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BOARD OF TRUSTEES:

Lillian Hunter, President  
John R. (Jack) Connelly, Jr., Vice President  
Sara Irish, Trustee  
John Wallace, Trustee  
Wayne Williams, Trustee

MINUTES  
March 25, 2015

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## **CALL TO ORDER**

The meeting was held at the Main Library in the Board Room located at 1102 Tacoma Ave. S., Tacoma. Vice President Jack Connelly called the January 21, 2014 Regular Board Meeting to order at 5:35 p.m. President Lillian Hunter arrived shortly thereafter and conducted the rest of the meeting.

### ***ATTENDANCE***

Library Board: President Lillian Hunter; Vice President John R. (Jack) Connelly, Jr.; Trustee Sara Irish; Trustee John Wallace; and Trustee Wayne Williams were present.

Library Staff: Library Director Susan Odenrantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; Library Assistant JoLyn Reisdorf; Main Supervisor Shannon Rich; IT Manager Christine Bassett; Web/ILS Supervisor Son Le; Collection Development Manager Kelda Vath; Northwest Room Librarian Jean Fisher; and Confidential Assistant Karen Meyer were present.

City: Training and Development Manager Cathy Journey was present.

Public: George and Jennine Trachier and Don Lacky were present.

**PLEDGE OF ALLEGIANCE** Trustee Jack Connelly

### ***APPROVAL OF MINUTES***

The motion was moved and seconded to approve the Minutes of the January 21, 2015 Board Meeting. **Motion carried.**

### **CONSENT ITEMS**

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

1. Financial Reports for January and February 2015

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

2. HR Reports for January and February 2015
3. Circulation Summaries for January and February 2015

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

## **PAYMENT OF BILLS**

### **RESOLUTION 15006: 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 15007: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the January and February 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**

- 1. BiblioCommons – Web Design** by IT Manager Christine Bassett
- 2. OCLC CONTENTdm – Database management system for Northwest Room** by IT Manager Christine Bassett

## **NEW BUSINESS**

### **RESOLUTION 15008: 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 15009: 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 15010: Approval of the addition of the salary rates for the Digital Instructor Classification #90800 to the 2015 Salary Table.**

*RESOLVED*, That the Board approves the addition of the Digital Instructor Classification to the 2015 Salary Table as presented.  
The motion was moved, seconded, and passed.

**RESOLUTION 15011: Approval of revision of Finance/Payroll Lead classification #90470. The changes are in the title, formatting, and arrangement of information.**

*RESOLVED*, That the Board approves the revision of Finance/Payroll Lead classification #90470 (now titled Senior Accounting Technician) as presented.  
The motion was moved, seconded, and passed.

**RESOLUTION 15012: Approval of contract between Tacoma Public Library and BiblioCommons, a sole-source provider, at a cost of \$60,000 for implementation and \$72,265 for an annual license or a total of \$132,265.**

*RESOLVED*, That the Board approves the contract between Tacoma Public Library and BiblioCommons, a sole-source provider, at a cost of \$132,265 (implementation and annual license).

Tabled

**RESOLUTION 15013: Non-Resident Library card fee of \$56 per year for 2015-2016 as defined by Administrative Policy 10.13 – Adoption**

*RESOLVED*, That the Board approves the adoption of the annual non-resident library card fee of \$56 for the years 2015 and 2016.  
The motion was moved, seconded, and passed.

**RESOLUTION 15014: Request for approval to contract with Philadelphia Insurance Companies using Kris Lawrence of Propel Insurance as our agent for Property, Content, and Flood coverage from March 1, 2015 through February 28, 2016 at a cost of \$60,090.**

*RESOLVED*, That the Board does hereby approve to contract with Philadelphia Insurance Companies for Property, Content, and Flood coverage from March 1, 2015 through February 28, 2016 at a cost of \$60,090.

The motion was moved, seconded, and passed.

**RESOLUTION 15015: Request for approval to contract with OCLC CONTENTdm for the NorthWest Room database for an initial cost of \$49,725 for licensing, maintenance, hosting fees and training for the first year.**

**RESOLVED**, That the Board does hereby approve to contract with OCLC CONTENTdm for the NorthWest Room database for a cost of \$49,725 for licensing, maintenance, and training.

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

**RESOLUTION 15016: Request for approval to contract with Xerox for maintenance at \$9,504 per year. In addition the cost of toner is estimated not to exceed \$36,000 per year including state sales tax. This contract is for April 1, 2015 – March 31, 2018.**

**RESOLVED**, That the Board does hereby approve to contract with Xerox for three years for maintenance at \$9,504 per year and toner in an amount not to exceed \$36,000 per year including state sales tax.

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

**RESOLUTION 15017: Request a venue change to the Board Room at Main for the Board Meetings in April and May 2015.**

**RESOLVED**, That the Board does hereby approve the venue change of the Board Meetings in April and May 2015 to the Board Room at Main.

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

## **DIRECTOR'S REPORT**

Director Odenchantz reported that the book, Fairest by Marissa Meyer had an amazing turn out; approximately 350 people. MacMillan Publishers decided to do their national launch of Fairest in Tacoma. MacMillan's representatives were extremely pleased with the reception.

## **TRUSTEES' REPORT**

Trustee Williams asked about the chiller for Main. Business Manager Calhoun reported that the engineering company has completed the specs and we should have a resolution for the Board in April.

Vice President Connelly formally welcomed Trustee Irish to the Board. She was thanked for serving on the Board and President Hunter appreciated her advocacy for all children with Stand for Children.

President Hunter said that she has received a plethora of emails from the American Library Association (ALA) since the last Board Meeting and that she is pleased that several trustees will be attending the ALA conference in June.

President Hunter acknowledged former Trustee Anne Seago's death since the last Board Meeting. Director Odenchantz conveyed David Seago's thanks in allowing Anne's memorial to be held in the Library.

President Hunter expressed her desire for Branch Manager reports to be given at Board Meetings.

**EXECUTIVE SESSION** (7-7:22 p.m.)

Library Director's evaluation

**EXECUTIVE SESSION EXTENDED** (7:22-7:40 p.m.)

Library Director's evaluation

**ADJOURNMENT**

The meeting adjourned at 7:40 p.m. The next Board Meeting will be held April 22, 2015 at 5:30 p.m. at the Main Library (Board Room).

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**Lillian Hunter**

President  
Tacoma Public Library Board

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**SUSAN ODENCRANTZ**

Library Director and Secretary to  
the Tacoma Public Library Board