

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, DECEMBER 10, 2008**

**CALL TO ORDER**

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on December 10, 2008, 3:32 pm. Board members present were, Eugene Matsusaka and Budd Wagner. Paul Chasco was excused. J.J. McCament arrived later.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Minutes of the November 12, 2008 Regular Meeting of the Board of Trustees
2. Minutes of the November 21, 2008 Special Meeting of the Board of Trustees
3. October 2008 Payroll, Benefits and Vouchers in the total amount of \$2,450,272.64
  - a. Payroll Warrants 2750 - 2762 dated 11/06/08 – 11/21/08 in the amount of \$17,108.46
  - b. Payroll Disbursement Voucher dated 11/06/08 in the amount of \$591,085.99
  - c. Payroll Disbursement Voucher dated 11/21/08 in the amount of \$513,990.25
  - d. Accounts Payable Warrants: 605024 – 605394 dated 11/01/08 – 11/30/08 in the amount of \$1,328,087.84
4. 2008 – 2009 Rejection of Terrorism Coverage
5. Resolution 2008-15: Designate Primary and Alternate Signators
6. Resolution 2008-16: Cancellation of Unredeemed Warrants

Mr. Matsusaka moved for approval of the consent agenda. Mr. Wagner seconded the motion and it was passed.

**BOARD MEMBER REPORTS**

**Eugene Matsusaka:** Mr. Matsusaka reported that he had tested an assistive listening device and was pleased with the result.

**OFFICER REPORTS**

**Assistive Learning Device:** Lorie Erickson, Storm Reyes and Christine Seymour, Communications Advocate with the Hearing, Speech and Deafness Center, appeared before the Board to introduce an assistive listening system. Ms. Erickson spoke to the system and cost options, Ms. Reyes spoke to the potential system-wide uses of such a system and Ms. Seymour demonstrated how it could be used in a meeting situation. The Board directed that such a device be purchased for Board meetings and system-wide use.

**City of Fife:** Ms. Parikh continues to have conversations with Steve Worthington, Fife City Administrator. She reported that the city is considering a public hearing and placing an annexation issue on the November 9, 2009 ballot. She also reported that the Puyallup City Council directed that Puyallup Public Library services should only be available to residents or residents of cities with reciprocal agreements with Puyallup. Fife residents will not be eligible for Puyallup Public Library service in 2010.

**GIS Maps:** The Board was previously sent GIS maps that track a two-week period of use of branches. The residents are tracked by street address, not Post Office box. Ms. McCament noted that in looking at Parkland/Spanaway branch, the commute pattern is clear and she thinks it strengthens the library's guidelines to locate libraries on major arterials.

**Library Card Drive:** Mary Getchell reported that 8,211 new cards were issued during the annual library card drive. Staff members showed a lot of enthusiasm during the drive and had fun. Schools were enthusiastic and invited Youth Services staff to make presentations. The drive incorporated the use of staff liaisons, direct mailing and Foundation support. There has been a 167% increase in new cardholders since 2006.

**Pierce County READS:** On December 14th, The News Tribune will announce the name of the book selected for 2009 Pierce County READS. Community partners will hold stand-alone events and PCLS will host a premiere event.

**Marketing Plan:** Mr. Matsusaka asked if there were specific marketing goals and benchmarks. Ms. Getchell noted that stand-alone projects, such as Pierce County READS and the annual library drive, have specific goals. The Marketing Plan is tied to initiatives in the Balanced Scorecard which have goals and benchmarks. Mr. Matsusaka stated he would like to see some of those goals and benchmarks reflected in the plan.

**Library Usage Statistics:** As it is believed that in tough economic times libraries see increased use, the Washington Library Association Legislative Planning committee asked for comparative usage statistics for Washington libraries from June – November 2007 and June – November 2008. Pierce County Library statistics during this time show the greatest increase in website visits. Circulation increased by 1,000,000 in that time period. The American Library Association is sharing this information with congress. Their lobbyist asked Cliff Jo to provide the costs to keep libraries open on evenings and weekends.

#### **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 second reading of the draft 2009 budget of estimated revenue and expenditures. The only major change to the budget document presented last month is the inclusion of a statement from the Board Chair and a change to capital budget. No changes were made to expenditures or revenue. For the purpose of the budget document, the capital budget figure has been changed. The original figure is for modeling only, but it affected how cash flow is shown and for long-term projections related to Fife and expenditures for the new University Place branch as it was simply a projection exercise and shouldn't be included in the budget document. There weren't projects attached to the number. Board discussed the mill rate and future scenarios.

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. Wagner 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:**

*Resolution 2008-13 To Adopt the 2009 Budget of Estimated Revenue and Expenditures:* Mr. Matsusaka moved for approval of Resolution 2008-13 to adopt the 2009 budget of estimate revenue and expenditures. Mr. Wagner seconded the motion and it was passed.

*Resolution 2008-14 To Adopt the 2009 Capital Improvement Fund Budget:* Mr. Wagner moved for adoption of Resolution 2008-14 to adopt the 2009 capital improvement fund budget. Ms. McCament seconded the motion and it passed.

**2. Facilities Master Plan Update:** Lorie Erickson updated the Board on progress of the Facilities Master Plan. Survey results are coming in and meeting dates have been set for community meetings, the Strategic Vision group meeting and community stakeholder meetings. During the last 3 days, Ms. Erickson and a Group 4 consultant have toured branches to determine if the sites are appropriately sized and located, as well as looking at potential sites in Sumner and Gig Harbor.

The Strategic Vision workshop will be held on February 12<sup>th</sup> at Pierce County Environmental Center. Ms. Parikh is calling city officials to invite them to the vision workshop and is having positive responses and interesting conversations with city officials when she calls. It would be desirable to have a city planner, mayor and city administrator attend. She has also made contacts with representatives from regional organizations, such as the Pierce County Planning Department, YMCA, and Pierce College.

Regarding the seating averages, Ms. McCament asked if the number of visits impact seating required. Ms. Parikh responded that population figures impact seating as it defines the potential usage capacity.

### **3. University Place Project:**

*Final Plans and Specifications:* Bob Wagoner presented the final construction documents for the new University Place library. The plans are being reviewed by Lorie Erickson. The plan hasn't deviated from the Design Development phase. Mr. Wagoner discussed some specific details. The work room is the south end of the building, which better ties it to the bookdrop on Dexler. The expansion space is on the north end. There are a number of large curved walls and varying ceiling heights which will help to define specific areas and create a bookstore feel to the space. Lighting is tailored to specific activities, such as computer area or children's area.

Regarding colors and finishes, Mr. Wagoner worked with LEED criteria to use recycled materials and environmental friendly materials. The community wanted a 'warm' feeling to the building, so wood-like finishes, such as bamboo, will be used. The carpet has a high recycled content and is a leaf pattern, with some variation in the children and teens areas. A counter-top material is sheets of paper pressed flat and is manufactured in Tacoma, making it a renewable material that is locally produced. Some of the linoleum is a linseed product. Slate is being used in a limited degree in atrium and public restrooms. The end pieces are a translucent recycled resin product. Acoustic panels have recycled content. All of these products support LEED certification. The Mitsubishi HVAC system is also energy efficient. The LEED consultant has worked with us on this process and will need to do the calculations to see if we've met LEED criteria. The Board agreed that the LEED consultant be authorized to do the calculations.

There are some enhancements that will be paid by the library Bid alternates include a display case on exterior, accessible floor system, infrastructure for AV in the teen area, meeting room and conference room. The equipment would be a bid alternate, funded by the Foundation through the capital campaign. Mr. Wagoner also noted that since construction will be delayed, the plans and specifications will need to be reviewed prior to construction to assure that the products specified are still available.

He noted that the city is responsible for the budget and has not done one since mid-design development phase. The library has not developed a construction document budget as it is the city's responsibility as well.

Ms. McCament moved to approve the final construction plans and specifications for the University Place Library subject to review by the Library's architect prior to bidding, and completion of the LEED calculation for design phase. Mr. Wagner seconded the motion and it passed.

*Update:* Ms. Erickson reported that the city requested that the construction contractor, Jody Miller, complete Lot 10 garage and asked for an extension to the contract.

*Conflict of Interest:* Mr. Wagner moved to waive the conflict of interest with William Holt and his firm regarding UP, as outlined in his letter of November 20, 2008. Ms. McCament seconded the motion and it passed.

*Capital Campaign:* Ms. Hoffman reported that the Capital Campaign Steering Committee decided to take a hiatus over the holidays, but will continue to have conversations with supporters and potential donors. The potential building delay impacts the sense of momentum, but does leave more time for the fundraising effort.

**4. Reappointment of Eugene Matsusaka to the Board of Trustees:** Mr. Matsusaka stated that he would like to continue to serve on the Board. Ms. McCament moved to direct Neel Parikh, on behalf of the Board, to submit the name of Eugene Matsusaka to the Pierce County Executive Office's for reappointment to the Board of Trustees. Mr. Wagner seconded the motion and it passed with 3 ayes and one abstention.

## NEW BUSINESS

**1. Hennen Report:** Ms. Parikh briefly reviewed the 2008 HAPLR report for Pierce County Library System. Due to population growth, PCLS was moved to a new category containing larger library systems. For example, King County Library System doesn't spend as large a percentage of its budget for materials as PCLS, but its per capita figure is higher as they have such a larger budget. Ms. Parikh noted that some of the weaknesses show in the report will be rectified in the next report due to levy funding, such as staffing figures and expenditures per capita. It will, however, remain a challenge to be a part of this group of libraries. Georgia Lomax noted that PCLS is looking toward the future and had identified developed strategies to deal with the weaknesses before the report was issued.

**2. Resolution 2008-17: Set 2009 Wages for Non-Represented Staff:** Mr. Wagner moved for adoption of Resolution 2008-17 to set 2009 wages for non-represented staff. Mr. Matsusaka seconded the motion and it passed.

**3. Resolution 2008-18: Year-End Capital Improvement Fund Transfer:** Mr. Wagner moved for adoption of Resolution 2008-18 to transfer a portion of the fund balance of the general fund to the capital improvement fund in the amount of \$553,492. Ms. McCament seconded the motion and it passed.

**4. 2009 Library Director Agreement:** Mr. Matsusaka moved to authorize Chair Allen Rose to implement a salary agreement with the Executive Director for 2009. Ms. McCament seconded the motion and it passed.

**5. 2009 Election of Board Officers:** After a brief discussion, it was agreed to table this item until the next regular Board meeting as there was not a full Board in attendance.

## EXECUTIVE SESSION

Mr. Wagner moved to enter into executive session as per RCW 42.30.110 at 5:34 pm for 25 minutes to discuss an agreement with the City of University Place and evaluation of the Executive Director. Mr. Matsusaka seconded the motion and it passed. At 5:57 pm, Chair Allen announced that Executive

Session would continue for an additional 10 minutes. The Board reopened to public session at 6:06 pm.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 6:07 pm on motion by Ms. McCament, seconded by Mr. Matsusaka.

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Secretary

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Chair