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BOARD OF TRUSTEES:

John R. (Jack) Connelly, Jr., President  
Wayne Williams, Vice President  
Sara Irish, Trustee  
Donna LaFrance, Trustee  
John Hines, Trustee

MINUTES  
July 19, 2017

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**CALL TO ORDER**

The regular meeting was held at the Moore Library located at 215 S. 56<sup>th</sup>, Tacoma. Vice President Wayne Williams called the meeting to order at 5:35 p.m. President Jack Connelly assumed his duties upon his arrival at 5:37 p.m.

**ATTENDANCE**

**Library Board:** President Jack Connelly; Vice President Wayne Williams; Donna LaFrance; Sara Irish; and John Hines were present.

**Library Staff:** Library Director Susan Odencrantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; Confidential Assistant Karen Meyer; IT Manager Christine Bassett; Fern Hill/Mottet Branch Manager Susan Marihugh; Moore Branch Manager Melissa Fitzgerald; and Library Associate Tracy Cornelius were present.

**City of Tacoma Staff:** Real Property Services Assistant Division Manager, Public Works Jennifer S. Hines, and Community & Economic Development Director Ricardo Noguera were present.

**Public:** Don Lackey and Jennine Trachier were present.

**PLEDGE OF ALLEGIANCE** – Vice President Wayne Williams

**TOUR OF WHEELOCK** (20 minutes – tape paused during this time)  
Moore Branch Manager Melissa Fitzgerald

**APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the June 21, 2017 Regular Board Meeting. **Motion carried.**

## CONSENT ITEMS

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

1. Financial Reports for June 2017

The motion was moved, seconded, and passed.

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

2. HR Reports for June 2017
3. Circulation Summaries for June 2017

The motion was moved, seconded, and passed.

## PAYMENT OF BILLS

### **RESOLUTION 17040: 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 17041: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the June 2017 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)

## PRESENTATIONS

Parking Lot Update — Real Property Services Assistant Division Manager, Public Works  
Jennifer S. Hines and City of Tacoma Community & Economic Development  
Director Ricardo Noguera

## NEW BUSINESS

**RESOLUTION 17042: Request that the Board approves a one day closure of all Libraries on Thursday, October 26, 2017 for an All-Staff Benefits Fair and Training Day.**

**RESOLVED**, That the Board approves a one day closure on Thursday, October 26, 2017 for All-Staff.

The motion was moved, seconded, and passed.

**RESOLUTION 17043: Request that the Board approves a special board meeting on Saturday, August 12, 2017 from 9 a.m. – noon in the Board Room at Main for Strategic Planning.**

*RESOLVED*, That the Board approves Saturday, August 12, 2017 for strategic planning.

**The motion was moved, seconded, and passed.**

**RESOLUTION 17044: Request that the Board approves the revision of Policy #10.02 “Distribution of Free Materials and Public Posting Policy”. This policy has been revised to change the approval authority to the “Library Director or the Library Director’s Designee”. (This language replaces “Community Relations Officer or Branch Managers”).**

*RESOLVED*, That the Board accepts the revision of Policy #10.02 “Distribution of Free Materials and Public Posting Policy” as presented.

**The motion was moved, seconded, and passed.**

**RESOLUTION 17045: Request that the Board approves the purchase of two refurbished 40 foot trailers with transformers and solar lighting at a cost not to exceed \$25,000 from Pac-Van, Inc. for the storage of the 500,000 plus photos. The trailers will be parked at Mottet.**

*RESOLVED*, That the Board approves the purchase of two refurbished 40 foot trailers from Pac-Van, Inc. at a cost not to exceed \$25,000.

**The motion was moved, seconded, and passed.**

**RESOLUTION 17046: Request that the Board approves spending \$28,000 from Library funds in partnership with the City of Tacoma to bring Roxane Gay, author of *Hunger*, to Tacoma for Tacoma Reads.**

*RESOLVED*, That the Board approves spending \$28,000 from Library funds to bring Roxane Gay to Tacoma for Tacoma Reads in partnership with the City of Tacoma.

**The motion was moved, seconded, and tabled.**

## **DIRECTOR’S REPORT**

- Library Director job has been posted
- Saturday, August 5 – SRC Zoo Party
- Saturday, August 12 – Board of Trustees Strategic Planning Meeting with Facilitator Ben Thurgood
- Saturday, August 29 – Closure for RFID self-check installation
- South Tacoma renovation is progressing

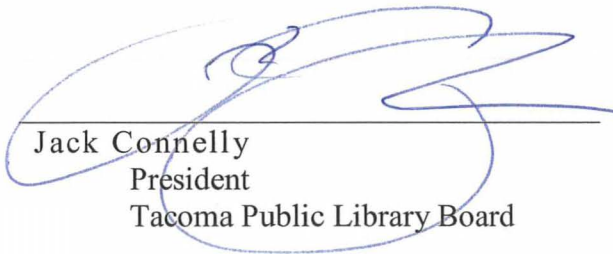
## TRUSTEES' REPORT

Trustee Irish was very pleased with the Library's Summer Programs. The events were well attended, the performers engaging, and the library staff helpful.

President Connelly thanked Branch Manager Fitzgerald for the tour of Moore.

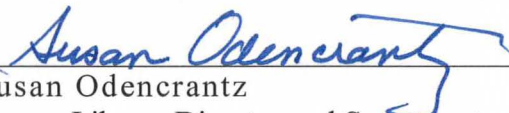
## ADJOURNMENT

The meeting adjourned at 7:38 p.m. The next regular Board Meeting will be held August 16, 2017 at 5:30 p.m. at Fern Hill.



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Jack Connelly  
President  
Tacoma Public Library Board



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Susan Odencrantz  
Library Director and Secretary to  
the Tacoma Public Library Board