

# tacoma public library

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**BOARD OF TRUSTEES:****RECEIVED****Julio Quan, President**

SEP 26 2013

**Lillian Hunter, Vice President****MINUTES****John R. (Jack) Connelly, Jr., Trustee**

CITY CLERK'S OFFICE August 21, 2013

**Wayne Williams, Trustee****John Wallace, Trustee**

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**CALL TO ORDER**

President Julio Quan called the August 21, 2013 Regular Board Meeting to order at 5:39 p.m. The meeting was held at the South Tacoma Library 3411 S. 56<sup>th</sup> St., Tacoma.

***ATTENDANCE***

Library Board: President Julio Quan, Vice President Lillian Hunter, Trustee John Wallace, and Trustee Wayne Williams were present. Trustee John R. (Jack) Connelly, Jr. was absent and excused.

Library Staff: Library Director Susan Odencrantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, Moore Acting Branch Manager Shannon Rich, AFSCME Chair/Library Assistant Tammy Taylor, Wheelock Branch Manager Cheryl Towne, Kobetich Acting Branch Manager Tracie Goodrick, South Tacoma and Swasey Branch Manager Susan Marihugh, and Confidential Assistant Karen Meyer were present.

City of Tacoma Staff: Labor Negotiator Mike Brock and Training and Development Manager Cathy Journey.

Public: Jennine Trachier and Don Lacky were present.

**APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the July 17, 2013 Board Meeting. Motion carried.

**CONSENT ITEMS**

***RESOLVED***, That the Board does hereby approve Consent Item #1, as presented.

1. Financial Report for July 2013 –  
The motion was moved, seconded, and passed.

***RESOLVED***, That the Board does hereby approve Consent Items #2 and #3, as presented.

2. HR Report for July 2013
  3. Circulation Summary for July 2013
- The motion was moved, seconded, and passed.

**PAYMENT OF BILLS**

**RESOLUTION 13056: Payment of Bills Per Vouchers – Authorization**

*RESOLVED*, That the Board authorizes the payment of bills per vouchers as presented, and further, that the Board approves and ratifies the checks issued by the City of Tacoma for Tacoma Public Library claims, as summarized and documented in materials submitted to the Board.

The motion was moved, seconded, and passed.

**RESOLUTION 13057: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the July 2013 payments for City of Tacoma services provided to the Tacoma Public Library as presented in Attachment B. The motion was moved, seconded, and passed.

**PUBLIC COMMENTS – (NONE)**

**UNFINISHED BUSINESS (NONE)**

**NEW BUSINESS**

**RESOLUTION 13058: Authorization to Declare Items for Surplus – Approval**

*RESOLVED*, That the Board declares as surplus to the needs of the Tacoma Public Library, as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 13059: Authorization to Consign Items for Sale or Recycling - Approval**

*RESOLVED*, That the Board authorizes the Library Director, or her designee, to consign the presented items to be auctioned or recycled at the earliest possible date.

The motion was moved, seconded, and passed.

**RESOLUTION 13060: Authorization to close all Tacoma public libraries on Thursday, November 14, 2013 from 9 a.m.-1:30 p.m. for a half day benefits fair and staff awards. (All libraries will be open from 1:30 p.m.-6 p.m. on November 14, 2013.)**

*RESOLVED*, That the Board authorizes the closure of all Tacoma public libraries from 9 a.m.-1:30 p.m. for a half day staff training on Thursday, November 14, 2013.

The motion was moved, seconded, and passed.

**RESOLUTION 13061: Request to accept the final distribution of \$48,961.85 from the “1990 Berger Trust” and its deposit into Cost Center 850400 (within Fund 1200).**

*RESOLVED*, That the Board accepts the final distribution of \$48,961.85 from the “1990 Berger Trust” and its deposit into Cost Center 850400.  
The motion was moved, seconded, and passed.

**RESOLUTION 13062: Request approval to contract with Saxon Painting LLC to paint the inside of the Moore Branch for \$25,357.82 including state and local taxes.**

*RESOLVED*, That the Board authorizes the Tacoma Public Library to contract with Saxon Painting LLC to paint the inside of Moore for \$25,357.82.  
The motion was moved, seconded, and passed.

**RESOLUTION 13065: Request approval to contract with Hultz BHU Engineers, Inc. to oversee the HVAC and electrical work on the Moore Branch at a cost not to exceed \$25,000.**

*RESOLVED*, That the Board authorizes the Tacoma Public Library to contract with Hultz BHU Engineers, Inc. to oversee the HVAC and electrical work on the Moore Branch at a cost not to exceed \$25,000.  
The motion was moved, seconded, and passed.

**RESOLUTION 13063: DONATION – ACCEPTANCE –**

**NOW**, therefore, be it resolved, by the Board of Trustees of the Tacoma Public Library that the Board does hereby accept the generous donation of \$50 from Clayna Robertson.  
The motion was moved, seconded, and passed.

**RESOLUTION 13064: DONATION – ACCEPTANCE –**

**NOW**, therefore, be it resolved, by the Board of Trustees of the Tacoma Public Library that the Board does hereby accept the generous donation of \$1,000 from Charlene Haglund to purchase Children’s Materials. The money will go into the 1200 DONAT Fund. The motion was moved, seconded, and passed.

## **PRESENTATION**

STRATEGIC PLAN – Director Susan Odencrantz  
Director Odencrantz gave an update regarding the Strategic Plan that included a summary of the programs which are related to the goals as well as progress on the Library’s new website. The Library is looking at websites (including the City’s) and checking ADA requirements. She also indicated that the use of the focus group for the website would be re-arranged to take place after the initial design.

The Library has signed an inter-agency agreement with History Link. This inter-agency partnership will enhance the Library’s ability to receive grants.

Director Odencrantz met with Jack Kelanic, the City's IT Interim Director, to discuss the Municipal Data and Research Portal. She will be presenting an update at the Community Economic Development Committee on August 27, 2013.

## **DIRECTOR'S REPORT – Director Susan Odencrantz**

Director Odencrantz attended Ella Mae Crawford's funeral. She was the first black trustee on the Tacoma Public Library's Board.

Main Manager Nathan Bomer and Director Odencrantz met with the Health Department about the Library's role in the registration process of the Affordable Care Act. Washington State is ahead of other states in this area.

Director Odencrantz attended the NAACP's 100<sup>th</sup> anniversary celebration and will be sharing the program book at a later date.

## **TRUSTEES' REPORT**

Trustee Hunter thanked the Library staff for their work on the Summer Reading Club. Also, Trustee Hunter is on the board of the Small Business Incubator and offered to be a liaison between that group and the Library to work with entrepreneurs.

## **EXECUTIVE SESSION (1)**

**Mike Brock, Labor Negotiator** – Information to the Board on contract negotiations. The meeting began at 6:05 p.m. and ended at 6:29 p.m.

## **EXECUTIVE SESSION (2) Cathy Journey, Training and Development**

**Manager**– Director's Evaluation – The meeting began at 6:29 p.m. and after several extensions ended at 7:29 p.m.

## **ADJOURNMENT**

Following proper motion, the meeting adjourned at 7:30 p.m. The next Board Meeting will be held September 18<sup>th</sup> at Main in the Board Room.

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**Julio Quan**

President  
Tacoma Public Library Board

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**SUSAN ODENCRANTZ**

Library Director and Secretary to  
the Tacoma Public Library Board