

BOARD OF TRUSTEES:

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

MINUTES February 15, 2012

CALL TO ORDER

President Anne Seago called the February 15, 2012 Regular Board Meeting to order at 5:40 p.m. The meeting was held at the Fern Hill Library, 765 S. 84th, Tacoma.

ATTENDANCE

<u>Library Board</u>: President Anne M. Seago, Vice President Julio Quan, Trustee John R. (Jack) Connelly, Jr., and Trustee Wayne Williams. Trustee Lillian Hunter was not present.

<u>Library Staff</u>: Library Director Susan Odencrantz, Business Manager Lynn Uglick, HR Manager Kathleen Earl, Kobetich Branch Manager Susan Marihugh, Fern Hill and South Tacoma Branch Manager Janet Myers, AFSCME Chair/Library Assistant Angelo DeFazio, Temporary Replacement Confidential Secretary Karen Meyer.

<u>City of Tacoma</u>: T. C. Broadnax, City Manager and Michael Brock, City of Tacoma Labor Negotiator.

Union Representatives: Dylan Carlson, AFSCME Local 120 and Evie Shannon,

Teamsters Local 117

Public: Jennine Trachier and Don Lacky.

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 February 15, 2012.

Trustee Connelly moved and Vice President Quan seconded. Motion carried.

ADOPTION OF THE REVISED AGENDA *RESOLVED*, that the Board does hereby adopt the Revised Agenda with the Executive Session moved to **after** the Audience to the Public for the Regular Board Meeting of February 15, 2012.

Trustee Connelly moved and Vice President Ouan seconded. Motion carried.

APPROVAL OF MINUTES

Trustee Connelly moved and Trustee Williams seconded to approve the Minutes of the January 25, 2012 Board Meeting. Motion carried.

CONSENT ITEMS

RESOLVED, that the Board does hereby approve Consent Item #1, as presented.

1. Financial Report for January 2012

Trustee Connelly moved and Vice President Quan seconded to approve Consent Item #1 for January 2012.

It was pointed out that "Benefits" were out of alignment from anticipated amounts. Director Odencrantz has brought it to the attention of the City of Tacoma's Budget Office. They did not believe there was a reason to be concerned; but the Library is continuing to work with the Budget Office. The Tacoma Public Library will keep the Board up-to-date on the situation.

Motion carried.

RESOLVED, that the Board does hereby approve Consent Items #2 and #3, as presented.

- 2. HR Report for January 2012
- Circulation Summary for January 2012
 Trustee Connelly moved and Trustee Williams seconded to approve Consent Items #2 and #3 for January 2012. Motion carried.

PAYMENT OF BILLS

RESOLUTION 12005: PAYMENT OF BILLS PER VOUCHERS -

AUTHORIZATION RESOLVED, that the Board does hereby authorize 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.

Trustee Connelly moved and Trustee Williams seconded. Following a vote, Resolution 12005 passed.

AUDIENCE TO THE PUBLIC

Joint Statement from AFSCME Local 120 and Teamsters Local 117 presented by Dylan Carlson and Evie Shannon.

Joint Statement from AFSCME Local 120 and Teamsters Local 117

To: The Trustees of the Tacoma Public Library

Date: February 15, 2012

Today, we come to speak on behalf of the employees of the Tacoma Public Library. As the Business Representatives for AFSCME Local 120 and Teamsters Local 117, we would like to offer comment on the proposed amendments to the Personnel Policy regarding "Acting Appointments."

First, let us thank the Board of Trustees for tabling the issue at two previous board meetings in order to allow time for the Library's management to discuss these issues with the employees affected. This action demonstrates the Trustees' respect for the Library's employees, and the public they serve.

The Library was able to agree to three (3) of our issues, which were:

- 1. Whether employees who were offered an acting appointment have the ability to opt out of an extension and return to his/her prior position. The parties agreed that in such a situation the incumbent would be option to revert to their prior assignment without prejudice.
- 2. Whether employees who are promoted into an acting appointment would receive any step increase and or COLA's to their usual assigned pay rate that would come due during the term of their acting assignment: The parties agree that an individual who is due an anniversary increase or COLA in his/her regular position during the term of the acting assignment would have his/her pay rate in the acting position increased such that the acting promotional pay rate would continue to be at least 5% above the employee's applicable pay rate. The exception to this rule would occur only in a rare situation where the top step of the promotional range is less than 5% above the employee's regular rate of pay after the step increase.
- 3. Whether an employee would be given credit for time served in an acting appointment if later promoted into the classification of the acting position. We agreed that the time served in an acting appointment will count toward the probationary period in a permanent position in the same classification. We did not address any lapse between time served in an acting position and appointment to the new position.

Unfortunately, however, we must report that the conversation that the Unions had with the Library's Management was less than conclusive in one very important area. We still strongly disagree with the proposal in front of you, and would ask for additional language addressing the length of time for an Acting Assignment.

The proposed changes to Sections 1.7 and 8.10 of the Personnel Rules would give the Library Director unchecked authority to place employees into a permanent temporary status. This places "acting appointed" employees at a severe disadvantage when compared to regular employees. They would face consequences; financial, emotional, and in job security. The result is unfair treatment of employees.

Additionally, we have grave fears that, because acting appointments are made outside the traditional merit rules for promotion, this allows greater opportunity to abuse the promotional system. With unchecked ability to promote employees outside of a merit system, favoritism and discrimination could increase. In addition to negatively impacting the quality of the work environment and the faith of employees in their employer, this leaves the Library open to discrimination-based lawsuits.

We all benefit from a system where promotional opportunities are clear and transparent:

- Current employees gain from a clear path forward.
- Management gains by learning the true skills of and qualities of their workers.
- The Public gains by having the most talented staff performing the most difficult work.

Despite our consistent pleas, the Library's Management has not been willing to agree with us on a reasonable compromise. Together, both Unions met with Human Resources and offered a compromise. Our reasonable compromise was rejected completely. So

today we ask you as a board to reject these changes, or accept them with our recommended changes.

Our position is simple – **There must be a firm time limit on all acting appointments**. Currently that time limit is six months. The Unions proposed changing that limit to six months, with the option of one additional six month extension by mutual consent of the Director and affected employee.

The Union proposal would grant the Library Director greater flexibility in dealing with personnel matters in an era of budget uncertainty. It would also protect for employees the right to a clear understanding of their role in the workplace, their salary, and their job security.

To the Board of Trustees: Thank you for requiring the Library Director to ask the opinion of the Library's employees. We respectfully request that you reject the proposal that you tabled, or accept it with our proposed changes.

Thank you,

Dylan Carlson Staff Representative, AFSCME Local 120, Washington State Council of County and City Employees Evie Shannon
Business Representative,
Teamsters Local Union 117

EXECUTIVE SESSION

At 5:55 p.m. the Board voted to adjourn to conduct an Executive Session to discuss labor issues, and to reconvene no later than 6:10 p.m.

At 6:10 p.m. the Board extended Executive Session to 6:15 p.m.

At 6:15 p.m. the Board extended Executive Session to 6:20 p.m.

At 6:20 p.m. the Board extended Executive Session to 6:25 p.m.

At 6:25 p.m. the Board reconvened Open Session.

UNFINISHED BUSINESS

RESOLUTION 11107: APPROVAL – POLICY REVISION - #41.00 – PERSONNEL RULES RESOLVED, that the Board does hereby approve the revision to Administrative Policy #41.00 – Personnel Rules – Section 1:7 Appointment, Acting, Section 8:5 Certification of Eligible's, Section 8:10 Acting Appointments, and Section 8:11 Acceptance of an Acting Appointment as specified, to be effective December 22, 2011.

The Board voted to table Resolution 11107 until the January 18, 2012 Board Meeting so that TPL and City Human Resources could communicate with Union representatives (AFSCME-120L and Teamsters 117). The Board voted to table Resolution 11107 until the February 15, 2012 Board Meeting so that TPL and City Human Resources could communicate with Union representatives (AFSCME-120L and Teamsters 117).

Trustee Williams moved and Trustee Connelly seconded to approve the resolution. President Seago stated that the Board understands the concerns of the employees of how long a temporary appointment can stay on a temporary basis; but with the current budget situation it is necessary at this time. She asked Director Odencrantz to inform the Board whenever a six (6) month period is exceeded (first six months, second six months, third six months) and the reasons for it.

Following a vote, Resolution 11107 passed.

RESOLUTION 12002 Amended - RATIFY RECURRING MONTHLY EXPENDITURES – APPROVAL RESOLVED, that the Board does hereby approve and ratify the December Actual 2011 and January 2012 payments for City of Tacoma services provided to the Tacoma Public Library as presented.

Trustee Connelly moved and Trustee Williams seconded. Following a vote, Resolution 12002 passed.

NEW BUSINESS

RESOLUTION 12006 APPROVAL - VENUE FOR LIBRARY BOARD MEETINGS (March 21, 2012 through February 20, 2013)

Resolved, that the Board does hereby approve the Library locations for the Regular Board Meetings to be held at 5:30 p.m.

March 21, 2012 Wheelock April 18, 2012 South Tacoma May 16, 2012 Moore June 20, 2012 Swasev Fern Hill July 18, 2012 August 15, 2012 Wheelock September 19, 2012 South Tacoma October 17, 2012 Moore November 14, 2012 Swasey Fern Hill December 19, 2012 January 16, 2013 Wheelock February 20, 2013 South Tacoma

Trustee Connelly moved and Vice President Quan seconded. Following a vote, Resolution 12006 passed.

STRATEGIC PLAN

Director Odencrantz stated that the previous strategic plan was included in their binders including a PowerPoint presentation that had been given to the Board in 2010. She explained how the previous strategic plan was researched, developed, and adopted by the Board of Trustees.

The Director's secretary will use www.Doodle.com to find a Saturday in February or March that is available for **all** of the Trustees to attend. A three hour block was determined to be a good starting point.

DIRECTOR'S REPORT

City of Tacoma

Director Odencrantz met with Tacoma's new City Manager, T. C. Broadnax, on January 26, 2012. City Manager Broadnax may attend some of the strategic planning meetings for the Library.

The City of Tacoma has not informed Director Odencrantz of any new information on the budget.

TACOMA READS

Mayor Strickland selected *Shoeless Joe* by W. P. Kinsella and will be announced at the February 28, 2012 City Council meeting. Tacoma Public Library has partnered with the Grand Cinema to show the movie *Field of Dreams* which was based on the book. Anyone with a Tacoma Public Library card will be able to attend for free.

Cooperstown Baseball Hall of Fame is sending the Library materials to use for **Tacoma Reads.**

Child and adult friendly programs are being planned around the theme of "baseball".

Vice President Quan commented that the Houston franchise pioneered baseball negotiations and influenced negotiations in other sports.

Trustee Connelly suggested that we tie the Rainiers in with our **Tacoma Reads** programs. He said that the person who hit the home run for the movie, *Money Ball*, lives in Gig Harbor and is an excellent speaker.

Trustee Williams suggested that Commissioner Aaron Pointer, a retired baseball player, might be a good resource person.

TRUSTEES' REPORT

President Seago said that she had toured the Mottet library today. She congratulated **all** on an outstanding job and noticed that the library was **very** full today.

President Seago welcomed our new City Manager, T. C. Broadnax. (Director Odencrantz had welcomed and acknowledged him when he entered during the meeting.)

ADJOURNMENT

Following proper motion, the meeting adjourned at 6:55 p.m. The next Board Meeting will be held on March 21, 2012 at 5:30 p.m. at the Wheelock Library, 3722 N. 26th.

ANNE M. SEAGO

President Tacoma Public Library Board

SUSAN L. ODENCRANTZ

Library Director and Secretary to the Tacoma Public Library Board