

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, NOVEMBER 12, 2014**

**CALL TO ORDER**

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees November 12, 2014, 3:30 pm. Board members present were J.J. McCament, Allen Rose and Rob Allen. Donna Albers was absent.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the October 15, 2014, Regular Meeting
2. October 2014 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3582-3584, dated 10/01/14 – 10/31/14 in the amount of \$3,667.23
  - b. Payroll Disbursement Voucher dated 10/02/14 in the amount of \$587,488.99
  - c. Payroll Disbursement Voucher dated 10/20/14 in the amount of \$590,561.97
  - d. Accounts Payable Warrants 623347-623489 dated 10/01/14 – 10/31/14 in the amount of \$2,249,415.82
3. Resolution 2014-06: Schedule of Recurring Meetings
4. Resolution 2014-07: Banking Authority

Mr. Allen noted a scrivener's error on Resolution 2014-06 stating the March meeting would be held on the third Wednesday of the month. Petra McBride, Clerk to the Board, will delete that portion of the sentence.

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

**BOARD MEMBER REPORTS**

**Regional Trustees Meeting Debrief** - Chair Ishem invited the members of the Board to share their experiences of the meeting which convened in Seattle on October 25, 2014. She noted 27 Trustees were present at the event. Mr. Allen said it was an educational experience and noted it was good to see commonalities with other library districts. He said it was exciting to see movement toward providing library service regionally, which is a powerful way to express value to the community.

Ms. McCament was unable to attend the meeting and asked if there was a possibility of forming a regional initiative to work with other districts on legislative issues. Mr. Allen said there was willingness amongst the participants to talk about those matters. Chair Ishem said there would be attempts to reach out to those systems that did not participate. Mr. Allen said the meetings will be held regularly in the future but the intervals have not been determined.

Chair Ishem noted it was good to know there is universality amongst other library systems around the state. She noted regional approaches may be different and that it was good to have new contacts. Georgia Lomax, Executive Director, added the Directors and Deputy Directors who attended found great value in the event.

**OFFICER REPORTS**

**October 2014 Financial Report** - Dale Hough, Finance Manager, reported the Library received \$8.9 million in current and delinquent property tax revenues.

**"Lil" Readers Project with United Way of Pierce County** - Mr. Allen asked about the budget on this project and how the Library is measuring success. Judy Nelson, Customer Experience Manager, said the budgetary impact on the Library is low. Initially, the Library will be using its own materials for the project. United Way anticipates funding for books in the future. She noted there were six participants in the first volunteer training session held in October.

**Open Public Meetings Act Court Decision** - Ms. Lomax drew the Board's attention to the memo from Clifford Jo, Finance and Business Operations Director, which outlined a recent ruling by the Court of Appeals of Washington pertaining to provisions related to the Open Public Meetings Act.

**Latino Business Seminar Project** - Ms. Lomax said there are many ideas in the pipeline. The Library will likely be hosting the events in its branches. Mr. Allen said the community has been attempting to coalesce a Chamber for many years. He feels there is strong need for it and it will require grass roots leadership to bring the community together and be focused on services in the community. Ms. Lomax said the Library will be watching for opportunities to support the project and that Jeffri Walters,

Diverse Communities Coordinator, will keep the Board up to date. Ms. McCament asked if the City of Tacoma was participating. Ms. Lomax said Bates Technical College spoke with the City early in the process but they are not actively participating.

**Grants: Digital Literacy-** Chair Ishem asked about the average age of participants. Jaime Prothro, Customer Experience Manager, said the Library is targeting a broad spectrum but that it is attracting 20-30 year olds based on an existing program at South Hill. She noted the Treehouse product is self-paced and that online help is available for participants. Ms. McCament congratulated the staff on all the grants established. Ms. Lomax thanked Lynne Hoffman, Foundation Director, and the Customer Experience Managers for keeping people connected to the Library.

#### **UNFINISHED BUSINESS**

**2015 Budget: Review of Regular 2015 Budget -** Ms. Lomax says the budget reflects the Library's current strategy with one-time investments and expenditures that will serve the Library well when it is capped in approximately 2017. The Library will need to develop new strategies for 2017 to continue to grow and thrive under the cap.

Mr. Jo, outlined the budget process. He noted Neel Parikh, retired Executive Director, wrote a retiring message and that Ms. Lomax will add her message next month. The Deputy Director's message will be written by Sally Porter Smith, Customer Experience Manager.

Mr. Jo said assumptions remain the same on the operating budget and the FTE count is being finalized.

**2015-19 Capital Improvement Plan -** Mr. Jo reported the total number of projects costs is nearly \$1.9 million and there will be \$500,000 in the budget for the beginning of 2015. The Library will transfer \$1.5 million into the capital fund from general fund at the end of 2014. This will provide the Library with \$2.9 million in capital funds to fund projects. Funding projects and technology deferred during the recession is the priority.

Mr. Allen noted the Library set aside \$250,000 in 2014 for the implementation of the technology plan. He asked for an understanding of why it is now \$1.1 million. He said he would like a view of what the technology future is, or should be, for the district, why it is important and how it fits in with library services. Mr. Jo said Karim Adib, the new Digital Experience Director, has been assessing the Library's technology and infrastructure since his arrival two months ago.

Mr. Adib reported he is working closely with the Customer Experience Team on service models. He summarized the current infrastructure situation. The focus is on improving service and security and addressing aging and outdated equipment. He stressed the importance of stability and security. Ms. Lomax noted much has been learned from Mr. Adib about bringing the Library up to current industry standards.

Mr. Adib stressed the importance of uniformity and standardization of PCs throughout the system. He said the service model includes the management of services as well as the hardware and the Library will be saving costs by using fewer vendors, standardizing brands and buying commercial grade versus consumer grade equipment.

More detail will be presented to the Board as the vision and details are further developed.

Mr. Jo presented a chart showing the revenue and expenditures during 2014. He said he adjusted the formula for cash reserves set-asides and recommended reassessing the cash reserves needed to fund operations through the end of April to determine if the amount is sufficient. In prior years, operating reserves were set aside in amount of \$7 million. Due to some predictable revenue received between January and March, less cash is needed to sustain the Library in the first four months of 2015. This frees funds to transfer into the capital fund in the amount of \$1.5 million.

Ms. Lomax said the Library will be evaluating the 3% transfer to determine if this amount is sufficient. Mr. Jo said the Library is also looking carefully at the fleet of vehicles, making conscious decisions for sustaining vehicles longer. He noted delivery vans will need to be replaced in 2017.

#### **PUBLIC HEARING - 2015 DRAFT BUDGET**

Mr. Allen moved that in accordance with RCW 84.55.10, the public hearing be opened for consideration of increases in property tax revenues, regarding 2014 property tax levies for collection in 2015. Ms. McCament seconded the motion and it passed.

Chair Ishem then asked if there was anyone else in the audience who wished to comment on the 2015 budget of estimated revenue and expenditures, and received no response.

There being no comments, Mr. Allen moved to close the public hearing on the 2015 budget of estimated revenue and expenditures. Ms. McCament seconded the motion and it passed.

#### **UNFINISHED BUSINESS (CONTINUED)**

**2015 Budget: Resolution 2014-08: Requesting Highest Lawful Levy and Levy Certification -** Mr. Jo discussed the document with the Board. Mr. Allen moved to approve Resolution 2014-08. Ms. McCament seconded the motion and it passed.

## NEW BUSINESS

**Executive Director Initial Priorities** - Ms. Lomax outlined her priorities for the next three months. She said she is focused on building strong external and internal partnerships. She will be meeting with branch staff and departments over the next two months. She said she wanted to approach her new position from the point of view of fresh eyes but with the knowledge and history she has from her work as the former Deputy Director.

Her initial priorities are to focus on staff to help form her full year plan. She sees them as the Library's most valuable asset and her primary customers and partners. She noted, the importance of the Executive Director being strongly connected in the community and will be meeting with key stakeholders and partners immediately. She plans to meet with each Board member individually to confirm their initial expectations.

Ms. McCament said she appreciated Ms. Lomax's choice of staff and budget as her top priorities. Mr. Allen asked for her timeline and thoughts on filling the Deputy Director position. Ms. Lomax said the Library evaluates all of its positions when they become vacant and will go through the process for the Deputy Director position as well. Ms. Lomax stated she is excited for the opportunity to lead the Library and will continue to ensure it provides excellent services for the community. She thanked the Board for their vote of confidence and said she would provide them with a fully formed plan in the near future.

**Summer Reading Overview** - Sally Porter Smith, Customer Experience Director, reported there were three distinct reading programs offered by Pierce County Library System this summer and 29,000 kids and teens participated. She noted with the elimination of the family bookmobile and Explorer, the Library made and kept its promise to continue to serve the community. She said there would be an assessment of the Scout program as part of the grant process. In an effort to focus on summer reading slide, she and Ms. Lomax will be visiting all superintendents and county and city officials in the Library's service area.

**Children's and Teens Summer Reading Challenge** - Ms. Nelson reported on the components added to the summer reading programs this year to combat summer slide. Activities and drawings for prizes were well received. Parents liked being engaged in the programs as well. She said the Library saw a significant increase in the number of participants. She thanked the Foundation for providing funding opportunities to the Library, noting the summer programs are structured through grant funds.

**On the Road with Summer Explorer** - Lisa Heyerdahl, Outreach Senior Librarian, reported on the Explorer bookmobile service during the summer. The Library strategically picked areas to visit that coincided with areas the bookmobile used to serve. Ms. Heyerdahl said one of the challenges was bringing the Explorer to housing developments in addition to high density apartment complexes in an effort to reach more kids. She said the nine week summer service was successful, with 650 unique visitors to the bookmobile.

Chair Ishem enjoyed reading the report and learning of visiting high-density and low-resource areas in the community. Mr. Allen said he was very impressed at the growth in number of kids served. He asked what the Library would like to do to reach more customers when considering summer slide and the reasons behind a summer reading program. Ms. Nelson said the Library would like to increase the connections with parents and adults. She said the teen summer reading program will be revised to offer them the choice to read and not participate in the gaming aspect. She noted the Youth Services Librarians are in the process of developing new strategies for next summer. She stressed the importance of remaining focused on the literary aspect of the programs while still keeping them fun. Currently there is collaboration with the Mid-County Leadership Team to give the Library a presence on the Graduate Tacoma website.

Ms. McCament asked if reading test scores are increasing. Ms. Nelson said Bethel and Franklin Pierce School District reading scores have increased, and although the Library cannot say it is a sole factor, it is a contributor. She said many school districts are committed to helping kids become more aware of summer reading programs.

## EXECUTIVE SESSION

There was no Executive Session.

## ANNOUNCEMENTS

There were no announcements.

## ADJOURNMENT

The meeting was adjourned at 5:51 pm on motion by Ms. McCament seconded by Mr. Allen.

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Georgia Lomax, Secretary

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Linda Ishem, Chair