

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, NOVEMBER 12, 2008**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on November 12, 2008, 3:32 pm. Board members present were Paul Chasco, J.J. McCament and Budd Wagner. Eugene Matsusaka arrived later.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the October 15, 2008 Regular Meeting of the Board of Trustees
2. October 2008 Payroll, Benefits and Vouchers in the total amount of \$1,934,753.46
 - a. Payroll Warrants 2744 - 2749 dated 10/06/08 – 10/21/08 in the amount of \$4,182.45
 - b. Payroll Disbursement Voucher dated 10/06/08 in the amount of \$551,116.28
 - c. Payroll Disbursement Voucher dated 10/06/08 in the amount of \$6,470.32
 - d. Payroll Disbursement Voucher dated 10/21/08 in the amount of \$553,495.57
 - e. Accounts Payable Warrants: 604599 – 605022 dated 10/01/08 – 10/31/08 in the amount of \$1,301,963.14.

Mr. Wagner moved for approval of the consent agenda. Mr. Chasco seconded the motion. During the call for the question, Mr. Wagner moved to amend the motion to remove the minutes as Ms. McCament and Mr. Chasco were not available at the last meeting. Mr. Chasco seconded the motion and it passed.

Mr. Wagner moved to adopt the minutes of the October 15, 2008 regular meeting of the Board of Trustees. Mr. Matsusaka seconded the motion. It was passed with two abstentions.

BOARD MEMBER REPORTS

J.J. McCament: Ms. McCament reported that she attended the Thursday session of the Visioning Workshop with Joan Frye Williams and George Needham and found it informative.

Paul Chasco: Mr. Chasco reported that he had attended the Friday session of the Visioning Workshop and felt it was very interesting.

OFFICER REPORTS

Information Experience Director: Georgia Lomax introduced the new Information Experience Director, Michele Leininger. Ms. Leininger stated that she had been the Continuing Education Consultant at the State Library of Iowa before coming to Pierce County Library System. She has worked in a variety of libraries, including Brooklyn Public Library and Des Moines Public Library in Iowa. Her main priorities in the next six months are to focus on the system's information services and staff development.

Visioning Workshop: Ms. McCament reported that during the session, staff expressed some concerns about the location of new buildings. She also noted that she appreciated the opportunity to mingle and talk with staff. Mr. Chasco found the alternative services portion very interesting. Mr. Wagner stated that the idea of unlimited check-out periods generated a lot of information. He echoed Ms. McCament's statement about enjoying the opportunity to mingle and talk with library staff. Ms. Parikh reported that a Staff Advisory Committee is being formed with representatives from all staff levels. Ms. Parikh felt that one of the most important things that came out of the session was for staff to begin thinking about the tasks they do that are no longer needed and to stimulate staff conversations.

Organizational Change: Rick Mauer will be leading an action/learning workshop on organizational change for the Executive Team on November 13th. He's tying it to the library's commitment to be a customer-focused organization.

Third Quarter Statistics: Ms. McCament asked if the employee turn-over statistics included those who retired, and Ms. Lomax responded yes. Board asked for a comparison statistics with peer libraries, particularly those in Washington. Ms. McCament would like to see the retirement figures broken in the turn-over rate figures.

Fife Open House: Mary Getchell reported on plans to introduce Pierce County Library System and library services to residents of the City of Fife on November 19th. It will be an open house set-up, with tables and material available throughout the room. The city has advertised the event and will be providing refreshments. Robin Clausen, Catherine O'Brien and Sally Porter Smith will be representing the library and city representatives will be on hand.

PUBLIC HEARING: 2009 DRAFT BUDGET

Ms. McCament moved that in accordance with RCW 85.44.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2008 property tax levies for collection in 2009. Mr. Wagner seconded the motion and it passed.

Clifford Jo noted that this was the first reading of the draft 2009 budget of estimated revenue and expenditures. Mr. Jo reviewed revenues, noting that \$493,089 of the cash reserves were used to balance the budget. Materials budget was retained as 16% of the budget.

Mr. Chasco asked if King County Library System or Seattle Public Library were going to cut services or do personnel layoffs due to tightening revenue. Ms. Parikh responded no, however, Timberland Regional and Fort Vancouver Regional will be cutting services and laying off staff. Mr. Wagner asked if the price of materials has increased to a point where 16% of the budget for materials may no longer keep up with the price of materials. Ms. Parikh said that the situation is being monitored. Mr. Jo noted that there is currently \$3.7 million after passage of the levy that will be used to sustain services in the next five years. The cash flow analysis indicates that levy funds will sustain library services at current levels until 2011 or five years.

Expenditures of the capital improvement fund for 2009 include enhancements for the new University Place branch, purchase of property in Peninsula, development of a Facilities Master Plan and funds for a bond election to implement recommendations from the Facilities Master Plan.

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

Mr. Chasco moved to close the public hearing on the 2009 budget of estimated revenue and expenditures. Mr. Matsusaka seconded the motion and it passed.

UNFINISHED BUSINESS

1. 2009 Budget:

Review and Approval of Motion to Certify Property Taxes to be Levied for Collection in 2009: Ms. McCament moved to certify the total property tax of \$26,855,152.08 to be levied for collection in 2009. Mr. Chasco seconded the motion and it passed.

Resolution for the Levying of Property Taxes for Collection in 2009: Mr. Chasco moved for approval of Resolution 2008-11, to resolve that an increase in property tax levy is hereby authorized for the levy to be collected in the 2009 tax year. The dollar amount of the increase over the actually levy amount from the previous year shall be \$265,893, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, new constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made. Mr. Matsusaka seconded the motion and it passed.

2. Facilities Master Plan Update: Lorie Erickson introduced two of Group 4 consultants, Kari Holmgren and Kathy Page. Ms. Page reported that this was the first of 4 days of touring the branches and the communities. She has observed that there are some 'pinch-points' – limited seating, crowded shelving, ambient noise. The consultants are in the 'needs assessment' phase of the project, examining current facilities, growth projections and unserved areas.

Ms. Parikh reported that a public survey is being conducted, with responses due by December 1 and distributed survey sheets for board members to give to friends and community organizations with which they are associated. Ms. Parikh asked Board members for recommendations of persons to be invited to the strategic visioning session. In response to a question about who will represent the Board at stakeholder meetings, Mr. Rose will attend the Northeast community stakeholder meeting. Mr. Matsusaka will attend the Southeast PC stakeholder meeting. The stakeholder meetings are designed for leaders in a specific community. Ms. Parikh distributed draft invitation lists and asked Board members to make recommendations to include on the lists.

3. University Place Project:

Update: Lorie Erickson reported that there has been little activity on the project. Delivery of the steel for construction has been delayed until the first week in December. HVAC questions have not been resolved.

Capital Campaign: Lynne Hoffman reported that pledges at \$324,000 have been received. Recent efforts include a donor cultivation event, a meeting with Friends of the University Place Library and a new Steering Committee member, Martha Flemming, coming on board. She also noted that 12 members of the library's Leadership Team have made donation pledges.

NEW BUSINESS

1. Summary of 2007 – 2008 Annual Report of Foundation Fundraising Activities: Lynne Hoffman introduced Jackie Zils, President of the Pierce County Library Foundation and Maggie Morgan, Development Associate. They presented a review of 2007 – 2008 foundation accomplishments, noting in particular that there were 3 new Board members, unrestricted giving increased by 15%, 161 new donors were acquired and that total pledges and gifts increased 118% over last year. Total donors increased over 2006 – 07 by 4% and individual donors by 8%. Total donors have increased by 47% in four and a half years.

2. Resolution 2008-12, Schedule of Recurring Meetings: Mr. Chasco moved to adopt Resolution 2008-12 to set a schedule of recurring meetings. Ms. McCament seconded the motion and it passed.

3. Reappointment of Eugene Matsusaka to the Board of Trustees: Mr. Matsusaka's term expires in February 2009. Mr. Matsusaka stated that he feels his hearing disability is a detriment to the Board and if can't participate fully, he doesn't wish to remain on the board. Ms. McCament stated that that Mr. Matsusaka is a valuable asset to the Board and contributes greatly. Chair Rose states that he values Mr. Matsusaka's insightful question and believes he brings a lot to the table. Ms. Parikh reported that the library is investigating methods to mitigate the difficulty and asked Mr. Matsusaka if she could proceed with the process. He agreed to wait until options can be explored but asked that the Board take no action on his reappointment at this meeting.

EXECUTIVE SESSION

Mr. Wagner moved to enter into executive session as per RCW 42.30.110 at 5:07 pm for 40 minutes to discuss purchase of real property, the agreement with the City of University Place and evaluation of the Executive Director. Mr. Chasco seconded the motion and it passed.

At 5:48 pm, Chair Rose announced that executive session would continue for an additional 15 minutes.

The Board reopened to public session at 6:03 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:05 pm on motion by Ms. McCament, seconded by Mr. Chasco.

Secretary

Chair