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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  
September 21, 2016

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**CALL TO ORDER**

The special meeting was held at the South Tacoma Library located at 3411 S. 56th. Vice President Wayne Williams called the September 21, 2016 Board Meeting to order at 5:34 p.m. He passed the meeting to President Jack Connelly when he arrived at 5:35 p.m.

**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 September 21, 2016

**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 September 21, 2016.

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

**ATTENDANCE**

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

**Library Staff:** Library Director Susan Odenchantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; Fern Hill and Mottet Branch Manager Susan Marihugh; Library Associate JoLyn Reisdorf; and Confidential Assistant Karen Meyer were present.

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

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

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

**WELCOME & INTRODUCTION** (Trustee John Hines)

## APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the August 31, 2016 Special Board Meeting. **Motion carried.**

## CONSENT ITEMS

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

1. Financial Reports for August 2016

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

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

2. HR Reports for August 2016
3. Circulation Summaries for August 2016

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

## PAYMENT OF BILLS

### **RESOLUTION 16052: 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 16053: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the August 2016 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 16054: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – PRESIDENT**

**RESOLVED**, That the Board does hereby NOMINATE Jack Connelly as President of the Board of Trustees.

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

**RESOLUTION 16055: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT**

*RESOLVED*, That the Board does hereby ELECT Jack Connelly as President of the Board of Trustees.

The motion was moved, seconded, and passed.

**RESOLUTION 16056: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – VICE PRESIDENT**

*RESOLVED*, That the Board does hereby NOMINATE Wayne Williams as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed.

**RESOLUTION 16057: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – VICE PRESIDENT**

*RESOLVED*, That the Board does hereby ELECT Wayne Williams as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed

**RESOLUTION 16058: Approval of the revision of Policy #40.0 Personnel Rules, Section 8. Revision adding language to Section 8:6, Number of Eligibles Referred, as presented.**

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve the proposed revision to Policy #40.0 Personnel Rules, Section 8 Number of Eligibles Referred, as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 16059: Request Approval of the 2017 Holiday Schedule for Tacoma Public Library Employees.**

*RESOLVED*, That the Board of Trustees of the Tacoma Public Library does hereby approve the 2017 Holiday Schedule as presented.

The motion was moved, seconded, and passed

**RESOLUTION 16060: Request Approval to “Call for Bids” for Janitorial Services for November 1, 2016 through October 31, 2017 with a possible four year extension.**

*RESOLVED*, That the Board of Trustees of the Tacoma Public Library does hereby approve the “Call for Bids” for janitorial services for November 1, 2016 through October 31, 2017 with a possible four year extension.

The motion was moved, seconded, and passed

## **DIRECTOR'S REPORT**

- In September, the Microsoft Imagine Grant was awarded to the Library.
- In September, James Kennedy will feature two videos made at Tacoma Public Library on the 90 Second Newbery Award website.
- On Tuesday, October 4<sup>th</sup>, the City Manager will present the proposed 2017/18 City budget to the City Council at the Study Session.
- On Tuesday, November 1<sup>st</sup>, the Library will present the Library's proposed 2017/18 budget to the City Council at the Study Session.
- On Tuesday, November 1<sup>st</sup>, Beverly Choltco-Devlin will present the Library's experiences with homeless youth to the students at Student Government Day.
- During the month of November, the Library will feature Grow a Reader. This program is based on a suggestion from Trustee Sara Irish.

## **TRUSTEES' REPORT**

Vice President Williams said, "It is nice to have a full board!"

## **EXECUTIVE SESSION (To discuss personnel issues)**

6:10-6:50 p.m. Open session resumed at 6:50 p.m.

## **ADJOURNMENT**

The meeting adjourned at 6:50 p.m. The next Board Meeting will be held October 19, 2016 at 5:30 p.m. at Main in the Board Room.

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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