
BOARD OF TRUSTEES:

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

MINUTES
June 21, 2017

CALL TO ORDER

The regular meeting was held at the Wheelock Library located at 3722 N. 26th, Tacoma. Vice President Wayne Williams called the meeting to order at 5:32 p.m.

ATTENDANCE

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

Library Staff: Library Director Susan Odencrantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; Confidential Assistant Karen Meyer; IT Manager Christine Bassett; Wheelock Branch Manager Maria Shackles; and Fern Hill/Mottet Branch Manager Susan Marihugh were present.

Teamsters Local Union 117: Business Representative Julie Yust was present.

Public: Don Lackey; Jennine Trachier; and Hayes Alexander, III were present.

PLEDGE OF ALLEGIANCE – Vice President Wayne Williams

TOUR OF WHEELLOCK (14 minutes – tape paused during this time)
Wheelock Branch Manager Maria Shackles

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the May 17, 2017 Regular Board Meeting. **Motion carried.**

The motion was moved and seconded to approve the Minutes of the May 20, 2017 Special Board Meeting. **Motion carried.**

CONSENT ITEMS

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

1. Financial Reports for May 2017

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 17034: 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 17035: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the May 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

Introduction to Wheelock – Branch Manager Maria Shackles

NEW BUSINESS

RESOLUTION 17036: Request that the Board Accepts the Re-appropriations of \$295,608 from the City of Tacoma 2015-2016 Funds to 2017-2018.

RESOLVED, That the Board accepts the re-appropriations of \$295,608 to the Library's 2017-2018 Budget.

Moved, seconded, and passed.

RESOLUTION 17037: Request that the Board Approves a Contract with Pacific Security for Security Services at Main Library under TPL Specification #170526. Through the Request for Proposal Process we have Selected Pacific Security for the Period of August 1, 2017 – July 31, 2018 for an estimated annual cost of \$104,717.60. This Contract Includes an Option for Additional Periods Not to Exceed Five Years.

RESOLVED, That the Board approves the contract with Pacific Security for security services at Main for August 1, 2017 – July 31, 2017 in the amount of \$104,717.60.

Moved, seconded, and passed.

RESOLUTION 17038: Request that the Board approves a one day closure of the Mottet and South Tacoma Branch Libraries on Thursday, September 21, 2017 for Verbal Strategies With Authority and Tact (SWAT) Training. This will provide staff to keep the other branches open with minimum closures while allowing others to attend the training.

RESOLVED, That the Board approves a one day closure for Mottet and South Tacoma Branches on Thursday, September 21, 2017 for training purposes.

Moved, seconded, and passed.

RESOLUTION 17039: Request that the Board approves a one day closure of all Libraries on Tuesday, August 29 for installation and training by Biblioteca (Biblioteca acquired 3M's RFID Division) of self-checks.

RESOLVED, That the Board approves a one day closure on Tuesday, August 29 for installation of and training on self-check machines.

Moved, seconded, and passed.

DIRECTOR'S REPORT

1. Board of Trustees will select a suitable date in July or August for a retreat to continue the work on the Library's Strategic Plan.
2. The Board of Trustees will identify Saturdays in mid-September or October (2017) to conduct interviews for the position of Library Director.
3. The 2017 Summer Reading Club will conclude with the Summer Reading Celebration at the Point Defiance Zoo and Aquarium on Saturday, August 5.
4. The Hilltop Library Committee is now headed by Chairperson Bil Moss. Tacoma Public Library has begun its summer literary program at McCarver Elementary School. We are also working closely with the McCarver Scholars.
5. Library Director Susan Odencrantz sent an overview and up-date report to the new City Manager on library projects, initiatives, and issues.

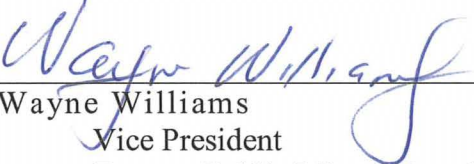
TRUSTEES' REPORT

Trustee John Hines thanked Wheelock Branch Manager Maria Shackles for her tour and presentation today and for her presentation at the Tacoma Public Schools Superintendent's Breakfast.

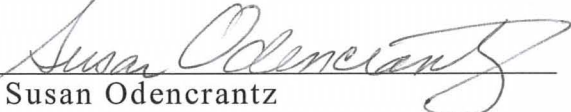
Vice President Wayne Williams suggested that the Trustees might like to find a way to show its appreciation to the library staff. Trustees concurred with this sentiment and will discuss this idea later.

ADJOURNMENT

The meeting adjourned at 6:45 p.m. The next regular Board Meeting will be held July 19, 2017 at 5:30 p.m. at Moore.



Wayne Williams
Vice President
Tacoma Public Library Board



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