
BOARD OF TRUSTEES:

Julio Quan, President

Lillian Hunter, Vice President

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

Wayne Williams, Trustee

John Wallace, Trustee

MINUTES

November 20, 2013

CALL TO ORDER

Vice President Lillian Hunter, at President Quan's request, called the September 18, 2013 Regular Board Meeting to order at 5:35 p.m. The meeting was held at the Main Library 1102 Tacoma Avenue S. (Olympic Room), Tacoma.

ATTENDANCE

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

Library Staff: Library Director Susan Odenrantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, AFSCME Chair/ Library Assistant Tammy Taylor, South Tacoma and Swasey Branch Manager Susan Marihugh, CRO David Domkoski, and Confidential Assistant Karen Meyer were present.

City of Tacoma Staff: Mayor and City Council Assistant Carmen White and Labor Negotiator Mike Brock were present.

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

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the September 18, 2013 Board Meeting. Motion carried.

CONSENT ITEMS

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

1. Financial Report for September and October 2013
The motion was moved, seconded, and passed.

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

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

PAYMENT OF BILLS

RESOLUTION 13080: 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 13081: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the September and October 2013 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 13082: 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 13083: 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 13085: Authorization to Contract with Technical Furniture Systems, Inc. to build and install shelving at the Moore Branch for an estimated cost of \$24,024.08 including sales tax. (This will be funded from the general fund cost center 606000 Facilities.)

RESOLVED, That the Board authorizes Technical Furniture Systems, Inc. to build and install shelving at the Moore Branch for \$24,024.08 including tax.

The motion was moved, seconded, and passed.

RESOLUTION 13086: Authorization to Contract with Paul's Custom Cabinets to build an ADA compliant circulation desk at the Moore Branch for an estimated cost of \$22,995 including sales tax; not to exceed \$24,000. (This will be funded from the Virginia Helen Marshall Trust Fund, cost center 850200.)

RESOLVED, That the Board authorizes Paul's Custom Cabinets to build an ADA compliant circulation desk at the Moore Branch for \$22,995 including tax.

The motion was moved, seconded, and passed.

RESOLUTION 13087: Agreement between the Tacoma Public Library and the Local 120 AFSCME bargaining unit to waive the market survey specified in Article 20, Wages/Compensation, Section 20.6 Wages, paragraph 4 of the 2011-2014 collective bargaining agreement and substitute a wage adjustment based on 100% of the Seattle-Tacoma-Bremerton CPI-W June 2012 to June 2013 index with a minimum of 1.5% and a maximum of 4% to be effective January 1, 2014, and a one-time lump sum payment equal to .5% of their 2013 annual base wage defined as all hours worked during 2013 exclusive of overtime and longevity.

RESOLVED, That the Board authorizes the Agreement between the Tacoma Public Library and the Local 120 AFSCME to waive the market survey and substitute a wage adjustment based on CPI-W June 2012 to June 2013 index with a minimum of 1.5% and a maximum of 4% to be effective January 1, 2014, and a one-time lump sum payment equal to .5% of their 2013 annual base wage defined as all hours worked during 2013 exclusive of overtime and longevity.

The motion was moved, seconded, and passed.

RESOLUTION 13088: Agreement between the Tacoma Public Library and the Teamsters Local 117 bargaining unit to waive the market survey specified in Article 12, Salaries/Wages, Section 12.01 C, of the 2011-2014 collective bargaining agreement and substitute a wage adjustment based on 100% of the Seattle-Tacoma-Bremerton CPI-W June 2012 to June 2013 index with a minimum of 1.5% and a maximum of 4% to be effective January 1, 2014, and a one-time lump sum payment equal to .5% of their 2013 annual base wage defined as all hours worked during 2013 exclusive of overtime and longevity.

RESOLVED, That the Board authorizes the Agreement between the Tacoma Public Library and the Teamsters Local 117 to waive the market survey and substitute a wage adjustment based on CPI-W June 2012 to June 2013 index with a minimum of 1.5% and a maximum of 4% to be effective January 1, 2014, and a one-time lump sum payment equal to .5% of their 2013 annual base wage defined as all hours worked during 2013 exclusive of overtime and longevity.

The motion was moved, seconded, and passed.

RESOLUTION 13089: Request for Approval for an Increase in Standby Pay – “On Call/Call Back Time” Article 18, Section 18.7 from \$9 per Day to \$3 per Hour.

RESOLVED, That the Board approves the increase in standby pay – “On Call/Call Back Time” per Article 18, Section 18.7 from \$9 per day to \$3 per hour.
The motion was moved, seconded, and passed.

RESOLUTION 13090: Approval of Venue for the 2014 Tacoma Public Library Board of Trustees Meetings

RESOLVED, That the Board of Trustees of the Tacoma Public Library does hereby approve the venue for the 2014 Board of Trustees meetings as presented.
The motion was moved, seconded, and passed.

RESOLUTION 13091: Approval of 2014 Holiday Schedule for Tacoma Public Library Employees

RESOLVED, That the Board of Trustees of the Tacoma Public Library does hereby approve the 2014 Holiday Schedule as presented.
The motion was moved, seconded, and passed.

RESOLUTION 13092: Authorization to Contract with Northwest Protective Service, Inc. for Security Services at the Main Library for the fifth and final additional period (January 1, 2014 through December 31, 2014) at an estimated cost of \$105,218.

RESOLVED, That the Board authorizes the Library to contract with Northwest Protective Service, Inc. for security services at Main for January 1, 2014 through December 31, 2014 at an estimated cost of \$105,218.
The motion was moved, seconded, and passed.

DIRECTOR’S REPORT

Director Odenrantz introduced Mayor and City Council Assistant Carmen White who will be working as a liaison between the Library and the City Council.

CRO David Domkoski was the recipient of the AMOCAT award this year for his work at the Library and in the Arts.

The website design committee is reviewing local designers and asking for presentations. Initial interviews will be held the first two weeks in December.

Trustee Hunter represented the Board at the All Staff meeting.

Director Odenrantz met with the City Manager and the Library budget is stable for 2014.

Business Manager Lynn Uglick is completing the small and attractive assets inventory.

Director Odencrantz will be meeting with Robin Agnew on Friday, November 22, 2013.

The Library is investigating an RFID project which would provide tags with antenna. The tags now cost about eighteen cents each.

TRUSTEES' REPORT

Dr. Quan informed us that Rev. Ron Vignec's funeral will be tomorrow (Thursday, November 21, 2013) at the Grace Urban church at 3 p.m.

Trustee Hunter thanked Susan and Kirsten Odencrantz for catering the All Staff Benefits Fair with green eggs and ham, and gingerbread, etc. The All Staff was a very positive gathering, focusing on what's right in the Library, and giving service awards for longevity.

Microsoft IT is available to staff and patrons and Trustee Hunter has volunteered to be one of the testers of the program.

ADJOURNMENT

Following proper motion, the meeting adjourned at 6:20 p.m. The next Board Meeting will be held December 18, 2013 at 5:30 p.m. at the Main Library (Olympic Room).

Julio Quan

President
Tacoma Public Library Board

SUSAN ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board