
BOARD OF TRUSTEES:

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

MINUTES
December 17, 2014

CALL TO ORDER

President Lillian Hunter called the December 17, 2014 Regular Board Meeting to order at 5:40 p.m. The meeting was held at the Main Library located at 1102 Tacoma Ave. S., Tacoma.

ATTENDANCE

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

Library Staff: Library Director Susan Odencrantz; Library Assistant JoLyn Reisdorf; South Tacoma and Swasey Branch Manager Susan Marihugh; IT Manager Christine Bassett; Main Manager Beverly Choltco-Devlin; and Confidential Assistant Karen Meyer were present.

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

Public: Don Lacky was present.

PLEDGE OF ALLEGIANCE Trustee John Wallace.

APPROVAL OF MINUTES

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

CONSENT ITEMS

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

1. Financial Report for November 2014

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

2. HR Report for November 2014 will be submitted at the January 2015 meeting.
(The training report for November was presented.)
3. Circulation Summary for November 2014

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 14105: 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 14106: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the November 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)

NEW BUSINESS

RESOLUTION 14107: Request Approval of the 2015 Holiday Schedule for Tacoma Public Library Employees.

RESOLVED, That the Board of Trustees of the Tacoma Public Library does hereby approve the 2015 Holiday Schedule as presented.

The motion was moved, seconded, and passed.

RESOLUTION 14108: Request the Board to Approve the New Classification Specification of Digital Instructor (#98000). This position will support StoryLab and the mobile digital media lab.

RESOLVED, That the Board does hereby approve the classification specification of Digital Instructor (#98000) as presented.

The motion was moved, seconded, and passed.

RESOLUTION 14109: Request the Board to Approve the Contract with Blue Sky Landscaping Services, Inc. for Landscaping Care and Grounds Maintenance Quote Specification #110341 at Tacoma Public Library's main location and all seven branches for \$34,295.28 for January 1, 2015 through December 31, 2015.

RESOLVED, That the Board does hereby approve the contract with Blue Sky Landscaping Services, Inc. for landscaping care and grounds maintenance at the Library's main location and all seven branches for \$34,295.28 for January 1, 2015 through December 31, 2015.

The motion was moved, seconded, and passed.

RESOLUTION 14110: Request the Board to Approve the Deletion of Policy #40.19 “Flex Plan Reimbursable Funds” as it is obsolete because the plan no longer exists.

RESOLVED, That the Board does hereby approve the deletion of Policy #40.19 “Flex Plan Reimbursable Funds”.

The motion was moved, seconded, and passed.

RESOLUTION 14111: Request the Board to Approve the “Preferred Vendors for Library Materials” for more than \$50,000 per Vendor per year for fiscal year 2015.

RESOLVED, That the Board does hereby approve the “Preferred Vendors for Library Materials” for more than \$50,000 per vendor as attached.

The motion was moved, seconded, and passed.

DIRECTOR’S REPORT

1. Migration of the Library’s Integrated Library Software from III’s Millennium to SIERRA. The migration took place on December 8, 2014. There were months and months of preparation and training to make this a successful transition. SIERRA is ranked in first place for Integrated Library System/Library Service Platform satisfaction and first for completeness of functionality. It offers proven library workflow technology and complete resource management with the power and scale of open system architecture. SIERRA has been installed in more than 1,600 libraries world-wide.
2. Launch of pilot program Pathway Card on January 12, 2015 in partnership with Tacoma Public Schools. This pilot program attracted national as well as local interest as soon as the pilot program was announced. Teen Librarian Sara Holloway worked with school librarians to emphasize the importance of students returning items to the public library. We are still working with the school district on a system to allow students to return books to their schools.
3. Homeward Bound: a pilot program with House of Matthew to connect homeless people with appropriate services and to receive training on the use of the computers and job and career resources of the public library. The program consists of 12 classes divided into 4 weeks of 3 classes in each week. The program has completed 2 sessions (or cohorts) with 11 graduates each. The Library provides the meeting room space and the computer classes. Manager Beverly Choltco-Devlin works closely with Jeannette Twitty at House of Matthew and Librarians Rhonda Kristoff and Cathy Oden teach the computer classes.

TRUSTEES' REPORT

President Hunter commented that she likes to hear Branch Manager Reports. She also suggested that we contact Kathleen Merryman at Tacoma Weekly regarding the House of Matthew partnership.

ADJOURNMENT

The meeting adjourned at 6:25 p.m. The next Board Meeting will be held January 21, 2015 at 5:30 p.m. at the Main Library (Olympic Room).

Lillian Hunter

President
Tacoma Public Library Board

SUSAN ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board