

tacoma public library

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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
February 15, 2017

CALL TO ORDER

The regular meeting was held at the Main Library located at 1102 Tacoma Avenue South (Olympic Room). Vice President Wayne Williams called the meeting to order at 5:32 p.m.

ATTENDANCE

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

Library Staff: Library Director Susan Odencrantz; Senior Accounting Technician DeeLayne Faraca; Human Resources Manager Kathleen Earl; Fern Hill and Mottet Branch Manager Susan Marihugh; Library Associate JoLyn Reisdorf; Main Manager Beverly Choltco-Devlin; Digital Instructor John Hargis; Teen Librarian Sara Holloway; and IT Manager Christine Bassett; were present.

City of Tacoma: HR Director Joy St. Germain, Training and Development Manager Cathy Journey, and HR Analyst Teresa Dent were present.

Digital Media Users: Nick Butler - Animator, instructor; Janeira St. Claire - Digitization Station enthusiast (mom and daughter team); Cathy Early - Mom of Ben Early, a Kids Code Club enthusiast; Ben Early - Kids Code Club; Michael Henderson - Adult Voice-over student (Nicole Fazio); and Rosemary Sissel - 90-Second Newbery enthusiast were present.

Public: Kris Lawrence of Propel Insurance, Don Lackey; and Hayes Alexander, III were present.

PLEDGE OF ALLEGIANCE – Trustee John Hines

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the January 18, 2017 Regular Board Meeting. **Motion carried.**

CONSENT ITEMS

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

1. Financial Reports for January 2017

The motion was moved, seconded, and passed.

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

2. HR Reports for January 2017
3. Circulation Summaries for January 2017 will be presented at the March 15, 2017 Board meeting.

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 17007: 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 17008: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the January 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

- A. Hanover Company (related to Resolution 17009): Kris Lawrence of Propel Insurance
- B. Library Director Recruitment and Trustee retreat (related to Resolution 17010): COT HR Director Joy St. Germain, COT Training and Development Manager Cathy Journey, and COT HR Analyst Teresa Dent
- C. Website Services from BiblioCommons, Inc. (related to Resolution 17011): IT Manager Christine Bassett
- D. Digital Media Lab: Main Branch Manager Beverly Choltco-Devlin and Digital Instructor John Hargis

NEW BUSINESS

RESOLUTION 17009: Resolution to approve the building insurance policy and premium with Hanover Company – Approval

RESOLVED, That the Board approves and ratifies the building insurance and premium payment with Hanover Company for the period March 1, 2017 through February 28, 2018, at a cost of \$57,220, as presented.

The motion was moved, seconded, and passed.

RESOLUTION 17010: Resolution to approve a special Board meeting for the purpose of a retreat for the Library Board of Trustees from 9:00 a.m. to 12:00 noon on Saturday, March 25, 2017 at the Main Branch of the Tacoma Public Library.

RESOLVED, That the Board approves and ratifies the special Board meeting of the Library Board of Trustees from 9:00 a.m. to 12:00 noon on Saturday, March 25, 2017 at the Main Branch of the Tacoma Public Library, as presented.

The motion was moved, seconded, and passed.

RESOLUTION 17011: Ratify Renewal of website services from BiblioCommons, Inc. – Approval

RESOLVED, That the Board approves and ratifies website services from BiblioCommons, Inc. for two years 2017-2019 for the total price of \$163,846.61, as presented.

The motion was moved, seconded, and passed.

RESOLUTION 17012: Approval of vendors for the Open Purchase Order list for 2017 – Approval

RESOLVED, That the Board approves and ratifies the list of vendors for the Open Purchase Order list for 2017, as presented.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

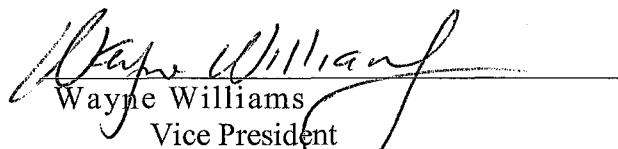
- Staffing issues
- Circulation desk at Main - new
- Safe room at Main
- Digital Media Lab – update on new programs

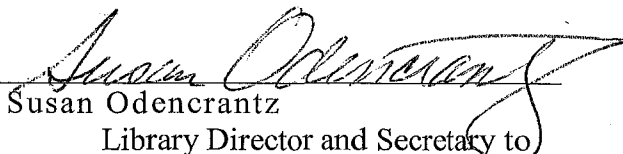
TRUSTEES' REPORT

Trustee John Hines would like to meet with all library managers to learn more about the library and the library staff.

ADJOURNMENT

The meeting adjourned at 6:44 p.m. The next Board Meeting will be held March 15, 2017 at 5:30 p.m. at Main in the Board Room.


Wayne Williams
Vice President
Tacoma Public Library Board


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