

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, AUGUST 12, 2015**

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were J.J. McCament, Linda Ishem, Donna Albers and Monica Butler.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the July 8, 2015, Regular Meeting
2. July 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3621-3631, dated 07/01/15 - 07/21/15 in the amount of \$6,132.27
 - Payroll Disbursement Voucher dated 07/06/15 in the amount of \$596,405.01
 - Payroll Disbursement Voucher dated 07/21/15 in the amount of \$605,569.48
 - Accounts Payable Warrants 624611-624760 dated 07/01/15 – 07/31/15 in the amount of \$1,198,304.97

Ms. Ishem moved for approval of the consent agenda. Ms. Albers seconded the motion and it was passed.

BOARD REPORTS

Chair Allen welcomed Monica Butler as the newest member of the Board.

ROUTINE REPORTS

July 2015 Financial Report - Dale Hough, Finance Manager reported the Library is at approximately 58% of expended revenue. Expenditures are at 56% and revenue is at 55%.

IRS Tax Form 990 - Mr. Hough noted since the Library is a public entity, it is required to complete and file a Form 990. Ms. Butler asked if there was an advantage to the Library remaining a nonprofit. Mr. Hough said the Library's annuity requires it to be a nonprofit.

Executive Director Activities - Ms. Lomax provided an overview of her activities in July.

UNFINISHED BUSINESS

Staff Engagement Survey - Chereé Green, Staff Experience Director, reported on the results of the staff engagement survey. Pierce County Library ranked in the 67th percentile overall. Areas of strength were in Employee Engagement. Areas of opportunity include Job Satisfaction, Management Style and Culture, and Supervision. Staff teams are being formed to brainstorm on solutions to improve in these areas. Results will be presented to the administrative team for implementation.

As a way of thanking staff for responding to the survey, the Library is providing root beer floats at all branches and departments. Ms. Green expressed her thanks to Sue Walston, HR Generalist, for her efforts as project lead in the process. The survey will be offered again in Fall 2016.

Ms. Albers praised the Library for being open and willing to offer this survey. Ms. Lomax said staff express they want to participate and provide input. The Library is looking for a good process that honors the desires of staff.

NEW BUSINESS

2015 Mid-Year Budget - Clifford Jo, Finance and Business Operations Director, reviewed the chart that summarized the budget for the remainder of 2015. There is an increase in revenue of \$196,084 more than originally budgeted for. Mr. Jo reported a net savings on expenditures of \$99,222.

Ms. Ishem made a motion to approve the revised budget of revenues and expenditures. Ms. McCament seconded the motion and it was passed.

2015 Mid-Year Capital Improvement Plan - Mr. Jo requested an increase of the budget to \$2,969,200. He noted the major expenses this year were from the Fife construction project. He said the IT plan implementation and ERate rebates are not reflected in the original budget.

Ms. McCament made a motion to approve the change to the capital improvement budget via Resolution 2015-03. Ms. Ishem seconded the motion and it was passed.

2015 Midyear Capital Improvement Fund Transfer - Mr. Jo said in the future the Board will be asked to approve transfers from the operating budget into the capital improvement fund earlier in the year to provide cash flow for project payments that occur earlier in the fiscal year.

Ms. Ishem made a motion to transfer funds in the amount of \$1,137,218 from the General Fund to the Capital Improvement Fund via Resolution 2015-04. Ms. Albers seconded the motion and it was passed.

2016 Budget Process and Calendar - Mr. Jo reported the 2016 budget process is underway and the Library is identifying the projects, tasks and priorities to work on. Mr. Jo outlined the calendar of events for the 2016 budget process.

Fiscal Management Policy - Mr. Jo recommended the Board review the current policy to reflect how the Board wants to guide the library system. He added if the Library creates another fund, that must be reflected in the policy. He asked the board for feedback. He recommended the Board look at how to fund the capital fund, to add the special purpose fund and to revisit the cash reserves percentages.

Chair Allen expressed concern about the growing population, anticipating the need to expand facilities but being unable to operate them on our current budget. He posed the question of whether the Library should start budgeting as if it has more branches than it does. The Board discussed cash reserves and sustainability.

Ms. Ishem recommended adding language about sustainability of foundation and grant-funded operations.

Fixed Function PCs - Mr. Adib said the Library's Fixed Function PCs are used in Express Self-Checkout, print release stations and DVD checkouts. He requested approval by the Board to acquire the necessary technology to upgrade the PCs. The plan is to have one PC at small libraries, two at medium libraries and five at large libraries. Credit card machines will also need to be updated due to new requirements.

Ms. Ishem made a motion to authorize the Information Technology department to expend an amount not to exceed \$112,000 with Dell Inc., for products and services listed under Attachment A - All -in-one PCs. Ms. McCament seconded the motion and it was passed.

BOARD EDUCATION AND SERVICE REPORTS

There were no board Education and Service Reports.

OFFICER REPORTS

2015 Estimated Property Values for 2016 Levy Certification - Mr. Jo reported on the release of the Pierce county Assessor-Treasurer's Office annual report on property valuations. Residential properties increased by 6.62% and commercial values by 1.73%.

Fife Library Site Update - Lorie Erickson, Facilities Director, reported construction will begin Monday, August 7, 2015, and will be completed by September 7, 2015.

Deputy Director Hiring - Ms. Lomax reported the semifinal interviews will be conducted August 13, 2015.

2015 Digital Literacy Grant - Jaime Prothro, Customer Experience Manager, reported the Library has received its second award of the Washington State Library Digital Literacy Grant. This grant will provide funding to continue the Microsoft IT Academy Open Lab project. She said the staff helping with the project are connecting with a significant number of service members and their families.

EXECUTIVE SESSION

At 5:40 pm, Ms. McCament moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel issues and labor negotiations for ten minutes. Ms. Albers seconded the motion and it was passed. The Session ended at 5:56 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:56 pm on motion by Ms. McCament, seconded by Ms. Ishem.

GEORGIA LOMAX, SECRETARY

ROB ALLEN, CHAIR