

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees February 12, 2020 | 3:30 PM

- 3:30 pm 02 min. **Call to Order:** Daren Jones, Chair
- 3:32 pm 05 min. **Public Comment:** *This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.*
- 3:37 pm 03 min. **Consent Agenda** **Action**
 1. Approval of Minutes of January 8, 2020, Regular Meeting
 2. Approval of January 2020 Payroll, Benefits and Vouchers
 3. Parkland/Spanaway Furnishing Services Contract
 4. 2020 Public PC and Laptop Replacements
- 3:40 pm **Adjournment**

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – FEBRUARY 12, 2020**



CALL TO ORDER

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Pat Jenkins, Rob Allen and Jamilyn Penn. Monica Butler was excused.

PUBLIC COMMENT

Ms. Tamra Cook addressed the Board to share her concerns and suggestions about the Inter-Library Loan process and computer security.

CONSENT AGENDA

1. Approval of Minutes of January 8, 2020, Regular Meeting
2. Approval of January 2020 Payroll, Benefits and Vouchers
3. Parkland/Spanaway Furnishing Services Contract
4. 2020 Public PC and Laptop Replacements

Mr. Allen moved for approval of the consent agenda. Mr. Jenkins seconded the motion and it was passed.

ADJOURNMENT

The meeting was adjourned at 3:42 pm on motion by Mr. Allen, seconded by Ms. Penn.

Georgia Lomax, Secretary

Daren Jones, Chair

AGENDA

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 1. Approval of Minutes of January 8, 2020, Regular Meeting
 2. Approval of January 2020 Payroll, Benefits and Vouchers
 3. Parkland/Spanaway Furnishing Services Contract
 4. 2020 Public PC and Laptop Replacements
- 3:40 pm **Adjournment**

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JANUARY 8, 2020**



CALL TO ORDER

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Pat Jenkins, Rob Allen and Jamilyn Penn. Monica Butler was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of December 11, 2019, Regular Meeting
2. Approval of December 2019 Payroll, Benefits and Vouchers
3. 2020 Insurance Renewal

Mr. Allen moved for approval of the consent agenda. Mr. Jenkins seconded the motion and it was passed.

BOARD MEMBER REPORTS

The Board expressed condolences to the Library for the loss of Finance Specialist Adrian Smith who recently passed away.

Chair Jones thanked Rob Allen for his guidance over the past years as he served as Chair.

Mr. Jenkins visited the UP branch recently and observed staff positively engaging with their customers.

Chair Jones shared information about a book event in Oregon featuring Dolly Parton.

ROUTINE REPORTS

Financial Report – Due to the cutover into the new financial system, the Library may bring the fiscal yearend report to the Board later than usual.

NEW BUSINESS

2020 Library/Foundation Agreement – Ms. Lomax provided an overview of the updated agreement and addendum.

Mr. Allen authorized Ms. Lomax to sign the 2020 Foundation Agreement. Ms. Penn seconded the motion and it was passed.

Ms. Lomax to sign the 2020 addendum to the Foundation Addendum. Ms. Penn seconded the motion and it was passed.

2020 Trustee Vacancy Process – Ms. Butler is nearing the end of her term. The Board considered knowledge and expertise that could strengthen the Board. Trustees confirmed the list of skills, knowledge, diversity and representations and noted it would be valuable to have someone with construction, project management or financial experience, stressing the importance of continuing to shape the Board to represent the communities it serves.

Ms. Lomax said the discussion will inform development of the recruitment plan and materials, which will be shared with the trustees at a future meeting.

Agenda Review – The Board reviewed their agenda approach and topics the staff provides.

Trustees expressed appreciation of the Board Education and Services segments, Branch Services reports, Core Services reports and branch presentations at the traveling meetings.

Discussion ensued on meeting times and use of conference calls in the case of a limited agenda.

Policy Review – Employee Whistleblower Protection Update

Mr. Allen moved to approve the Employee Whistleblower Protection policy as presented. Ms. Penn seconded the motion and it was passed.

OFFICERS REPORTS

2020 Work Plan Summary – Mr. Allen was pleased to see the Emergency Preparedness project being studied and encouraged the Library to explore what the Library's role is before, during and after a disaster.

2018 Fiscal Audit – Chair Jones reported he attended both the entrance and exit conferences and found them very interesting. In response to the finding, Ms. Lomax said the Library would seek the services of an independent CPA to review annual financial documents prior to submitting to the State Auditor.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:25 pm on motion by Mr. Jenkins, seconded by Mr. Allen.

Georgia Lomax, Secretary

Daren Jones, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
January 2020**

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3899	1/1/2020 - 1/31/2020	\$ 2,161.08
Electronic Payments - Payroll & Acct Payable	EDEN		1/6/2020	1,214,783.99
Electronic Payments - Payroll & Acct Payable	EDEN		1/21/2020	911,236.59
Accounts Payable Warrants	MUNIS	700000 - 700057	1/1/2020 - 1/31/2020	679,122.16
Total:				\$ 2,807,303.82

As of 1/31/2020

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3899	key KeyBank N.A.	01/06/2020	NODELL, ALANA			12/16/19 - 12/31/19	0.00	2,161.08
Total:							0.00	2,161.08

Check in report: 1

Grand Total: 0.00 2,161.08

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 01/06/20 Payroll

Withdrawal Date: 01/06/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,543.86
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	59,328.86
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	59,328.86
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	552,995.65
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,094.85
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	60,439.02
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	98,229.45
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,950.26
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,553.40
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	57,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	232,286.84
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,032.94
PCL_Company	WA State Unclaimed Property	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,214,783.99

Certification:

Stacy Karabotsos
 Signature (Department Designee)

01/02/20
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 01/21/20 Payroll

Withdrawal Date: 01/21/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	69,589.72
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	57,619.78
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	57,619.78
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	540,616.86
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,069.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,591.00
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	96,650.96
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,972.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,578.40
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	211.70
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	6,492.96
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,223.93
Total Deposit						\$ 911,236.59

Certification:

Stacy Karabotsos
 Signature (Department Designee)

01/16/20
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700000	01/21/2020	PRINTED	605	US BANK	221,615.20	0.00	
700001	01/17/2020	VOID	605	US BANK	0.00	0.00	
700002	01/17/2020	PRINTED	669	CHUCKALS INC	1,538.16	0.00	
700003	01/17/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	60.50	0.00	
700004	01/17/2020	PRINTED	688	COMMUNICO LLC	6,900.00	0.00	
700005	01/17/2020	PRINTED	146	DAILY JOURNAL OF COMMERCE	121.80	0.00	
700006	01/17/2020	PRINTED	386	EVERGREEN MAINT LANDSCAPING	5,219.51	0.00	
700007	01/17/2020	PRINTED	497	HUB INTERNATIONAL LLC	265,526.95	0.00	
700008	01/17/2020	PRINTED	969	LIVING HISTORY LECTURES	350.00	0.00	
700009	01/17/2020	PRINTED	229	MUSEUM OF FLIGHT	300.00	0.00	
700010	01/17/2020	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	720.50	0.00	
700011	01/17/2020	PRINTED	858	BEVERLY POGUE	100.00	0.00	
700012	01/17/2020	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	1,985.60	0.00	
700013	01/17/2020	PRINTED	61	RICOH USA INC	610.54	0.00	
700014	01/17/2020	PRINTED	61	RICOH USA INC	3,287.30	0.00	
700015	01/17/2020	PRINTED	267	SPOKANE PUBLIC LIBRARY	20.00	0.00	
700016	01/17/2020	PRINTED	590	TRI-TEC COMMUNICATIONS INC	54,235.65	0.00	
700017	01/17/2020	PRINTED	598	UNIQUE MANAGEMENT SERVICES	1,378.30	0.00	
700019	01/22/2020	PRINTED	1001	DATA QUEST LLC	90.00	0.00	
700020	01/31/2020	PRINTED	329	ARAMARK UNIFORM SERVICES	43.96	0.00	
700021	01/31/2020	PRINTED	336	ATS AUTOMATION INC	17,288.64	0.00	
700022	01/31/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	262.71	0.00	
700023	01/31/2020	PRINTED	989	PATRICK O'REILLY CASSON	50.00	0.00	
700024	01/31/2020	PRINTED	998	CINTAS CORPORATION LOC 461	898.15	0.00	
700025	01/31/2020	PRINTED	670	CIS - CENTER FOR INTERNET SECURITY	940.00	0.00	
700026	01/31/2020	PRINTED	685	COLUMBIA BANK	891.49	0.00	
700027	01/31/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	1,183.98	0.00	
700028	01/31/2020	PRINTED	146	DAILY JOURNAL OF COMMERCE	158.40	0.00	
700029	01/31/2020	PRINTED	1011	DM DISPOSAL CO INC	778.51	0.00	
700030	01/31/2020	PRINTED	1009	DM RECYCLING CO	680.72	0.00	
700031	01/31/2020	PRINTED	184	CITY OF DUPONT	60.00	0.00	
700032	01/31/2020	PRINTED	1000	EVERETT COMMUNITY COLLEGE	39.99	0.00	
700033	01/31/2020	PRINTED	405	FLOHAWKS	997.09	0.00	
700034	01/31/2020	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	170.00	0.00	
700035	01/31/2020	PRINTED	954	DON EHLEN	250.00	0.00	
700036	01/31/2020	PRINTED	731	KEY PENINSULA BUSINESS ASSOCIATION	75.00	0.00	
700037	01/31/2020	PRINTED	6	CITY OF LAKEWOOD	500.00	0.00	
700038	01/31/2020	PRINTED	26	LINGO	229.06	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700039	01/31/2020	PRINTED	216	CITY OF MILTON	653.18	0.00	
700040	01/31/2020	PRINTED	227	MOUNTAIN MIST	30.82	0.00	
700041	01/31/2020	PRINTED	174	MURREYS DISPOSAL COMPANY INC	888.73	0.00	
700042	01/31/2020	PRINTED	510	OCLC INC	4,107.34	0.00	
700043	01/31/2020	PRINTED	520	CITY OF ORTING	172.23	0.00	
700044	01/31/2020	PRINTED	858	BEVERLY POGUE	100.00	0.00	
700045	01/31/2020	PRINTED	769	PTM DOCUMENT SYSTEMS INC	186.84	0.00	
700046	01/31/2020	PRINTED	776	PUGET SOUND ENERGY	8,607.22	0.00	
700047	01/31/2020	PRINTED	792	RAINIER VIEW WATER CO INC	74.44	0.00	
700048	01/31/2020	PRINTED	111	SHOUTBOMB LLC	4,020.00	0.00	
700049	01/31/2020	PRINTED	249	SMITH FIRE SYSTEMS INC	246.73	0.00	
700050	01/31/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	631.85	0.00	
700051	01/31/2020	PRINTED	272	STATE AUDITORS OFFICE	4,886.60	0.00	
700052	01/31/2020	PRINTED	273	TOWN OF STEILACOOM	1,631.43	0.00	
700053	01/31/2020	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	1,714.37	0.00	
700054	01/31/2020	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	57,182.04	0.00	
700055	01/31/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	1,774.20	0.00	
700056	01/31/2020	PRINTED	810	WAYNES ROOFING INC	978.13	0.00	
700057	01/31/2020	PRINTED	811	WCP SOLUTIONS	1,678.30	0.00	
					679,122.16	0.00	

MEMO



Date: February 4, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Kristina Cintron, Facilities Manager

Subject: Furnishing Services – Parkland/Spanaway Library

One of the Library's 2020 projects that addresses the Core Service of *Spaces* is the Parkland Refresh Implementation. This project will create a welcoming space for customers of the Parkland/Spanaway Library by redefining the public areas, including the installation of new carpet and furniture.

The Library recently completed the Request for Proposal (RFP) process for Furnishing Services for the Parkland/Spanaway Library and selected Catalyst Workplace Activation as the successful bidder.

Proposals were evaluated by Director of Finance and Business Operations Cliff Jo, Customer Experience Director Jaime Prothro and myself.

We are seeking your approval to enter into an agreement with Catalyst Workplace Activation for furnishing services in an amount not to exceed \$110,000.

Upon ratification of an agreement, we anticipate this work to be completed by the end of May.

ACTION: Move to authorize the Library to enter into an agreement with Catalyst Workplace Activation for furnishing services for the Parkland/Spanaway Library in an amount not to exceed \$110,000.

MEMO



Date: February 4, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: 2020 Public PC and Laptop Replacements

In 2020, the Library has planned for computer replacements. The goal is to replace some public PC's that are at end of life and to also purchase new laptops used for public check outs, public classes and staff learning time at four additional branches.

Background

The PubTech IT Portfolio recommends the purchase of public fixed computers at an estimated cost of \$90,000.00 and the purchase of multi-functioning laptops with charging carts at an estimated cost of \$47,000.00. This recommendation is based on the use of a matrix that balances a mix of laptops and desktop PCs to meet customer needs by geographic location.

Purchasing Mechanism

With the Board's approval, we will purchase of the equipment using the Department of Enterprise Services Washington State Master Contract.

ACTION: Move to approve the purchase of computer equipment from Dell Inc. using the NASPO ValuePoint "2015-2020 Master Price Agreement for Computer Equipment, Peripherals, and Related Services" contract not to exceed \$137,000.00.