

BOARD OF TRUSTEES:

Julio Quan, President

Lillian Hunter, Vice President

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

Wayne Williams, Trustee

John Wallace, Trustee

MINUTES
March 19, 2014

CALL TO ORDER

President Julio Quan called the March 19, 2014 Regular Board Meeting to order at 5:33 p.m. The meeting was held at the Moore Library 215 S. 56th Street, Tacoma.

ATTENDANCE

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

Library Staff: Library Director Susan Odenrantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, Main Supervisor Shannon Rich, Library Assistant JoLyn Reisdorf, Teen Librarian Sara Holloway, South Tacoma and Swasey Branch Manager Susan Marihugh, Branch Manager Melissa Stewart, and Confidential Assistant Karen Meyer were present.

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

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes, as corrected, of the February 19, 2014 Board Meeting. **Motion carried.**

CONSENT ITEMS

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

1. Financial Report for February 2014

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 14025: 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 14026: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the February 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)

PRESENTATION

Newbery Awards by Teen Librarian Sara Holloway

The 90 - Second Newbery Film Festival was held on March 1, 2014. Participants condensed any Newbery award winning or honorary book into a 90-second video. Film winners received a trophy of an Oscar reading a book and standing on a stack of books. Sara showed a video of the event itself which was very well attended, and examples of the films the teens submitted. James Kennedy (author of the award winning book, *The Order of Odd-Fish* and creator of the 90-Second Newbery Film Festival) hosted Tacoma Library's second year of participation.

UNFINISHED BUSINESS

RESOLUTION 14024: Acceptance of Budget Revision for fiscal year 2014 from \$11,975,959 to \$11,719,450. (A decrease of \$256,509 to the Library's general fund per the City of Tacoma's request.) The City has added \$29,693 to the original request (Resolution 14002) due to life insurance costs which were inadvertently included in the previous resolution.

RESOLVED, That the Board accepts the Budget Revision for fiscal year 2014 to \$11,719,450 for the Library's general fund.

The motion was moved, seconded, and tabled to March.

The motion was moved, seconded, and failed.

NEW BUSINESS

RESOLUTION 14027: Acceptance of a budget modification for fiscal year 2014 from the adopted budget of \$11,975,959 (Resolution 13101) to the modified budget of \$11,756,695. The previously adopted budget projected expenditures of \$10,539,197; but the actual expenditures were \$10,763,024 (a difference of \$223,827). In addition, \$4,563 was added to the “Salaries and Wages” per Resolution 14023.

RESOLVED, That the Board modifies the Budget for fiscal year 2014 to \$11,756,695. The motion was moved, seconded, and passed.

RESOLUTION 14036: Acceptance of budget revision for fiscal year 2014 from \$11,756,695 to 11,562,486. (A decrease of \$194,209 to the Library’s general fund per the City of Tacoma’s request).

RESOLVED, That the Board accepts the budget revision for fiscal year 2014 to \$11,562,486 for the Library’s general fund. The motion was moved, seconded, and tabled to April.

RESOLUTION 14028: 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 14029: 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 14030: Request approval to have Ecolights Northwest, LLC decommission information technology equipment (computers) as presented in compliance with Federal regulations -- APPROVAL

Resolved, That the Board of Trustees of the Tacoma Public Library does hereby authorize the Library Director, or her designee, to have Ecolights Northwest, LLC decommission information technology equipment (computers) as presented in compliance with Federal regulations. The motion was moved, seconded, and passed.

RESOLUTION 14031: Strategic Planning Retreat - APPROVAL

RESOLVED, That the next meeting will be from 9 a.m.- noon in the Board Room at the Main Library on Saturday, April 12, 2014.

The motion was moved, seconded, and passed.

RESOLUTION 14032: Request Approval for the Contract Extension with WEST COAST INDUSTRIES for CARPET CLEANING SERVICES under TPL Specification #100401 at our seven Tacoma Public Library branches and the Main Library for the fourth additional period May 1, 2014 through April 30, 2015 at a cost of \$21,238.56 - APPROVAL

RESOLVED, That the Board does hereby approve and authorize the contract extension with West Coast Industries for carpet cleaning services under TPL specification #100401 at our seven Tacoma Public Library branches and the Main Library for the fourth additional period May 1, 2014 through April 30, 2015 at a cost of \$21,238.56 as presented.

The motion was moved, seconded, and passed.

RESOLUTION 14034: Request Approval to Contract with Sunset Air for the Heat Pump Replacement at the Moore Branch per Specification TPL #131001 at a cost of \$102,300.82 including Washington State Sales Tax.

RESOLVED, That the Board does hereby approve and authorize the contract with Sunset Air to replace the heat pump at the Moore Branch for \$102,300.82 including sales tax.

The motion was moved, seconded, and passed.

RESOLUTION 14037: Request Approval to Contract with Carson Block Consulting, Inc. for Onboarding, Technology Assessment and Technology Planning Services for a Lump Fee of \$40,000 Plus Expenses (not to exceed \$5,000) for a Period of Eighteen Months Beginning March 20, 2014 – September 2015.

RESOLVED, That the Board does hereby approve to contract with Carson Block Consulting, Inc. for IT Consulting services for \$40,000 plus expenses (not to exceed \$5,000) for eighteen months.

The motion was moved, seconded, amended, and then passed.

RESOLUTION 14033: Request Correction to Resolution 14023 which was passed at the Board Meeting on February 19, 2014. The code for the Administrative Services Manager (HR Manager) was listed as #90760; but it should have been listed as #90480.

RESOLVED, That the Board does hereby approve the corrected code number for the Administrative Services Manager (HR Manager) as #90480 in Resolution 14023.
The motion was moved, seconded, and passed.

RESOLUTION 14035: Approval to Accept the Donation of \$100 from Helen V. Downey for the Children's Collection in Memory of Patricia R. Sweeney.

RESOLVED, That the Board accepts the \$100 donation from Helen V. Downey for the Children's Collection in memory of Patricia Sweeney.
The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

- Staff transfers
- Strategic Plan Retreat – April 12, 2014
- Website – complete re-design and re-build update
- Integrated Library System migrated from Millennium to Sierra - update
- Tacoma Reads in the fall
- Moore re-model – tour and update

TRUSTEES' REPORT

Jack Connelly was re-appointed by the mayor for a second five year term as a trustee for the Tacoma Public Library Board of Trustees. He was sworn in by the City Clerk.

President Quan questioned why circulation is down. Director Odenchantz said the regular circulation is down; but the e-circulation is up which makes the overall circulation up.

President Quan also questioned the low numbers on some programs. Director Odenchantz said that some programs are limited to a very small number because of the nature of the program; especially computer classes. Programs with consistently low numbers are dropped or changed as needed.

Vice-President Hunter noted that the Calendar of Events was confusing and hard to read.

Vice-President Hunter, President Quan, and Director Odenchantz met with Tacoma Public Schools Superintendent Carla Santorno to discuss placing library cards in students' hands and teachers.

Vice President Hunter and Director Odencrantz have a meeting coming up with Bates President Ron Langrell.

A suggestion was made by Vice President Hunter to invite the 90 – Second Newbery Film Festival participants to come to a Board meeting and be given certificates by the Board.

ADJOURNMENT

Following proper motion, the meeting adjourned at 7:00 p.m. The next Board Meeting will be held April 16, 2014 at 5:30 p.m. at the Swasey Library.

Julio Quan

President
Tacoma Public Library Board

SUSAN ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board