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BOARD OF TRUSTEES:

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

MINUTES  
September 17, 2014

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## **CALL TO ORDER**

President Julio Quan called the September 17, 2014 Regular Board Meeting to order at 5:32 p.m. The meeting was held at the South Tacoma Library located at 3411 S. 56<sup>th</sup> Street, Tacoma.

### ***ATTENDANCE***

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

Library Staff: Library Director Susan Odenrantz; HR Manager Kathleen Earl; Acting Business Manager Sue Calhoun; Library Assistant JoLyn Reisdorf; South Tacoma and Swasey Branch Manager Susan Marihugh; Kobetich Acting Branch Manager Maria Shackles; Teen Librarian Sara Sunshine Holloway and Confidential Assistant Karen Meyer were present.

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

Public: Don Lacky and Al Nurse were present.

## **APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the August 20, 2014 Board Meeting. **Motion carried.**

## **CONSENT ITEMS**

**RESOLVED**, That the Board does approve Consent Items #1 and #2, as presented.

1. Corrected Financial Report for July 2014
2. Financial Report for August 2014

**RESOLVED**, That the Board approves Consent Items #3 and #4, as presented.

3. HR Report for August 2014
4. Circulation Summary for August 2014

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

## **PAYMENT OF BILLS**

### **RESOLUTION 14074: 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 14075: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the August 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 –**

Al Nurse requested that library services be restored to the Hilltop area for children even if services are delivered in untraditional ways. He stated that the closure of the Martin Luther King, Jr. Branch Library signaled to children of the Hilltop area that it isn't important for them to have access to libraries. He mentioned that a literacy center was set up at the People's Center for children during August.

## **PRESENTATIONS – Summer Reading Club**

Teen Librarian Sara Sunshine Holloway and Kobetich Acting Branch Manager Maria Shackles showed the video that was released to every elementary school in Tacoma to promote TPL's 2014 Summer Reading Club. The theme was "Fizz, Boom, READ". One event, Atomic Comicon was exceptionally well attended (over 400).

## **UNFINISHED BUSINESS - (NONE)**

## **NEW BUSINESS**

RESOLUTION 14076: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – PRESIDENT

*Resolved*, That the Board does hereby NOMINATE Lillian Hunter  
as President of the Board of Trustees.

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

**RESOLUTION 14077: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT**

*Resolved*, That the Board does hereby ELECT Lillian Hunter as President of the Board of Trustees.

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

**RESOLUTION 14078: 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 Jack Connelly as Vice President of the Board of Trustees.

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

**RESOLUTION 14079: 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 Jack Connelly as Vice President of the Board of Trustees.

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

**RESOLUTION 14080: Request to Approve Payment to Consolidated Electric Distributors for \$94,060.67 for the Purchase of Lights for Moore Branch.**

*Resolved*, That the Board does hereby approve payment to Consolidated Electric Distributors for \$94,060.67 for lights at Moore.

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

**RESOLUTION 14081: Request to Approve Payment to JW Electric for \$34,026.41 for the Installation of Lights at Moore Branch.**

*Resolved*, That the Board does hereby approve payment to JW Electric for \$34,026.41 for the installation of lights at Moore.

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

**RESOLUTION 14082: Request to Approve Payment to Sunset Air for \$41,133.81 for the Heat Pump Replacement at Moore Branch.**

*Resolved*, That the Board does hereby approve payment to Sunset Air for \$41,133.81 for the heat pump replacement at Moore.

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

**RESOLUTION 14083: Request to Approve Payment to Sunset Air for \$52,498.14 for the Heat Pump Replacement at Moore Branch.**

*Resolved*, That the Board does hereby approve payment to Sunset Air for \$52,498.14 for the heat pump replacement at Moore.

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

**RESOLUTION 14084: Request to Approve Payment to Technical Furniture Systems, Inc. for \$41,053.74 for the Purchase and the Installation of the Shelving at Moore Branch.**

*Resolved*, That the Board does hereby approve payment to Technical Furniture Systems, Inc. for \$41,053.74 for the Purchase and the Installation of the Shelving at Moore Branch.

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

## **DIRECTOR'S REPORT**

Director Odenrantz said Mayor Strickland announced the Tacoma Reads book *Nickle and Dimed* by Barbara Ehrenreich. The author will be featured at a program on October 21, 2014 at the Main Library.

The Library's Budget presentation will be Tuesday, October 7<sup>th</sup> at the City Council's Study Session at 2 p.m.

House of Matthew is partnering with the Library to run a pilot program for homeless people. "Homeward Bound" provides an opportunity to attend classes at the Library from 9-noon on Thursdays, Fridays, and Saturdays every other week from September 25<sup>th</sup> – December 6<sup>th</sup>. The classes on Thursdays and Fridays are on various topics such as how to get housing and how to complete job applications. Librarians will teach basic computer skills on Saturdays.

The Library and the Tacoma Public Schools District are completing the plan to begin to implement the "Pathway" card at the Tacoma public middle schools and secondary schools.

The draft of the first stage of the Library's Needs Assessment is being reviewed by Dr. Robin Evans-Agnew.

## **TRUSTEES' REPORT**

Trustee Williams reminded the Trustees that the City of Tacoma will be holding three visioning events in the last two weeks of September. He hopes that there will be a focus on the need to have sustainable funding for library services.

Trustee Quan announced that the end of his term is November 8<sup>th</sup> and that October 15<sup>th</sup> will be his last board meeting as a trustee.

Vice President Connelly thanked Dr. Quan for his guidance, leadership, and wisdom.

President Hunter echoed Vice President Connelly and recognized Dr. Quan and Dr. Agnew's work on the Needs Assessment. She also requested two changes in procedures:

1. that the Board packet's events calendar be mid-month to mid-month; and,
2. that new employees be introduced at Board meetings.

President Hunter would also like to focus on Board development in the coming year.

## **ADJOURNMENT**

The meeting adjourned at 6:39 p.m. The next Board Meeting will be held October 15, 2014 at 5:30 p.m. at the Wheelock Library.

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**Lillian Hunter**

President  
Tacoma Public Library Board

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**SUSAN ODENCRANTZ**

Library Director and Secretary to  
the Tacoma Public Library Board