
BOARD OF TRUSTEES:

Julio Quan, President

Lillian Hunter, Vice President

John R. (Jack) Connelly, Jr., Trustee

Wayne Williams, Trustee

John Wallace, Trustee

MINUTES
May 21, 2014

CALL TO ORDER

President Julio Quan called the May 21, 2014 Regular Board Meeting to order at 5:40 p.m. The meeting was held at the South Tacoma Library 3411 S. 56th, 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.

Library Staff: Library Director Susan Odenrantz, HR Manager Kathleen Earl, Library Assistant JoLyn Reisdorf, South Tacoma and Swasey Branch Manager Susan Marihugh, IT Manager Christine Bassett, Finance/Payroll Lead Sue Calhoun, and Confidential Assistant Karen Meyer were present.

City: Management Analyst II - Council Assistant, Anita Gallagher was present.

Public: Don Lacky, Diane Wolford, and George and Jennine Trachier were present.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the April 16, 2014 Board Meeting. **Motion carried.**

CONSENT ITEMS

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

1. Financial Report for April 2014

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

2. HR Report for April 2014
3. Circulation Summary for April 2014

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 14047: 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 14048: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the April 2014 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)

UNFINISHED BUSINESS - (NONE)

NEW BUSINESS

RESOLUTION 14049: 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 14050: 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 14051: Request for approval to purchase seven Sharp copiers and accessories at a cost of \$22,529.27 including state sales tax. Sharp is on the State Contract list so bids are not required.

RESOLVED, That the Board approves to purchase seven Sharp copiers and accessories for a cost of \$22,529.27 including state sales tax.

The motion was moved, seconded, and passed.

RESOLUTION 14052: Request to contract with John Hargis to work in StoryLab for \$25/hour; not to exceed \$27,000.

RESOLVED, That the Board approves to contract with John Hargis to work in StoryLab for \$25/hour; not to exceed \$27,000.

The motion was moved, seconded, and passed.

RESOLUTION 14053: Request acceptance of revision of Policy #10.23 “Confidentiality of Records Policy”. (‘PIN number’ has been replaced with ‘Name’ and ‘library approved’ has been added preceding ‘picture identification’ for clarification purposes.)

RESOLVED, That the Board accepts the revision of Policy #10.23 “Confidentiality of Records Policy” as written.

The motion was moved, seconded, and passed.

RESOLUTION 14054: Request acceptance of the revision of Policy #40.06 “Unauthorized and Authorized Persons in Library Buildings”. This policy has been revised to give library employees guidelines for entering closed buildings and for admitting, denying, restricting, and supervising access to library buildings whether open or closed.

RESOLVED, That the Board accepts the revision of Policy #40.06 “Unauthorized and Authorized Persons in Library Buildings” as presented.

The motion was moved, seconded, and passed.

RESOLUTION 14055: Request acceptance of the revision of the classification specification of the Managing Librarian position (Class number: 90710) as presented. The City of Tacoma Human Resources Department has reviewed this draft revision. [The main changes are a reorganization of the contents to fit the City of Tacoma’s format and a change in the qualifications.]

RESOLVED, That the Board accepts the revision of the classification specification of the Managing Librarian position (Class number: 90710) as presented.

The motion was moved, seconded, and passed.

RESOLUTION 14056: Approval to accept the donation of \$400 from the North End Book Club in memory of Linda Perdue to be used in purchasing the books selected by the club.

RESOLVED, That the Board accepts the donation of \$400 for the purchase of selected books by the North End Book Club in memory of Linda Perdue.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

- Director Odenchantz introduced Christine Bassett, IT Manager who gave a synopsis of her IT background.
- Hilltop Committee meetings – update.
- City of Tacoma – update on activities related to vision and strategic planning as well as the 2015-16 budget process.
- The Library submitted an RFID project for consideration in the 2015-16 budget.

TRUSTEES' REPORT (NONE)

EXECUTIVE SESSION

(Director Odenchantz' quarterly performance objectives and measures)

Began at 6 p.m. and was extended until 6:30 p.m.

ADJOURNMENT

Following proper motion, the meeting adjourned at 6:30 p.m. The next Board Meeting will be held June 18, 2014 at 5:30 p.m. at the Wheelock Library.

Julio Quan

President
Tacoma Public Library Board

SUSAN ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board