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BOARD OF TRUSTEES:

Lillian Hunter, President  
John R. (Jack) Connelly, Jr., Vice President  
Wayne Williams, Trustee  
John Wallace, Trustee  
Vacant Trustee

MINUTES  
November 19, 2014

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**CALL TO ORDER**

Vice President Jack Connelly called the November 19, 2014 Regular Board Meeting to order at 5:35 p.m. The meeting was held at the Main Library located at 1102 Tacoma Ave. S., Tacoma.

***ATTENDANCE***

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

Library Staff: Library Director Susan Odenchantz; HR Manager Kathleen Earl; Acting Business Manager Sue Calhoun; Library Assistant JoLyn Reisdorf; South Tacoma and Swasey Branch Manager Susan Marihugh; IT Manager Christine Bassett; Facilities Manager Phil Torgerson; Main Manager Beverly Choltco-Devlin; and Confidential Assistant Karen Meyer were present.

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

Public: Jennine Trachier and Don Lacky were present.

**PLEDGE OF ALLEGIANCE** led by Vice President Jack Connelly.

**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 November 19, 2014. **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 November 19, 2014.  
**The motion was moved, seconded, and passed.**

**APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the October 15, 2014 Board Meeting. **Motion carried.**

## **CONSENT ITEMS**

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

1. Financial Report for October 2014

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

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

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

## **PAYMENT OF BILLS**

**RESOLUTION 14097: 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 14098: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the October 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)**

## **NEW BUSINESS**

**RESOLUTION 14099: Contract Extension Approval – Blue Sky Landscaping Services, Inc. (Landscaping Care and Grounds Maintenance) Contract Extended for One Month (December 1 – December 31, 2014) while Formal Bids are Accepted for a New Landscaping Care and Grounds Maintenance Contract.**

*RESOLVED*, That the Board does hereby approve and authorize the contract extension by one month (December 1 – December 31, 2014) with Blue Sky Landscaping, Inc. for Landscaping Care and Grounds Maintenance (TPL Specification #090702)

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

**RESOLUTION 14100: Request the April Board meeting for 2015 be moved to the 4<sup>th</sup> Wednesday of the month. (April 22, 2015) – Acceptance.**

*RESOLVED*, That the Board does hereby accept the change of date for the April 2015 Board meeting to the 4<sup>th</sup> Wednesday of the month (April 22, 2015).  
The motion was moved, seconded, and passed.

**RESOLUTION 14101: Approval of Venue for the 2015 Tacoma Public Library Board of Trustees Meetings.**

*RESOLVED*, That the Board of Trustees of the Tacoma Public Library does hereby approve the venue for the 2015 Board of Trustees meetings as presented.  
The motion was moved, seconded, and passed.

**RESOLUTION 14102: Request to Purchase 18 Xerox Printer/Scanners for a total of \$57,042 (per unit cost \$3,169) plus Washington state sales tax for Main and the Branches.**

*RESOLVED*, That the Board of Trustees of the Tacoma Public Library does hereby approve the purchase of 18 Xerox Printer/Scanners for a total of \$57,042 plus sales tax.  
The motion was moved, seconded, and passed.

**RESOLUTION 14103: Request approval for a formal call of bid process to replace the chiller at Main -- Approval**

*RESOLVED*, That the Board approves the formal call of bid process to replace the chiller at Main.  
The motion was moved, seconded, and passed.

**RESOLUTION 14104: Request Approval for Open Purchase Orders for Chuckals and West Coast Paper for 2014 -- Approval**

*RESOLVED*, That the board does hereby approve open purchase orders for Chuckals and West Coast Paper for 2014 in compliance with Tacoma Public Library Purchasing Policy #23.00 for the purchase of goods and services over \$20,000.  
The motion was moved, seconded, and passed.

## **DIRECTOR'S REPORT**

The Director's Evaluation will be moved to the December Board meeting.

The Mayor is considering the selection of a new Trustee to fill the vacancy.

Director Odenchantz will be attending the Superintendent of Tacoma Public School's breakfast on November 20, 2014.

The Pathway Card and Opt Out information has been sent to the parents of Tacoma Public School's secondary students.

## **TRUSTEES' REPORT**

Trustee Williams said the Library's presentation at Metro Parks was very well received.

Vice President Connelly inquired as to the success of 2014 Tacoma Reads.

## **ADJOURNMENT**

The meeting adjourned at 6 p.m. The next Board Meeting will be held December 17, 2014 at 5:30 p.m. at the Main Library (Olympic Room).

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**Jack Connelly**

Vice President  
Tacoma Public Library Board

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**SUSAN ODENCRANTZ**

Library Director and Secretary to  
the Tacoma Public Library Board