

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JULY 8, 2009**

CALL TO ORDER

Chair Eugene Matsusaka called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on May 13, 2009, 3:34 pm. Board members present were Steve Albers, J.J. McCament and Budd Wagner. Allen Rose was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the June 10, 2009 Regular Meeting of the Board of Trustees
2. June 2009 Payroll, Benefits and Vouchers in the total amount of \$2,221,293.51
 - a. Payroll Warrants 2817 - 2826 dated 06/01/09 – 06/30/09 in the amount of \$14,955.94
 - b. Payroll Disbursement Voucher dated 06/05/09 in the amount of \$559,072.80
 - c. Payroll Disbursement Voucher dated 06/22/09 in the amount of \$559,510.99
 - d. Accounts Payable Warrants: 06/01/09 – 06/30/09 dated 06/01/09 – 06/30/09 in the amount of \$1,087,753.78

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

BOARD MEMBER REPORTS

The Pierce County Council approved the resolution appointing Steve Albers to the Board of Trustees of the Pierce County Library System. Mr. Albers was welcomed to the Board.

OFFICER REPORTS

University Place Project: The City of University Place has been unable to confirm the completion date for the new University Place branch library as contract negotiations continue with the construction contractor.

Public Survey: A public opinion survey was undertaken in June. The survey results are being compiled and will be sent to the Board prior to the next Board meeting.

Library Card Drive: Ms. Parikh and David Durante reported that the library is working with Bethel School District to attach library barcode numbers on students' school identification card. This will encourage the students to log in to the library's online catalog and the library's digital services from school computers. Mary Getchell also reported that there would be a brief fine amnesty period during the annual library card drive.

Federal Stimulus Grant: Clifford Jo and Lorie Erickson prepared and submitted the grant application for federal stimulus funds for HVAC systems.

Library Construction: The Board briefly discussed new library construction throughout the nation. Ms. Parikh reported that on the whole, the square footage of libraries has increased to meet technological and community needs. She also noted that there appears to be a trend for large metropolitan areas to build destination libraries, referring to Seattle Public Library as an example of the trend.

Rotary Sponsorships: Twelve local Rotary Clubs have pledged to raise enough money for premiere sponsorship recognition at the summer reading program. The banners in front of our libraries with the Rotary logo are due to a commitment from the clubs to donate \$10,000 a year for 3 years for the summer reading program. Such agreements regarding donor recognition or partner recognition must be negotiated through the Foundation and generally involving the Executive Director.

Annual Report: An abridged version of the 2008 Pierce County Library System annual report will be mailed to every household within the next 2 weeks and includes a progress report on implementation of the four levy promises. The News Tribune will run a full-page advertisement version of the report.

PCLF Foundation: Ms. Parikh was directed to write a letter thanking the Pierce County Library Foundation for their hard work and donations in 2008.

Supreme Court Case: The Washington State Supreme Court recently heard a case regarding filtering of libraries computers regardless of the age of the user. No decision has yet been announced.

UNFINISHED BUSINESS

1. Facilities Master Plan: Lorie Erickson, Facilities Manager, reported on work with Roen Associates to develop construction cost analysis for an implementation plan. Ms. Parikh noted that the report from the Strategic Vision Workshop, "Building Value in Our Communities" had been mailed to workshop attendees and key community leaders.

2. Partnership Policy and Sponsorships and Donation Policy:

Partnership Policy: In response to previous Board discussions regarding partnerships in conjunction with the Facilities Master Plan, library leadership have been reviewing current sponsorship and donation policies. Over the years, the library has pursued active partnerships with community organizations, but is now considering potential partnerships related to facilities as well. The Board discussed a draft Partnership Policy. Chair Matsusaka questioned whether a decision should be made on a partnership opportunity without prior Board consultation. It was noted that some partnerships, such as media advertising, often require a quick decision. Ms. Parikh assured the Board that no key partnership decisions would be made without Board input. Chair Matsusaka stated that Board sets the policy and the director executes those policies, and therefore, he was comfortable with the policy as written.

Ms. McCament moved to advance the Partnership Policy for a second reading. Mr. Wagner seconded the motion and it passed.

Sponsorships and Donation Policy: Minor revisions were made to the Sponsorship and Donations Policy. The Board directed that the word "Donations" be removed from the title as it was no longer reflective of the policy.

Ms. McCament moved to advance the Sponsorships Policy for second reading. Mr. Wagner seconded the motion and it passed.

3. 2009 Mid-Year Budget Adjustment: Clifford Jo, Finance and IT Director, reported on the 2009 mid-year budget adjustment. The budget adjustment preserves levy lid-lift promises, builds on the technology infrastructure, generates savings that offset revenue shortfalls and negates the need to use planned cash reserves of \$493,089. Revenues were adjusted to be a reduction of \$134,000 from the

original budget due to greatly reduced investment income and a planned fine amnesty. Expenditures showed a net reduction of \$1,210,343 from the original budget, with a bottom line revisions savings of \$583,192. Expenditure savings were realized through unfilled positions and vacations and effective staff management, significant savings from reductions found by managers and a drop in state retirement rates. The materials budget is maintained as 16% of the library's full budget.

Ms. McCament moved for adoption of Resolution 2009-06, to revise the general fund budget of estimated expenditures for 2009. Mr. Wagner seconded the motion and it passed.

4. 2009 Mid-Year Capital Improvement Program Budget Adjustment: Mr. Jo reported that the capital improvement plan was reviewed and revised. The capital improvement plan's spending increased by \$274,000 for the facilities master plan, facilities needs, expanding Internet PC's in the libraries by 85.

Mr. Wagner moved for adoption of Resolution 2009-07 to revise the capital improvements fund budget for estimated expenditure for 2009. Ms. McCament seconded the motion and it passed.

NEW BUSINESS

1. Capital Fund Transfer: Mr. Jo noted that the library's Fiscal Management Policy allows for unanticipated revenues and operating savings to be transferred to the Capital Improvement Fund. Therefore, he request authorization to move \$580,000 from the 2009 mid-year budget savings to the capital fund.

Ms. McCament move for approval of Resolution 2009-08 to transfer a portion of the fund balance of the general fund to the capital improvements fund for future capital projects in the amount of \$580,000. Mr. Wagner seconded the motion and it passed.

2. City of University Place Community Revitalization Area: Pierce County Library System received notice from the City of University Place that it intends to create a community revitalization area in the boundaries of the Town Center. This would result in diverting any library district property tax increases to the city for use in the revitalization area. By state law, the library system has the option to 'opt out' of the revitalization financing. Attorney Dan Gottlieb spoke with the Board via telephone conference call and reviewed the enabling legislation and the procedure to opt out.

After discussion, the Board elected to 'opt out' of the proposal, stating that there was no benefit to the library's customers by the loss of the tax revenue, and further, that the library had already contributed to the economic development of the revitalization area by partnering with the city on the construction of the new library branch. It was felt that the branch would draw people to the Town Center, thereby enhancing revenue opportunities for the city. The Board reviewed a draft resolution and asked that it be revised to incorporate the library's

The Board directed Mr. Jo to change the policy to incorporate the Board's suggested revisions.

3. Succession Planning: Ms. Parikh opened the discussion on succession planning by noting the library is taking a long-term approach that incorporates changes in the culture of the library system. The library began looking at succession planning in 2005, looking at it from a variety of perceptions and implementing those perceptions over a period of time. The essence of the plan is to support succession by good hiring choices, nurturing and growing leaders, and creating opportunities to lead. In order to have good people in the organization, the organization must have jobs and job descriptions that are clear and relevant for the future. Leadership skills are essential and it is important to develop leaders in-house. This concept led to the development of the Learning Team to create a learning culture within the

organization. It's also important to give people opportunities to lead by providing projects and activities that help people to learn leadership skills. The Board expressed their appreciation of this broad-based approach.

EXECUTIVE SESSION

Mr. Wagner moved to enter into executive session as per RCW 42.30.110 at 5:38 pm for 20 minutes to discuss real property. Ms. McCament seconded the motion and it passed. At 5:58 pm, the Chair announced that executive session would continue for another 5 minutes. The Board reopened to public session at 6:04 pm.

NEW BUSINESS CONTINUED

2. City of University Place Community Revitalization Area: The Board reviewed the revised resolution to top out of the City of University Place's Town Center Revitalization Area. The resolution was discussed earlier in the meeting.

Ms. McCament moved for adoption of Resolution 2009-09, to opt out of the City of University Place's Town Center Revitalization Area. Mr. Wagner seconded the motion and it passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

Secretary

Chair