, because KCLS salaries are much higher than PCLS. Chair Rose also noted his disagreement with the lack of value KCLS attached to electronic services. The Board concurred that Ms. Parikh should continue the course she has been following.

Tacoma Public Library: Ms. Parikh met with Susan Odencrantz, Director of Tacoma Public Library to discuss a joint meeting of the Boards for a discussion on reciprocal borrowing. Ms. Odencrantz brought a list of issues from her Board and the perspective of 'how will reciprocal borrowing benefit Tacoma?'. Ms. Parikh noted that access to downloadables, Tutor.com and Sunday hours will be significant benefits. One of the areas of system differences is that Tacoma Public Library does not allow holds on audio-visual materials. Ms. Parikh suggested the appropriate approach would be to listen, make a proposal and consider changes to the proposal. A joint meeting is scheduled for January 16, 2008, 5:30 pm, at the Main Branch of Tacoma Public Library

The Board asked that this issue be placed on the next regular agenda for a lengthy discussion. Some of the issues to discuss include: What do we want out of the meeting? What are the weakness and strengths of each system that would benefit the other? What's our goal? What does PCLS want to accomplish? Where won't we go? How do we broach this with our communities? It was also agreed to approach this as a pilot project.

2. Executive Leadership Institute Project - Teen Services: Sheri Skuja recently completed a fellowship with the Executive Leadership Institute (ELI) program of the Urban Libraries Council. She noted it is a 10-month program, designed to encourage new ways of leading, risk-taking and experimenting. The institute focuses on action learning, transforming individuals and creating teamwork. Specific areas of study included strategic planning, project management and public speaking. She believes she is a much more effective leader and advocate for the library.

As part of a teen project, Youth Services and Reference Services collaborated on school visits for 8th and 9th graders to encourage use of the live homework help. The library has two new teen librarians. A Balanced Scorecard for Teen Services was developed. One of the less successful efforts was a project to have teens tutor adults in computer usage. Ms. Skuja said the teens learned how to work one-on-one with adults and it was a good learning experience. Ms. Parikh noted that the program was developed by the Urban Libraries Council to develop new leaders and to do projects that change a library's services. Ms. Lomax attended the first ELI group and Sheri is in the fourth. Ms. Lomax noted that one of the important outcomes was the learning about the library's structure, how we look at ourselves and how the system can be successful at all levels.

3. Resolution to Set 2008 Wages for Non-Represented Staff: As non-represented employees are not covered under the labor agreement, the Board must take action in order for the library to implement the 2008 cost of library adjustment and benefit payment increases for non-represented staff. Traditionally, the library provides the same increases to non-represented employees as are provided to represented employees.

Mr. Wagner moved for adoption of Resolution 2007-17, to set 2008 wages and benefits for non-represented employees, with a salary increase of 3.15% for 2008. Mr. Chasco seconded the motion and it passed.

4. 2008 Library Director Agreement: Mr. Wagner moved that Chair Allen Rose be authorized to implement a salary agreement with the Library Director for 2008. Mr. Matsusaka seconded the motion and it was passed.

5. 2008 Election of Board Officers: Mr. Matsusaka moved to retain the current officers for 2008. Mr. Wagner seconded the motion and it passed.

EXECUTIVE SESSION

At 5:50 pm, Mr. Wagner moved to convene into Executive Session to discuss evaluation of the Library Director and the agreement with the City of University Place. Mr. Matsusaka seconded the motion and it was passed. Chair Rose announced the executive session would last approximately 20 minutes. The Board moved back into open session at 6:18 pm.

ADJOURNMENT

The meeting was adjourned at 6:20 pm on motion by Mr. Wagner, seconded by Mr. Chasco.

Secretary

Chair