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BOARD OF TRUSTEES:

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

MINUTES  
March 16, 2016

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## CALL TO ORDER

The meeting was held at the Main Library (Board Room) located at 1102 Tacoma Avenue South. President Jack Connelly called the March 16, 2016 Board Meeting to order at 5:34 p.m.

## ATTENDANCE

**Library Board:** President John R. (Jack) Connelly, Jr.; Vice President Wayne Williams; Trustee Sara Irish; and Trustee John Wallace were present.

**Library Staff:** Library Director Susan Odencrantz; Human Resources Manager Kathleen Earl; Business Manager Sue Calhoun; Fern Hill/Mottet Branch Manager Lisa Bitney; South Tacoma/Swasey Branch Manager Susan Marihugh; IT Manager Christine Bassett; Library Assistant JoLyn Reisdorf; Digital Instructor John Hargis; Teen Librarian Sara Holloway; and Confidential Assistant Karen Meyer were present.

**City:** City Council Assistant Brad Forbes and Labor Negotiator Mike Brock were present.

**Public:** Al Nurse; Ellen Smith; Billie Johnstone; Linda Oliver; Hayes Alexander, III; Don Lackey; and Jennine Trachier were present.

## 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 March 16, 2016  
**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 March 16, 2016.  
**Motion was moved, seconded, and passed.**

## PLEDGE OF ALLEGIANCE – President Jack Connelly

## APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the February 17, 2016 Board Meeting. **Motion carried.**

## CONSENT ITEMS

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

1. Financial Reports for February 2016

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

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

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

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

## PAYMENT OF BILLS

### **RESOLUTION 16015: 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 16016: Ratify Recurring Monthly Expenditures – Approval**

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

**EXECUTIVE SESSION: (5:37 -5:45 p.m.) Mike Brock, COT Labor Negotiator  
Collective Bargaining Agreement for Teamsters Local Union No. 117**

## PRESENTATIONS

1. **Hilltop Library Planning Committee** - purposed pilot program at McCarver Elementary School (15 minutes)
2. **Summer Program 2016 – Digital Media Lab for 2016** – (15 minutes) Digital Instructor John Hargis and Teen Librarian Sara Holloway (Resolution 16018 below)
3. **Tacoma Public Library Strategic Planning**

## NEW BUSINESS

**RESOLUTION 16017:** Request the Board close South Tacoma, Swasey, and Wheelock branches on Thursday, April 28, 2016 from 10 a.m. through 1:30 p.m. and close Fern Hill, Moore, and Mottet branches on Thursday May 26, 2016 from 10 a.m. through 1:30 p.m. The reason for these closures is for compliance training (Sexual Harassment Prevention and Cultural Awareness) for staff to be conducted by the City of Tacoma.

**RESOLVED,** That the Board approves the above closures as stated for compliance training required by the City of Tacoma.

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

**RESOLUTION 16018:** Request the Board to move money from the Library's Trust Funds to pay for Digital Media Labs Summer 2016 Courses. The dollar amount is not to exceed \$22,000. The anticipated expenses for instructors, software, and equipment are attached.

**RESOLVED,** That the Board approves moving money from Trust Funds to pay for Digital Media Labs Summer 2016 Courses.

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

**RESOLUTION 16022:** Request the Board to approve and authorize payment of our insurance premium with Riverport Insurance Company with Kris Lawrence of Propel Insurance as our agent. This would provide coverage from March 1, 2016 through February 28, 2017 at a cost of \$62,423.

**RESOLVED,** That the Board approves and authorizes payment of \$62,423 for insurance with Riverport Insurance Company for coverage from March 1, 2016 through February 28, 2017.

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

**RESOLUTION 16019:** Request the Board approves the Collective Bargaining Agreement for Teamsters Local Union No. 117 beginning January 1, 2015 through December 31, 2018.

**RESOLVED,** That the Board approves the Collective Bargaining Agreement for Teamsters Local Union No. 117 as ratified by the union.

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

### **RESOLUTION 16020: Strategic Planning Meeting – Approval**

**RESOLVED,** That the strategic planning meeting will be canceled on Saturday, April 16, 2016.

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

