

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – JANUARY 12, 2022**



**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:34 pm. Board members present were Pat Jenkins, Neesha Patel and Pam Duncan. Abby Sloan joined at 3:49 pm. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

**CONSENT AGENDA**

1. Approval of Minutes of December 8, 2021, Regular Meeting
2. Approval of December 2021 Payroll, Benefits and Vouchers
3. Public Computer Replacements
4. Staff Computer Replacements
5. 2022 Network Switch Replacements

*Trustee Jenkins moved for approval of the consent agenda. Trustee Sloan seconded the motion and it was passed.*

**BOARD MEMBER REPORTS**

Chair Penn extended a welcome to the library's newest trustee, Pam Duncan. Trustees introduced themselves and shared briefly their experiences and perspectives serving on the Board.

Vice Chair Jenkins thanked former trustee Daren Jones for his service and contribution to the Board.

Trustee Duncan shared her personal love for libraries, considering them a national treasure, a safe place, and a place that contained so many different worlds within its resources. She thanked the Board for the warm welcome.

**ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation exceeded its overall funding goals in 2021.

Metrics Dashboard – Deputy Director Melinda Chesbro reported usage since fully reopened is 60-70% of what it was in 2019 pre-pandemic.

November Financial Report – Finance and Business Director Clifford Jo provided an overview of the financial reports.

Customer Experience Services Report – Customer Experience Manager Kayce Austin reported Covid test kits are being replenished daily due to the high demand. Tacoma Pierce County Health Department has been a strong partner in supplying kits and working with the Library to distribute them.

Chair Penn stressed the importance of providing accessibility, inclusion and equity related to distribution of writer's support kits. Austin noted the Our Own Expressions contest will begin soon and will give greater opportunity to young writers/artist to participate system wide.

### **UNFINISHED BUSINESS**

2021 Transfers –

*Trustee Patel moved to approve Resolution 2022-01: To Transfer Set-Asides in the General Fund Balance to the Election Fund. Trustee Duncan seconded. Motion carried.*

*Trustee Duncan moved to approve Resolution 2022-02: To Transfer Set-Asides in the General Fund Balance to the Property and Facility Fund. Trustee Jenkins seconded. Motion carried.*

Executive Director Recruitment Update – Staff Experience Director Cheree Green reported the Executive Director posting closes on January 16. First round screening interviews are scheduled for January 28.

2022 Work Plan and Budget – Executive Director Lomax introduced the work being done that is being supported by the budget approved by the Board in December.

Annual Work Plan Summary – Customer Experience Deputy Director Connie Behe shared an overview of how the Library will approach 2022 services and how they are grounded in the Library's guiding principles.

Work Plan Project List– Director Chesbro shared a listing of projects the Library will be undertaking in 2022.

Levy Sustainability Strategy (The Curve) – Director Lomax shared a chart showing the Library's levy sustainability based on the approved 2022 budget. The Library is projected to continue in phase 1, when funding exceeds operating costs and money is set aside for use in the future, until 2024. At that time, the Library will begin to draw on the Levy Sustainability Fund to balance the budget as costs exceed revenue. Current projections show the Levy Sustainability Fund supporting operations through 2029. At that time the Library would engage with the public to understand their interests in services and funding levels.

Removing Economic Barriers to Accessing the Library – Director Lomax asked the Board for guidance on whether they would like the Library to bring them additional information to consider whether or not to continue not charging fines for books and other materials that are returned late. The Board asked to continue the discussion for further exploration and discussion on the next agenda.

### **NEW BUSINESS**

2022 Foundation/Library Agreement and Addendum –

*Trustee Jenkins moved to authorize Georgia Lomax to sign the Foundation Agreement as presented. Trustee Patel seconded the motion. Motion carried.*

*Trustee Patel moved to authorize Georgia Lomax to sign the Foundation Addendum as presented. Trustee Duncan seconded the motion. Motion carried.*

2022 Fiscal Audit – Director Jo noted the auditors will begin work as early as next week. Director Lomax asked trustees to let her know if they would be interested in participating in the entrance and exit conferences.

**EXECUTIVE SESSION**

At 5:15 pm, Trustee Sloan moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 5:28 pm.

**ADJOURNMENT**

The meeting was adjourned at 5:34 pm on motion by Trustee Patel seconded by Trustee Duncan.

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Georgia Lomax, Secretary

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Jamilyn Penn, Chair