
BOARD OF TRUSTEES:

Julio Quan, President

Lillian Hunter, Vice President

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

Wayne Williams, Trustee

John Wallace, Trustee

MINUTES

August 20, 2014

CALL TO ORDER

President Julio Quan called the August 20, 2014 Regular Board Meeting to order at 5:37 p.m. The meeting was held at the Moore Library 215 S. 56th Street, Tacoma.

ATTENDANCE

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

Library Staff: Library Director Susan Odenrantz; HR Manager Kathleen Earl; Library Assistant JoLyn Reisdorf; Moore Branch Manager Melissa Fitzgerald; South Tacoma and Swasey Branch Manager Susan Marihugh; IT Manager Christine Bassett; Teen Librarian Sara Holloway and Confidential Assistant Karen Meyer were present.

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

Guests: Director Amanda Scott-Thomas and Coordinator Merilee Tanbara from the Community Partnership Office with Tacoma Public School District were present.

Public: Don Lacky and Jennine Trachier were present.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the July 16, 2014 Board Meeting. **Motion carried.**

CONSENT ITEMS

RESOLVED, That the Board does approve Consent Item #1, with the amendment to correct the one dollar discrepancy in the Trust Fund report.

1. Financial Report for July 2014

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

2. HR Report for June 2014
3. Circulation Summary for June 2014

The motion was moved, seconded, and passed with the exception of the Trust Fund.

PAYMENT OF BILLS

RESOLUTION 14064: 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 14065: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the July 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)

PRESENTATIONS

MOU with Tacoma Public Schools – Director Amanda Scott-Thomas and Coordinator Merilee Tanbara (Community Partnership Office)

The proposed MOU is a pilot program for 2014-15 to provide library access for all secondary students in the Tacoma Public Schools using student ID badges. The Library will limit the number of items that can be checked out on this ID badge, but no fines or fees will be charged to students under this program. Parents will be allowed to “opt out”.

UNFINISHED BUSINESS - (NONE)

NEW BUSINESS

RESOLUTION 14066: Memorandum of Understanding between the Tacoma Public School District and the Tacoma Public Library for a pilot program to provide access to Tacoma Public Library resources for Tacoma Public School District’s secondary students.

RESOLVED, That the Board approves the MOU between the Tacoma Public School District and the Tacoma Public Library for a pilot program to provide access to Tacoma Public Library resources for Tacoma Public School District’s secondary students. The motion was moved, seconded, and passed with the understanding that the MOU will include a similar statement regarding the Library’s strategic goals as the MOU has regarding the Tacoma Public School District’s strategic goals.

RESOLUTION 14067: Authorization to close all Tacoma public libraries on Thursday, October 30, 2014 from 9 a.m. till 1:30 p.m. for a staff benefits fair. (All libraries will be open from 1:30 p.m.-6 p.m. on October 30, 2014.)

RESOLVED, That the Board authorizes the closure of all Tacoma public libraries from 9 a.m. till 1:30 p.m. for a staff benefits fair on October 30, 2014.
The motion was moved, seconded, and passed.

RESOLUTION 14068: Authorization to close Kobetich Branch Thursday, September 18; Fern Hill and Mottet Branches Thursday, September 25; Swasey and South Tacoma Branches on Thursday, October 2; Moore Branch on Thursday, October 9; and Wheelock Branch on Thursday, October 16. The closures are to provide staff training for the transition of the ILS from Millenium to SIERRA. Main will not be closed. Staff at the branches will be trained in the morning when their branch is closed and will cover for staff at Main the same afternoon while Main staff are in training.

RESOLVED, That the Board authorizes the closure of each branch as outlined above on the dates indicated.
The motion was moved, seconded, and passed.

RESOLUTION 14069: Request approval for a formal call of bid process for landscaping care and grounds maintenance for the period of November 1, 2014 through October 31, 2015. – Approval

RESOLVED, That the Board approves the formal bid process for landscaping care and grounds maintenance for November 1, 2014 through October 31, 2015.
The motion was moved, seconded, and passed.

RESOLUTION 14070: Request approval for a formal call of bid process for building maintenance services for November 1, 2014 through October 31, 2015. -- Approval

RESOLVED, That the Board approves the formal call of bid process for building maintenance services for November 1, 2014 through October 31, 2015.
The motion was moved, seconded, and passed

RESOLUTION 14071: 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 14072: 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 14073: Approval of Contract with ThyssenKrupp Elevator Corporation from September 1, 2014 – August 31, 2019 at a cost of \$51,609.60 including tax.

RESOLVED, That the Board approves the contract with ThyssenKrupp Elevator Corporation from September 1, 2014 – August 31, 2019 at a cost of \$51,609.60.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Director Odenrantz said parking meters will be installed in front of the Library. The Library is offering parking lot spaces to employees. There will be a few short term spaces in front of the Library for patrons to drop off books and to pick up items.

The Zoo Party was a success. As usual, Metro Parks did an amazing job. Derrick Chapin does a great job working with us every year. The performers this year were from the School of Acrobatics & New Circus Arts in Seattle. This is the 15th year of the Library partnering with Metro Parks to host the Zoo Party for the celebration of the Summer Reading Club's grand finale. The Board will make plans to celebrate 15 years of support from Metro Parks in honoring the children and adults who have completed the Library's summer reading club.

Sara Holloway created the Atomic Comicon Convention at the Library on Saturday, August 16, 2014. The event was well attended with over 400 participants for the all-day affair.

Library Staff and Daffodil Princesses have staffed the Library's booth at the Latino Fair, the Hilltop Festival, and the Tacoma Backpack Outreach.

The Hilltop Restoration Committee has arranged an early childhood literacy program at the People's Center. This is understood to be temporary. The Committee will continue to explore other more permanent options.

Director Odenrantz invited the Board and guests to look around Moore. There is still work to be done but the interior is close to completion.

TRUSTEES' REPORT

Vice President Hunter said that she had visited Moore earlier in the month and was pleased with the ambiance and called it a wonderful treasure in south Tacoma.

Trustee Williams commented that the building of partnerships is a key value in the Library's strategic plan, and that the MOU with the School District is an important step.

ADJOURNMENT

Following proper motion, the meeting adjourned at 6:15 p.m. The next Board Meeting will be held September 17, 2014 at 5:30 p.m. at the South Tacoma Library.

Julio Quan

President
Tacoma Public Library Board

SUSAN ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board