
BOARD OF TRUSTEES:

Julio Quan, President

Lillian Hunter, Vice President

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

Wayne Williams, Trustee

John Wallace, Trustee

MINUTES

September 18, 2013

CALL TO ORDER

President Julio Quan 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. (3rd floor Board 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 Odenchantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, AFSCME Chair/ Library Assistant Tammy Taylor, Wheelock Branch Manager Cheryl Towne, South Tacoma and Swasey Branch Manager Susan Marihugh, Moore Branch Manager Melissa Stewart, Kobetich Branch Manager Beverly Choltco-Devlin, Main Manager Nathan Bomer, Fern Hill and Mottet Branch Manager Janet Myers, Children's Librarian Brian Leu, Teen Librarian Sara Holloway, and Confidential Assistant Karen Meyer were present.

City of Tacoma Staff: Labor Negotiator Mike Brock and Training and Development Manager Cathy Journey.

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

SUSPENSION OF RULES TO ADOPT REVISED AGENDA

RESOLVED, That the Board does hereby suspend the rules in order to adopt the Revised Agenda for the Regular Board Meeting September 18, 2013.
The motion was moved, seconded, and passed.

ADOPTION OF THE REVISED AGENDA

RESOLVED, That the Board does hereby adopt the Revised Agenda for the Regular Board Meeting of September 18, 2013.
The motion was moved, seconded, and passed.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the August 21, 2013 Board Meeting. Motion carried.

CONSENT ITEMS

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

1. Financial Report for August 2013 –
The motion was moved, seconded, and passed.

RESOLVED, That the Board does hereby approve Consent Items #2 and #3, as presented.

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

PAYMENT OF BILLS

RESOLUTION 13066: 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 13067: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the August 2013 payments for 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 13075: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – PRESIDENT

RESOLVED, That the Board does hereby NOMINATE Julio Quan as President of the Board of Trustees.
The motion was moved, seconded, and passed.

RESOLUTION 13076: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT

RESOLVED, That the Board does hereby ELECT Julio Quan as President of the Board of Trustees.
The motion was moved, seconded, and passed.

RESOLUTION 13077: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – VICE PRESIDENT

RESOLVED, That the Board does hereby NOMINATE Lillian Hunter as Vice President of the Board of Trustees.
The motion was moved, seconded, and passed.

RESOLUTION 13078: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – VICE PRESIDENT

RESOLVED, That the Board does hereby ELECT Lillian Hunter as Vice President of the Board of Trustees.
The motion was moved, seconded, and passed.

RESOLUTION 13068: 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 13069: 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 13070: Authorization to Contract with West Coast Industries for building maintenance (janitorial services) under TPL Specification #090701 at the seven Tacoma Public Library branches for the fourth and final additional period (October 20, 2013 through November 19, 2014) at a cost of \$76,336.08.

RESOLVED, That the Board authorizes the Library Director, or her designee, to contract with West Coast Industries for janitorial services for October 20, 2013 through November 19, 2014 at a cost of \$76,336.08.
The motion was moved, seconded, and passed.

RESOLUTION 13071: Authorization to Contract with Blue Sky Landscaping Services, Inc. for Landscaping Care and Grounds Maintenance Quote Specification TPL #090702 for the fourth and final additional period (November 1, 2013 through October 31, 2014) at a cost of \$34,295.40.

RESOLVED, That the Board authorizes the Library Director, or her designee, to contract with Blue Sky Landscaping Care and Grounds Maintenance for November 1, 2013 through October 31, 2014) at a cost of \$34,295.40.
The motion was moved, seconded, and passed.

RESOLUTION 13072: Approval of the Revision of Policy #42.0 Classification Plan – Revision Changing Classification Specification #90740 – Information Technology Manager, as presented.

RESOLVED, That the Board does hereby approve the proposed revision to Policy #42.0 Classification Plan. The revision changes the classification specification #90740 - Information Technology Manager, as presented.
The motion was moved, seconded, and passed.

RESOLUTION 13073: Requesting approval of the Library Board of Trustees for reimbursement of relocation/moving expenses for Melissa Stewart, Moore Library Branch Manager, for moving from Indianapolis, Indiana in an amount not to exceed \$2,000. This will be funded from the Administration Cost Center #601000/54141000 in an amount not to exceed \$2,000.

RESOLVED, That the Board approves the reimbursement of relocation/moving expenses for Melissa Stewart, Moore Library Branch Manager, for moving from Indianapolis, Indiana in an amount not to exceed \$2,000.
The motion was moved, seconded, and passed.

RESOLUTION 13074: Authorization of the Library Board of Trustees to contract with Smart Desks, a sole source vendor, to purchase 24 triangular desks for the Moore Branch remodel. This purchase will be funded from the Virginia Helen Marshall Trust Fund for \$23,140.64 which includes sales tax.

RESOLVED, That the Board authorizes the Library Director, or her designee, to contract with Smart Desks for the purchase of 24 triangular desks for the Moore Branch for \$23,140.64 including tax.
The motion was moved, seconded, and passed.

PRESENTATION

Summer Reading Club (SRC) – Main Manager – Nathan Bomer asked Children’s Librarian Brian Leu to give the presentation. Mr. Leu demonstrated his technique for sharing stories with children by reading *Chu’s Day* by Neil Gaiman to us.

Summer Reading Club Statistics

| | Signed Up | Reported | Finished |
|--------|-----------|----------|----------|
| Kids | 3,797 | 2,521 | 2,196 |
| Teens | 959 | 535 | 442 |
| Adults | 971 | 513 | 386 |

PRESENTATION

American Library Association Presentation – Teen Librarian - Sara Holloway described the three workshops which she presented at ALA. The workshops were: 2012 Source Code Digital Youth Participation, 2013 Digital Media Labs 101, and 2013 Generation US: Intergenerational Programming for Teens. The Tacoma Public Library is nationally recognized as an innovator with StoryLab, the Library’s digital media lab.

DISCUSSION

STRATEGIC PLAN- the Board decided to meet twice a year to evaluate the plan. The Board will meet on a Saturday in October or the first part of November.

PRESENTATION

STRATEGIC PLAN – UPDATE – Director Susan Odenrantz
The Library is continuing to work on the RFP to select a web designer.

Reference Librarian Rhonda Kristoff and Main Manager Nathan Bomer are working with the Tacoma/Pierce County Health Department to assist people to sign up for Washington State’s Affordable Health Care program. The Library will not be navigators for the health care program.

Kobetich Branch Manager Beverly Choltco-Devlin is working with the State Library regarding an IT Academy for Microsoft products.

The Library has had three business workshops explaining cooperatives. One more is scheduled on Co-opoly; an interactive game to engage people in learning about cooperatives and entrepreneurship.

DIRECTOR’S REPORT

Director Odenrantz introduced the Library’s two new hires: Kobetich Branch Manager Beverly Choltco-Devlin and Moore Branch Manager Melissa Stewart and asked each of them to talk about their background in the library world.

TRUSTEES' REPORT

Trustee Quan thanked the Library Board for electing him as President.
Trustee Hunter thanked the Library Board for electing her as Vice President and commented on the Natural History of Surreal display at the Main Library.

EXECUTIVE SESSION (1) Cathy Journey, Training and Development

Manager– Director's Evaluation – The meeting began at 6:59 p.m. and ended at 7:04 p.m.

EXECUTIVE SESSION (2)

Mike Brock, Labor Negotiator – Update on contract negotiations. The meeting began at 7:04 p.m. and ended at 7:17 p.m.

ADJOURNMENT

Following proper motion, the meeting adjourned at 7:17 p.m. The next Board Meeting will be held October 16, 2013 at 5:30 p.m. at Swasey.

Julio Quan

President
Tacoma Public Library Board

SUSAN ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board