

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, JUNE 10, 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, Allen Rose and Linda Ishem. Rob Allen was absent.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the May 13, 2015, Regular Meeting
2. Approval of Minutes of the May 29, 2015, Special Meeting
3. May 2015 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3608-3612, dated 05/01/15 - 05/31/15 in the amount of \$3481.47
  - b. Payroll Disbursement Voucher dated 05/06/15 in the amount of \$590,828.33
  - c. Payroll Disbursement Voucher dated 05/21/15 in the amount of \$597,512.90
  - d. Accounts Payable Warrants 624293-624333 dated 04/23/15 – 04/30/15 in the amount of \$172,016.55
  - e. Accounts Payable Warrants 624334-624494 dated 05/01/15 – 05/31/15 in the amount of \$1,483,701.65

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

**BOARD REPORTS**

Mr. Rose provided an update on the upcoming US Open golf tournament.

**OFFICER REPORTS**

**May 2015 Financial Report** - Dale Hough, Finance Manager, reported the Library received \$2.5M in May property tax revenue after the report was published. Our total revenue received to date is now at nearly 53% of budget. The Library has expended 40% of budget in the general fund. Ms. McCament asked about delinquent taxes being lower than in past years. Clifford Jo, Finance and Business Director, noted it is a result of fewer delinquencies.

**Executive Director Activities** - Ms. Lomax shared what she learned at the Bill and Melinda Gates Global Libraries Summit. She said she learned a great deal about process methods and was excited to be a part of the Summit.

Ms. McCament asked how she was selected. Ms. Lomax said it was through her work at the University of Washington iSchool and PLA, noting that both organizations nominated her to be a part of the advisory board. She noted the closing process will take five years. She is among a group of four whose role is assigning the final \$30 million. Ms. Lomax said it is a great opportunity and responsibility.

Ms. Lomax said staff voted and ranked responses from the SWOT exercises. Supervisors worked with staff to draw conclusions. She noted the responses were thoughtful and cohesive and will be used to focus and set direction through the end of 2016 and will allow the Library to use its budget wisely as it begins a full comprehensive planning process. Ms. Lomax added the Library will use a consultant for the planning process.

**Our Own Expressions** - Lynne Hoffman, Foundation Director, shared anecdotes from the event. Ms. Ishem asked why there were fewer submissions than in previous years. Ms. Hoffman said there were fewer schools involved this year. Ms. Lomax said it was nice to see the family interactions and the pride amongst the winners and their families.

**FYI Packets** - Linda Farmer, Communications Director, asked the Board for feedback on the electronic packets. The Board agreed this method was working well for them.

**Robert F. Sibert Medal Committee** - Ms. Lomax said the Library is very excited that Elise DeGuseppi will be on the committee. She noted Ms. DeGuseppi will serve a two year term and the Library will be supporting her attendance at conferences.

**Legal Counsel** - Ms. Lomax reported the Library has entered into an agreement with Summit Law Group for labor counsel, a step that reflects the Library's growth as an organization. Chereé Green, Staff Experience Director, said the goal was to create a strategic long-term partnership with the group, which is experienced in working with public entities. Mr. Rose said it would be helpful to have a firm devoted to labor law.

**Regional Trustees' Gathering** - Ms. Lomax noted the event will be held Saturday, October 24, 2015. The time has yet to be determined. Ms. McBride, Clerk to the Board, will send a meeting notice to the Trustees.

**Deputy Director Hiring** - Ms. Lomax reported the position will be posted shortly and close early July. Interviews will be held in August.

#### UNFINISHED BUSINESS

**Board Vacancy - Trustee Appointment** - Ms. Lomax said an offer has been extended to Monica Butler, who is looking forward to being on the Board. Mr. Rose noted the appointment request was logged today and will move through the Council within the next several weeks.

#### NEW BUSINESS

**2014 Capital Projects - Year-End Report** - Mr. Jo reviewed projects from 2014, noting they were much smaller and most were on budget. He said the Library plans to keep \$1 million in the capital fund over the next five years as it works on technology projects in lieu of building projects. McCament asked about elevated restroom upgrade costs. Mr. Jo said this was a result of additional costs to meet new code standards. Ms. Ishem asked if the Library needed larger contingencies on older buildings. Mr. Jo said a contingency is usually budgeted at 10% but as buildings age that may be increased to accommodate code related upgrades.

**2015 Mid-Year Budget Process** - Ms. Lomax said the Library has had a long-standing process focused primarily on the using the dollars and cents. This year department heads are looking at the budget as one element of the operating plan so they will be asking themselves how they are doing in achieving the work set in motion by approving the budget.

Ms. Lomax said she will be confirming work plans and priorities for the 3rd and 4th quarters for both departments and the system as a whole to ensure budgeted work and services are accomplished.

Ms. Ishem praised Ms. Lomax's decision, noting it is good practice to monitor recovery and strategically redeploy resources.

Mr. Jo reported county property values will be released next week.

Ms. Lomax noted she and Ms. Ishem will be attending the Urban Libraries Council (ULC) Annual Forum June 24-25, 2015. Also in June, several staff members are attending the American Library Association (ALA) Annual Conference. Several staff members will join her in the ALA career center to network and encourage potential job-seekers to consider Pierce County Library System.

Ms. McCament said she enjoyed the article in the Puyallup Herald featuring Ms. Lomax.

#### EXECUTIVE SESSION

There was no Executive Session.

#### ANNOUNCEMENTS

There were no announcements.

#### ADJOURNMENT

*The meeting was adjourned at 4:35 pm on motion by Ms. McCament, seconded by Ms. Ishem.*

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GEORGIA LOMAX, SECRETARY

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DONNA ALBERS, VICE- CHAIR