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BOARD OF TRUSTEES:

John R. (Jack) Connelly, Jr., President  
Wayne Williams, Vice President  
Sara Irish, Trustee  
Donna LaFrance, Trustee  
Vacant, Trustee

MINUTES  
August 31, 2016

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## CALL TO ORDER

The special meeting was held at the Moore Library located at 215 S. 56th. President Jack Connelly called the August 31, 2016 Special Board Meeting to order at 5:37 p.m.

## ATTENDANCE

**Library Board:** President Jack Connelly; Vice President Wayne Williams; Sara Irish; and Donna LaFrance were present.

**Library Staff:** Library Director Susan Odencrantz; Business Manager Sue Calhoun; Moore Branch Manager Melissa Fitzgerald; Human Resources Manager Kathleen Earl; Facilities Manager Phil Torgerson; Wheelock Branch Manager Maria Shackles; IT Manager Christine Bassett; and Confidential Assistant Karen Meyer were present.

**Teamsters Local Union 117:** Business Representative Julie Yust was present.

**Public:** Jennine Trachier was present.

**PLEDGE OF ALLEGIANCE** – Vice President Wayne Williams

## APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the August 31, 2016 Special Board Meeting. **Motion carried.**

## CONSENT ITEMS

***RESOLVED***, That the Board approves Consent Item #1, as presented.

1. Financial Reports for July 2016

**The motion was moved, seconded, and passed.**

***RESOLVED***, That the Board approves Consent Items #2 and #3, as presented.

2. HR Reports for July 2016
3. Circulation Summaries for July 2016

**The motion was moved, seconded, and passed.**

## PAYMENT OF BILLS

### **RESOLUTION 16048: 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 16049: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the July payments for the 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)

## PRESENTATIONS

- **Strategic Plan – 2 year goals – Susan Odencrantz** – on hold until October meeting

## NEW BUSINESS

**RESOLUTION 16050: Request that the Board grants permission to purchase up to 32 Self Check Kiosks from Bibliotheca (3M) at a cost not to exceed \$300,000. This is part of the second phase of the RFID project.**

*RESOLVED*, That the Board agrees to purchase 32 Self Check Kiosks from Bibliotheca in an amount not to exceed \$300,000.

**The motion was moved, seconded, and passed.**

**RESOLUTION 16051: Request that the Board grants permission to purchase 6 desks for the circulation and reference areas at Main and Wheelock in an amount not to exceed \$110,000 from Demco, a sole source provider for the customized desks.**

*RESOLVED*, That the Board agrees to purchase 6 desks for the circulation and reference areas at Main and Wheelock in an amount not to exceed \$110,000 from Demco.

**The motion was moved, seconded, and passed.**

## **DIRECTOR'S REPORT**

- On October 4<sup>th</sup>, the City Manager will present the budget to the City Council at the Study Session.
- On November 1<sup>st</sup>, the Library will be presenting to the City Council at the Study Session.
- The staff will be preparing a reconfiguration of the first and second floors of the Main Library. The staff will be bringing a proposal to the Board this Fall.

## **TRUSTEES' REPORT**

Trustee Irish thanked the staff for all they do; especially the Summer Reading Club.

President Connelly was pleased at the huge turn-out at the Zoo Party; Summer Reading Club's climax event.

## **ADJOURNMENT**

The meeting adjourned at 6:20 p.m. The next Board Meeting will be held September 21, 2016 at 5:30 p.m. at South Tacoma.

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Jack Connelly  
President  
Tacoma Public Library Board

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Susan Odencrantz  
Library Director and Secretary to  
the Tacoma Public Library Board