
BOARD OF TRUSTEES:

John R. (Jack) Connelly, Jr., President
Wayne Williams, Vice President
Sara Irish, Trustee
Donna LaFrance, Trustee
John Hines, Trustee

MINUTES
December 21, 2016

CALL TO ORDER

The regular meeting was held at the Main Library located at 1102 Tacoma Avenue South (Olympic Room). President Jack Connelly called the meeting to order at 5:33 p.m.

ATTENDANCE

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

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; Teen Librarian Sara Holloway; and Confidential Assistant Karen Meyer were present.

City of Tacoma: Program Development Specialist Debbie Bingham; Human Resources Director Joy Misako St. Germain; Real Property Services Manager Jennifer Hines.

Public: Don Lackey was present.

PLEDGE OF ALLEGIANCE – Trustee John Hines

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the November 16, 2016 Regular Board Meeting. **Motion carried.**

CONSENT ITEMS

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

1. Financial Reports for November 2016

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 16071: 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 16072: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the November 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)

PRESENTATION (Main Library parking lot)

Program Development Specialist Debbie Bingham (City of Tacoma’s Community and Economic Development Department) described the purposed project to the Board of Trustees and was available to answer questions. The Trustees asked that there will be regularly scheduled presentations about this project from the City’s Community and Economic Development Department, and Ms. Bingham agreed that would be done. Ms. Bingham also stated that a portion of the net sales price of this lot be set aside to offset costs incurred by the Library that arise from the loss/redevelopment of the parking lot. (This topic is covered in a Memorandum to the Library Director from Debbie Bingham with the Subject line “Potential reimbursement of costs incurred by Library from sale of 1210 Tacoma Ave. S” and dated December 22, 2016.) General description of the purposed project:

- Market-rate housing with 150 units consisting of studio, one and two bedroom apartments
- Two levels of underground parking that will include 34 library staff parking stalls
- Street level will be retail businesses
- Rooftop or courtyard garden

General schedule for the proposed project:

- 2017 January – Environmental Study
- 2017 September – Feasibility Study
- 2017 October - Decision to proceed
- 2019 September – Project completed

NEW BUSINESS

RESOLUTION 16079: The Library Board of Trustees directs Library Director Odencrantz to sign the Agreement Regarding the Purchase, Sale and Development of Real Property Between the City of Tacoma and HQC USA, LLC as presented.

RESOLVED, That the Board directs the Library Director to sign the Agreement as presented.

The motion was moved, seconded, and passed.

RESOLUTION 16080: The Board requests the City of Tacoma's Community and Economic Development department provide regular presentations/updates of the project to develop the parking lot (1210 Tacoma Avenue South). The Board also requests that the City of Tacoma takes into consideration the needs and concerns of the library as this project progresses.

RESOLVED, That the Board requests regular informational presentations and discussions regarding the purchase and/or development of the parking lot at 1210 Tacoma Avenue South and the concerns of the Library as they pertain to this property.

The motion was moved, seconded, and passed.

PRESENTATION (2017/18 Budget)

COT Management & Budget Analyst Edin Sisic and TPL Business Manager Sue Calhoun

Sue thanked the business staff and branch staff that do deposits.
The Library has passed its audit.

NEW BUSINESS (Continued)

RESOLUTION 16073: Request approval of the Preferred Vendors for Library Materials for more than \$50,000 per vendor per year for fiscal year 2017 as presented.

RESOLVED, That the Board approves the Preferred Vendors for Library Materials for more than \$50,000 as presented.

The motion was moved, seconded, and passed.

RESOLUTION 16074: Request approval to adopt the Open Purchase Order List for 2017 as presented.

RESOLVED, That the Board approves the Open Purchase Order List for 2017 as presented.

The motion was moved, seconded, and passed.

RESOLUTION 16075: Request that the Board extend the contract with Blue Sky Landscaping at the cost of \$34,295.28 for one year from January 1, 2017 through December 31, 2017. This will be the second of four possible extensions of the contract.

RESOLVED, that the Board approves the contract extension with Blue Sky Landscaping for one year at the cost of \$34,295.28 from January 1, 2017 through December 31, 2017. The motion was moved, seconded, and passed.

RESOLUTION 16076: Request that the Board accepts the 2017/18 Biennial Budget in the amount of \$26,792,641 including the Biennial Trust Fund Budget as presented.

RESOLVED, that the Board accepts the 2017/18 Biennial Budget in the amount of \$26,792,641 as presented. The motion was moved, seconded, and passed.

RESOLUTION 16077: Request that the Board accepts the 2017/18 Capital Improvement Funds in the amount of \$837,000 as presented.

RESOLVED, that the Board accepts the 2017/18 Capital Improvement Funds in the amount of \$837,000 as presented. The motion was moved, seconded, and passed.

RESOLUTION 16078: Request that the Board accepts the 2017 Annual Budget in the amount of \$13,248,472.40 including the Annual Trust Fund Budget as presented.

RESOLVED, that the Board accepts the 2017 Annual Budget in the amount of \$13,248,472.40 as presented. The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Director Odencrantz stated that Moore Library was closed on the evening of Wednesday, November 30. This action was the recommendation of the Tacoma Police Department during a "stand-off" close by that involved the death of Tacoma Police Officer Jake Gutierrez.

The Library's budget will include funding for a two-year literacy project on the Hilltop and will include literacy activities at McCarver Elementary School.

TRUSTEES' REPORT

Happy Holidays!

EXECUTIVE SESSION (To discuss personnel issues)

6:38-7:42 p.m. Open session resumed at 7:42 p.m.

ADJOURNMENT

The meeting adjourned at 7:42 p.m. The next Board Meeting will be held January 18, 2017 at 5:30 p.m. at Main in the Board Room.

Jack Connelly
President
Tacoma Public Library Board

Susan Odencrantz
Library Director and Secretary to
the Tacoma Public Library Board