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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  
April 19, 2017

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**CALL TO ORDER**

The regular meeting was held at the Main Library located at 1102 Tacoma Avenue South (Board Room). Vice President Wayne Williams called the meeting to order at 5:32 p.m. (President Jack Connelly arrived at 5:34 pm and continued the meeting.)

**ATTENDANCE**

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

**Library Staff:** Library Director Susan Odencrantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; Fern Hill and Mottet Branch Manager Susan Marihugh; Library Associate JoLyn Reisdorf; Confidential Assistant Karen Meyer; Main Supervisor Shannon Rich; Teen Librarian Sara Holloway; South Tacoma and Swasey Branch Manager Cheryl Towne; Training Manager Julie Ciccarelli; and IT Manager Christine Bassett were present.

**City of Tacoma:** HR Department Joy St. Germain; Labor Negotiator Jude Kelley; and Program Development Specialist Debbie Bingham were present.

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

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

**APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the March 15, 2017 Regular Board Meeting and the Minutes of the March 25, 2017 Board Retreat. **Motion carried.**

## CONSENT ITEMS

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

1. Financial Reports for December, January, February, March 2017

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

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

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

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

## PAYMENT OF BILLS

### **RESOLUTION 17017: 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 17018: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the March 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

**Parking Lot:** COT Program Development Specialist Debbie Bingham  
Feasibility Study completed by July 1, 2017 to show that developer can financially complete entire project. Developer should have permits by October 1, 2017. Potential closing date for sale is October 10, 2017. Items archived in trailers should be re-located by October 1, 2017. Anticipated start date for development is October 31, 2017 and expected completion date is September 1, 2019. (Two years of re-locating staff parking.)

**Archive Items in Trailer:** Director Susan Odenrantz  
Image Permanence Institute (IPI) will assess the items in the trailers on May 16, 17, and 18, 2017. The cost of re-locating the items is to be taken out of the sale of the parking lot. The University of Washington may be a partner in this endeavor.

**Active Shooter Training:** Training Manager Julie Ciccarelli  
Main will be closed May 18, 2017 and the branches will be closed in the morning as stated in Resolution 17020.

**Friends of Tacoma Public Library:** Vice President/General Counsel Christopher Love, and Treasurer Jennine Trachier  
See Resolution 17022

**Library Director Classification:** HR Department Joy St. Germain

The Board received a tentative timeline for hiring a new Library Director and were asked to determine how much they want to be involved in the hiring process which will be discussed in more detail in May. Trustees suggested having a written scenario in the job application and to present the scenario during the interview process. Director Odencrantz announced that she is retiring January 1, 2018.

## **UNFINISHED BUSINESS**

**RESOLUTION 16067: Request acceptance of the revision of the Library Director Classification Specification #90420 as presented.**

**RESOLVED**, That the Board accepts the revision of the Library Director Classification Specification #90420 as presented. [Previously tabled at the November 16, 2016, March 15, 2017, and the April 19, 2017 Board meetings.]

**Tabled until May meeting**

**RESOLUTION 17015: Approval of the non-resident library card fee for the 2017-18 biennium. The new fee will be \$65 and will begin April 1, 2017.**

**RESOLVED**, That the Board approves the non-resident library card fee of \$65 for the 2017-18 biennium. (Tabled at the March 15, 2017 Board Meeting.)

**Did not pass.**

## **NEW BUSINESS**

**RESOLUTION 17018: Approval of revision of administrative Policy #10.13. The only change to the policy is the addition of the formula for determining the non-resident card fee. [(Biennial budget minus assessments) divided by 2 for annual rate; then divided by most accurate population estimate (City of Tacoma).]**

**RESOLVED**, That the Board approves the revision of administrative Policy #10.13 to include the non-resident card fee formula.

**Moved, seconded, and passed.**

**RESOLUTION 17019: Approval of the non-resident library card fee for the 2017-18 biennium. The new fee will be \$59 and will begin June 1, 2017. (Please find supporting documentation behind this resolution which is based on Tacoma Public Library Administrative Policy #10.13 which uses the Library's annual budget and the population of Tacoma.)**

**RESOLVED**, That the Board approves the non-resident library card fee of \$59 for the 2017-18 biennium.

**Moved, seconded, and passed.**

**RESOLUTION 17020: Request that the Board approves a one day closure of the Main Library (9 a.m. – 6p.m.) and for Branch Libraries to be closed from 10 a.m. - 2:30 p.m. on Thursday, May 18, 2017 for Workplace Violence Prevention Training. Branch staff will receive training in the morning while the Main staff works on an evacuation plan. Main staff will receive training in the afternoon while Branch staff return to regular work assignments.**

*RESOLVED*, That the Board approves a one day closure for Main and a partial day closure for Branches on Thursday, May 18, 2017 for training purposes.

**Moved, seconded, and passed.**

**RESOLUTION 17021: Board Retreat – Approval**

*RESOLVED*, That the Board Retreat will be from 9-noon in the Board Room at Main on Saturday, May 20, 2017.

**Moved, seconded, and passed.**

**RESOLUTION 17022: Request that the Board accepts the memorandum of understanding with the Friends of the Library as amended.**

*RESOLVED*, That the Board accepts the MOU with the Friends of the Library.

**Moved, seconded, and passed.**

**RESOLUTION 17023: Authorization to Declare Items for Surplus – Approval**

*RESOLVED*, That the Board declares as surplus to the needs of the Tacoma Public Library, as presented.

**Moved, seconded, and passed.**

**RESOLUTION 17024: 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.

**Moved, seconded, and passed.**

**RESOLUTION 17025: Request permission to call for bids for protective security at Main.**

*RESOLVED*, That the Board does hereby grant permission for a call for bids for protective security at Main.

**Moved, seconded, and passed.**

**RESOLUTION 17027: Request that the Board approves hiring the roofing contractor, Wayne's Roofing, to replace the roof at the South Tacoma Branch Library for a base cost of \$196,000.**

*RESOLVED*, That the Board approves hiring Wayne's Roofing to replace the roof at South Tacoma for a base cost of \$196,000.

**Moved, seconded, and passed.**

**RESOLUTION 17026: Request that the Board accepts the donation of \$742.50 from the Tacoma-Pierce County Genealogical Society for the purchase of a one-year subscription to FindMyPast.**

**RESOLVED**, That the Board accepts the donation of \$742.50 for the one-year subscription to FindMyPast.

**Moved, seconded, and passed.**

**DIRECTOR'S REPORT (None)**

**TRUSTEES' REPORT**

Trustee Hines would like a tour of Swasey Branch at the beginning of the May Board Meeting. Also, he suggested inviting the Council representative and/or candidate for the branch location to attend the Board Meeting. President Jack Connelly will invite Councilman Ibsen to the May Board Meeting at Swasey.

**ADJOURNMENT**

The meeting adjourned at 7:15 p.m. The next Board Meeting will be held May 17, 2017 at 5:30 p.m. at Swasey.

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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