

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, FEBRUARY 13, 2008**

CALL TO ORDER

Chair Allen Rose called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on February 13, 2008, 3:30 pm. Board members present were Paul Chasco, and Budd Wagner. J.J. McCament was excused. Eugene Matsusaka arrived later.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the January 9, 2008 Regular Meeting of the Board of Trustees
2. Minutes of the January 16, 2008 Meeting of the Joint Boards of Pierce County Library System and Tacoma Public Library
3. January 2008 Payroll, Benefits and Vouchers in the total amount of \$2,227,561.58
 - a. Payroll Warrants 2621 - 2651 dated 01/06/08 – 01/22/08 in the amount of \$21,246.61
 - b. Payroll Disbursement Voucher dated 01/07/08 in the amount of \$471,619.77
 - c. Payroll Disbursement Voucher dated 01/21/08 in the amount of \$490,734.83
 - d. Accounts Payable Warrants: 601279 - 601746 dated 12/31/07 – 01/31/08 in the amount of \$1,243,960.37
4. Resolution 2008-01: Surplus Equipment and Furnishings

Mr. Wagner moved for approval of the consent agenda. Mr. Chasco seconded the motion and it was approved.

BOARD MEMBER REPORTS

Budd Wagner: Mr. Wagner noted that a recurring theme from the planning process was to look for collaborative use of facilities and he was pleased that the library was working on such an issue with the City of Orting.

Paul Chasco: Mr. Chasco wished to commend Ms. Parikh and staff for the preparation work done for the joint meeting of the Pierce County Library System and Tacoma Public Library Boards of Trustees. He also spoke to his appreciation for the leadership given by Chair Rose in this effort. He also wished to congratulate and recognize staff efforts on Pierce County READS. Until he reviewed the flyers, he wasn't aware of the breadth of the project and noted that it was a very impressive well-organized project.

Allen Rose: Chair Rose also expressed his appreciation for work done on joint board meeting and the participation of Board members at the meeting.

OFFICER REPORTS

City of Fife: Ms. Parikh will be attending a Fife city council meeting to discuss options for library services in the City of Fife. She confirmed with the Board that she was authorized to state that the library would operate a storefront library within Fife city limits. She also reported that during a conversation with Minutes of February 13, 2008 Regular Meeting

Mr. Worthington, he mentioned that a decision would need to be made by March to put a library annexation issue on the ballot for voter approval.

Pierce County READS: Mary Getchell reported that the library system has been working on this countywide reading campaign since 2006. All cities and towns served by the library have signed proclamations and discussion groups are active. Fourteen stories have run in local newspapers and KPLU will be doing an interview with the author. Currently the book has been checked out 1,500 times. There are banners at all PCLS branches and Puyallup Public Library.

Steilacoom 150th Anniversary Celebration: Ms. Parikh reported on the Steilacoom 150th anniversary celebration. The State Librarian attended and brought a facsimile of the original bylaws and constitution of the library association. It was a well-attended and successful program.

Audit: Clifford Jo reported that the library had received its 2006 audit and there were no findings. An audit exit meeting will be held and Chair Rose agreed to attend to as the Board representative.

Orting Library Committee: Ms. Parikh reported that the first committee meeting was held, although the committee is still in a formative process.

Gaming: Ms. Parikh brought to the Board's attention an article published in the School Library Journal and written by Jami Schwarzwald, a PCLS teen librarian. The article relates to gaming and its importance to teens. Jami has also recently submitted a grant request to further enhance teen services.

Introductions: Ms. Parikh introduced the Board to Sally Porter Smith, Outreach Coordinator and Elizabeth Laukea, Learning Manager.

UNFINISHED BUSINESS

1. Classification and Compensation Study: Holly Gorski introduced members of the Union Executive Committee, Anabel Guimont, Susan Rigley, Patti Cox, Jim Anthony and Lynda Wilson. The Board had previously received the Memorandum of Understanding between Pierce County Library System and AFSCME, Local 3787 for implementation of the classification and compensation study recommendations. Ms. Gorski briefly reviewed the plan to phase-in the fiscal agreements and reported on the job classifications that will be changed to exempt status. The Board expressed its appreciation to the Union and library management staff for such a productive result from the negotiations. Ms. Gorski noted that the Board will need to take action to ratify the memorandum for union staff and a second action to implement the study recommendations for non-represented staff.

Mr. Wagner moved to execute the memorandum of agreement for classification and compensation study for union represented staff. Mr. Chasco seconded the motion and it passed.

Mr. Wagner moved to adopt the classification and compensation study implementation for non-represented staff. Mr. Chasco seconded the motion and it passed.

2. University Place Project Update: Larry McCarty reported that the project has moved to a full public bid process. Rushforth is working as the value engineering consultant and will be departing at the end of the design development phase. Soluri remains as the project architect and Helix will be local production architect. The city is going through a value engineering process and the library is working with them on that process. Design work is progressing well. Work is almost completed on interior colors and design. The completion timeframe for the library remains September 2009, although he has concerns that the date may not be attainable. Board members expressed concern about the lack of progress and lack of a firm timeline.

Ms. Parikh reported hearing a televised University Place City Council meeting where delaying the library was discussed. Chair Rose asked the library to make a public records request for a recording of the meeting. Chair Rose stated that the library is acting as a partner and the city needs to do so also.

Ms. Parikh noted that the Board may want to write a letter to the city council to confirm that the library will be built by 2009 as the date of 2010 has been referenced to publicly. In addition, the library system is receiving complaints about the temporary facility and patrons have expressed their concerns that the city council wish to delay the project even longer. Mr. Chasco noted that if the project were delayed, the library needs a larger temporary space. Chair Rose agrees with sending a letter, but directed that the letter be sent by the library's attorney, William Holt, on the Board's behalf. The Board further directed that the letter to express library system and customer concerns, request clarifications on issues and remind the council of agreement conditions, reflecting the library's sense of urgency and asking the council's reaffirmation of commitment to a library facility. Chair Rose agreed to review a draft of the letter before it was sent. It was also noted that the lack of a firm timeline is impacting the efforts of the capital campaign to raise funds for the facility.

Capital Campaign: Ms. Parikh reported that currently there are 7 committee members and they are continuing to recruit key leaders to be part of the steering committee. The campaign is trying to raise 80% to 90% of the funds before making a public appeal. Concerns about the Town Center project are impacting the campaign. Residents want to know what the library thinks and feels about the difficulties with Town Center and the library is in a delicate position.

3. Levy Implementation: Report on Four Pledges: The Board was previously sent a report on the progress of the four pledges made to the voters. Target benchmarks were created and are continually monitored. Ms. Parikh briefly reported on reaching the benchmarks. One problematic area was in the number of items checked out per person. The target figure was an estimate and Sunday hours were only offered during half the year. The number doubled for children and teen materials checked out. This target was met in part due to the provision of the additional Youth Services staff who recommend materials to children and teens. Regarding Information Services, it was difficult to come up with measures beyond the category of Internet workstations. The Information Services Director position has not yet been filled, but recruiting continues as does plans to improve this area of service. Ms. Parikh will send the report on pledges to the committee that worked with the library in the decision to ask voters to re-authorize the levy.

4. Reciprocal Borrowing Agreements:

Puyallup Public Library: Ms. Parikh reported that the Puyallup City Council has approved the reciprocal borrowing agreement on an ongoing basis.

Mr. Chasco moved for adoption of the Inter-local Agreement between the City of Puyallup and Pierce County Library System. Mr. Matsusaka seconded the motion and it passed.

Mr. Chasco moved to authorize Neel Parikh, Executive Director, to sign the Inter-Local Agreement between the City of Puyallup and Pierce County Library System. Mr. Wagner seconded the motion and it passed.

Tacoma Public Library: The Board briefly discussed their impressions from the recent joint meeting with the Board of Tacoma Public Library. On the whole it was agreed that there was good interaction between the Boards and that it appeared the issue would be seriously considered by TPL.

NEW BUSINESS

1. 2008 Pierce County Library Foundation Agreement: Mr. Jo reviewed the conditions of the agreement between the Pierce County Library System and the Pierce County Library Foundation. In line

with auditing guidelines, the agreement states that the library would provided \$150,000 of support through the Fund Development Office and that the Foundation would provide benefits to the Library through its fund-raising and other activities. For the Foundation's July 2006 to June 2007 fiscal year, the Library benefited with distributions and services totaling \$158,962. During the Library's 2008 fiscal year, Mr. Jo estimates that the Library will provide resources of \$155,000, while receiving \$220,000 in benefits from the Foundation. Mr. Jo recommended approval of renewal of the agreement with the Pierce County Library System Foundation

Mr. Chasco moved to authorize Neel Parikh, Executive Director, to execute an agreement between the Pierce County Library System and the Pierce County Library Foundation. Mr. Wagner seconded the motion and it passed.

2. 2008 Legislation Relating to Libraries and 2008 Legislative Day: Ms. Parikh reported that she had no new information that has not been previously sent to the Board. Library supporters will be visiting legislators to discuss issues related to libraries and specifically discuss the Pierce County Library System early learning efforts during the annual Library Legislative Day.

3. Materials Selection Policy: Ms. Parikh noted that a materials selection policy is the most important policy of a library. Sharon Ufer-Lavell, Collection Services Manager, reported on review efforts taken by a staff committee that began as preparation for staff training on Intellectual Freedom. The policy revisions under consideration came about as a result of the committee's review. Ms. Lavell briefly discussed the revisions to the policy and administrative procedures.

Mr. Wagner to adopt the revised Materials Selection Policy as presented this date. Mr. Chasco seconded the motion and it passed.

ADJOURNMENT

The meeting was adjourned at 5:48 pm on motion by Mr. Chasco, seconded by Mr. Matsusaka.

Secretary

Chair