

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, APRIL 8, 2015**

CALL TO ORDER

Vice-Chair Donna Albers called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were J.J. McCament, and Linda Ishem. Allen Rose and Rob Allen were absent.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the March 11, 2015 Regular Meeting
2. March 2015 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3600-3604, dated 03/01/15 – 03/31/15 in the amount of \$1,872.18
 - b. Payroll Disbursement Voucher dated 03/05/15 in the amount of \$540,117.52
 - c. Payroll Disbursement Voucher dated 03/19/15 in the amount of \$557,610.25
 - d. Accounts Payable Warrants 624054-624189 dated 03/01/15 – 03/31/15 in the amount of \$1,256,953.10

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

NEW BUSINESS

E-Rate Program Contracts - 1

Karim Adib, Digital Experience Director, presented a contract with Comcast Business Communication LLC, for the Board's approval. He noted the contracts being presented today will be submitted in the E-Rate application process.

The Comcast contract will provide network products and services that will enhance the Library's current network and increase the bandwidth by 10 times. Mr. Adib said the bidding and negotiation process was very competitive. The initial contract was over \$2 million. He credited Andrew Schulz, Network Systems Administrator, for reducing the contract by an additional \$210,000.

Mr. Adib noted the Library is entering into a five-year contract that enables them to negotiate a better price. Ms. Ishem asked what would happen if the Library added another site. Mr. Adib said the Library would ask Comcast to honor the same rate on additional sites. It would be customary for them to honor the rate, but they would not be obligated. Mr. Adib clarified the valuation for E-Rate was for one year, but the actual contract reflects the full five-year value instead of only the 2015 E-Rate application portion.

Ms. Lomax said the E-Rate process is very complex, noting many employers retain help outside their organizations to specifically work on E-Rate program projects.

Ms. Ishem moved to approve authorization of the IT department to enter into a five-year contract with Comcast Business Communication LLC, for network products and services listed under Attachment A - Comcast LLC contract. Ms. McCament seconded the motion.

Ms. McCament asked if the Library saw any red flags or if there was anything they did not get in the contract. Mr. Adib said there was not.

Motion passed.

E-Rate Program Contracts - 2

Mr. Adib noted this was a contract for ancillary equipment and requested Board approval. The contract provides network and security hardware and software services as well as training and implementation assistance. He noted that Mr. Schulz and John Baker, Desktop Systems Administrator, meticulously reviewed a detailed schedule of items and removed the unneeded portions. This action reduced the contract price by another \$190,000.

Mr. Adib noted this is a one-time purchase of hardware. He added the support plan provides warranty service for all items for five years, with the exception of the Uninterrupted Power Supply (UPS). Ms. Albers asked what the life cycles on the hardware is. Mr. Adib forecasts an eight year cycle.

Ms. Lomax noted the IT department sets up life cycle plans to be more efficient and cost effective. During the recession the Library's strategy was to update a few items at a time but it can now address all components needing upgrades.

McCament moved to authorize the IT department to enter into an agreement with Dell Marketing LP in the amount of \$534,812.48, for products and services listed under Attachment B - Dell contract. Ms. Ishem seconded the motion and it was passed.

E-Rate Program Contracts - 2a

Mr. Adib asked for Board approval on a contingent authorization for expenditures. He noted the contingency is in place because the UPS delivery and installation costs cannot be determined at this time.

Clifford Jo, Finance and Business Director, said since the contingency is over \$50,000, it requires Board approval. He clarified that item 2 is the Dell contract portion and item 2a includes the expenditures.

Ms. McCament moved to authorize the IT department to expend an amount not to exceed \$595,000 with Dell Inc., for products and services listed under Attachment B - Dell contract in the Board packet. Ms. Ishem seconded the motion and it was passed.

Servers, Storage System and Staff PCs - 1

Mr. Adib asked for Board approval of the contract for the non-eligible E-Rate items. He said the Library does not currently have the right type, strength or quantity of servers. All of the Library's servers are integrated. If any server fails, the others can fail as well. Mr. Adib said the Library's intent is to install server clusters to prevent this. He added, the storage component involves saving the Library's data, which is critical. There was discussion on cloud servers. Mr. Adib noted that the proposal was not for cloud services but that the Library was creating many virtual servers.

Ms. Albers asked about protections from hackers. Mr. Adib said the network approved by the Board includes the highest security available. It is designed so that if the server is compromised, hackers cannot move within the system. When asked if the Library's servers have ever gone down, Mr. Adib informed the Board of the recent Comcast system failure due to a fiber cut, which affected the Library's computers. He also referenced a Denial of Service attack that took place a year ago.

Ms. McCament asked whether the Library has security audits performed on its systems. Mr. Adib said as part of the Library's PCI compliance, the network is scanned by external vendors for vulnerabilities and that the Library addresses any found.

Mr. Adib said security audits are useful but the Library must build a secure system first so that it can pass an audit.

Ms. Lomax said the goal of the Library is to have a reliable and secure system so it can continue to deliver service.

Ms. Ishem moved to authorize the IT department to expend \$314,612.90 with Dell Inc., for products and services listed under Attachment C- Dell Servers and SAN. Ms. McCament seconded the motion and it was passed.

Servers, Storage System and Staff PCs - 2

Mr. Adib asked for Board approval on the contract for staff PCs. He said many PCs are performing poorly for routine activities and are very old. The Library plans to perform the upgrades uniformly and at the same time deliver a new service model for staff. The circulation PCs as well as PCs at staff desks will be replaced.

Mr. Adib noted that there are other upgrades being done that do not need to come before the Board. This is part of a bigger infrastructure renewal.

Mr. Adib noted the life cycle on the new PCs will be four years. Current PCs are up to seven years old. Older PCs will be traded in and recycled but the contract does not reflect the credit since the Library does not yet know how many will be traded in.

When asked about what is included with the PCs, Mr. Adib clarified the contract includes operating system software but not third party application software.

Ms. Ishem said she recognizes the importance and necessity of upgrading PCs.

Ms. McCament moved to authorize the IT department to expend an amount not to exceed \$260,000 with Dell Inc., for products and services listed under Attachment D - Dell Desktops. Ms. Ishem seconded the motion and it was passed.

Ms. Lomax thanked the Board and reminded them the E-Rate program will provide the Library with refunds that will be significantly higher than what was budgeted.

Ms. McCament asked if there are carry over items from the original April agenda that will move to the May agenda.

Ms. Lomax said she would ask Petra McBride, Clerk to the Board, to contact the Board for input on which items they would like to see carried over.

Ms. Lomax asked the Board to contact Ms. McBride by April 13, 2015 if they wish to attend either the ALA Annual Conference or the ULC Annual Forum. She said the ULC Annual Forum is STEM-focused and will address issues libraries are looking at and are concerned about. She said it may be of greater interest to the Board, giving them an opportunity to connect with their peers and other library leaders.

Ms. McCament asked about initial feedback from customers on the new Administrative Center Library. Sally Porter Smith, Customer Experience Director, said the service just began Monday of this week so it is too soon to tell. She noted meeting room participants indicate they are happy to have direct access to the Library.

Ms. Ishem said she was pleased to learn of the success of Ms. Lomax's Monday Message. Ms. Lomax said there is great feedback from staff who appreciate knowing what she is doing out in the community.

Ms. McCament asked for an update on the construction project surrounding the Fife Library. Mr. Jo said the Library is still working with the architect and developer and has not gone out for bids yet. Comcast has laid the lines but major work has not begun. Ms. Lomax said she would provide further details at the May Board meeting.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:12 pm on motion by Ms. Ishem, seconded by Ms. McCament.