

BOARD OF TRUSTEES:

Julio Quan, President Lillian Hunter, Vice President John R. (Jack) Connelly, Jr., Trustee Wayne Williams, Trustee MINUTES May 29, 2012

CALL TO ORDER

President Julio Quan called the May 29, 2012 Regular Board Meeting to order at 5:30 p.m. The meeting was held at the Wheelock Library, 3722 N. 26th, Tacoma.

ATTENDANCE

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

<u>Library Staff</u>: Library Director Susan Odencrantz, Business Manager Lynn Uglick, Wheelock Branch Manager Cheryl Towne, Kobetich Branch Manager Susan Marihugh, AFSCME Chair/Library Assistant Angelo DeFazio, Human Resources Manager Kathleen Earl, Temporary Replacement Confidential Secretary Karen Meyer, Community Relations Officer David Domkoski, and Tech Services Manager Carolyn Goolsby.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the April 18, 2012 Board Meeting. Motion carried.

CONSENT ITEMS

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

1. Financial Report for April 2012

The motion was moved, seconded, and passed.

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

- 2. HR Report for April 2012
- 3. Circulation Summary for April 2012

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 12028: 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.

The motion was moved, seconded, and passed.

RESOLUTION 12029: RATIFY RECURRING MONTHLY EXPENDITURES – APPROVAL

RESOLVED, That the Board does hereby approve and ratify the March 2012 payments for City of Tacoma services provided to the Tacoma Public Library as presented.

The motion was moved, seconded, and passed.

VII AUDIENCE TO THE PUBLIC (None)

UNFINISHED BUSINESS

RESOLUTION 12020: Rules and Regulations of the Board of Trustees, Article III – Meetings, Section 2 – Order of Business – Amendment

RESOLVED, That the Board amends the Rules and Regulations of the Board of Trustees, Article III – Meetings, Section 2 – Order of Business – Amendment, as presented. (2nd Reading)

The motion was moved, seconded, and passed.

Strategic Plan

RESOLUTION 12026: That the Board will meet in the Board Room at the Main Library on Saturday, June 9, 2012 from 9-noon for the purpose of strategic planning.

RESOLVED, That the Board will meet in the Board Room at the Main Library on Saturday, June 9, 2012 from 9-noon for the purpose of strategic planning.

The motion was moved and seconded.

Vice President Hunter requested that the core values, discussion notes/foundation, and word count of the draft mission statements prepared by Trustee Williams be re-sent. Motion passed.

NEW BUSINESS

RESOLUTION 12039: The Board expresses heartfelt appreciation and gratitude to Anne Seago for her years of service as Trustee, Vice-President, and President of the Board of Trustees of the Tacoma Public Library.

Whereas, Anne Seago was appointed to serve as a member of the Board of Trustees of the Tacoma Public Library by Mayor William Baarsma on July 10, 2007 and served as President from 2011 to May 7, 2012 and Vice-President in 2008, 2009, and 2010.

Whereas, Anne Seago unselfishly accepted these appointments together with the responsibility to govern with her fellow Trustees Tacoma's public libraries during the past five years, drawing on her many years of service as a library professional; and

Whereas, Anne Seago, together with her fellow Trustees:

- actively defended and eloquently promoted the importance of library services through three difficult budget cycles, and
- skillfully guided the library through the arduous task of reducing library services to the community through the painful closure of two branch libraries and a reduction of hours at the Main Library; and
- provided clarity, guidance and direction to undertake the refurbishment of the downtown Main Library, Kobetich, Wheelock, Swasey, and the remodeling of Mottet Library - providing library patrons with a more welcoming, contemporary and easy-to-use library experience; and
- oversaw the successful submission of an application for a grant to the Washington State Library for the development of the Education and Job Center; and oversaw a successful submission of an application to the Paul Allen Family Foundation for the creation of a digital media lab (known as StoryLab) at the downtown Main Library; and
- supported the addition of downloadable audio books, music, and e-books to our collections; and
- successfully championed the addition of Sunday public service hours at the downtown Main Library (a long time dream of Library Trustees and the Tacoma City Council); and
- successfully advocated for quarterly meetings with the Tacoma City Council to improve communications between the two groups; and

- initiated plans for the purchase of a new integrated library system; and
- championed the development of reciprocal borrowing agreements with the Pierce County Library System and the Puyallup Public Library; and
- encouraged the installation of the Alan C. Mason Plaza and a new children's mural at the Wheelock Library as well as a tile mural at the South Tacoma Library and a tile mosaic at the Moore Library; and
- actively participated in library-sponsored events and programs including the annual Summer Reading Club celebrations, Tacoma Reads Together, book talks and signings, concerts, gallery openings, and library staff meetings; and

Now, therefore be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby extend its appreciation and gratitude to Anne Seago for her work as a member of the Board and for her commitment to providing exemplary library services to the citizens of Tacoma.

The motion was moved, seconded, and passed.

RESOLUTION 12030: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Regular Meeting – Nomination of Officers – Vice President

RESOLVED, That the Board nominates <u>Lillian Hunter</u> for the position of Vice President for the remaining term which ends September 2012.

The motion was moved and seconded.

Trustee Williams nominated Trustee Hunter and motion passed.

RESOLUTION 12031: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Regular Meeting – Election of Officers – Vice President

RESOLVED, That the Board elects Lillian Hunter for the position of Vice President of the Board of Trustees for the remaining term which ends September 2012.

The motion was moved, seconded, and passed.

RESOLUTION 12032: Approval of the revision of Policy #42.0 Classification Plan. Revision changing Position Description #90660 Confidential Secretary to Classification Specification Confidential Assistant #90660 as presented.

RESOLVED, That the Board approves the proposed revision to Policy #42.0 Classification Plan. Revision changing Position Description #90660 – Confidential Secretary to Classification Specification #90660 – Confidential Assistant.

The motion was moved, seconded, and passed.

RESOLUTION 12033: Approval of the revision of Policy #41.0 Personnel Rules – Rule 2 General Provisions.

RESOLVED, That the Board approves the revision of Policy #41.0 Personnel Rules – Rule 2 General Provisions to add Section 2:3 Appointive Position as presented - Approval

The motion was moved, seconded, and passed.

RESOLUTION 12034: One Day Closure of Mottet and South Tacoma Branch Libraries on Saturday, August 18, 2012 for the Summer Reading Program's Zoo Party - Approval

RESOLVED, That the Board approves the closure of Mottet and South Tacoma Branch Libraries on Saturday, August 18, 2012. The staff at Mottet and South Tacoma will be re-assigned to provide coverage at the Mayor's Award Celebration for the Summer Reading Club at the Point Defiance Zoo and Aquarium and to other branches as needed. - Approval

The motion was moved, seconded, and passed.

RESOLUTION 12035: Authorization to Declare Items for Surplus – Approval

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

The motion was moved, seconded, and passed.

RESOLUTION 12036: Authorization to Consign Items for Sale or Recycling – Approval

RESOLVED, That the Board does hereby authorize the Library Director, or her designee, to consign the presented items to be auctioned or recycled at the earliest possible date.

The motion was moved, seconded, and passed.

RESOLUTION 12040: Management Services Policy – Policy #23.04, May 2012: "Policy for Decommissioning Information Technology Equipment (Computers)" as presented - Approval

RESOLVED, That the Board approves the Management Services Policy #23.04 – "Policy for Decommissioning Information Technology Equipment (Computers)" as presented.

The motion was moved, seconded, and passed.

RESOLUTION 12037: Donation from Margaret B. Jamieson Revocable Trust - Acceptance

RESOLVED, That the Board does accept the generous donation of \$50 from the Margaret B. Jamieson Revocable Trust to purchase books and other Library materials. Ms. Jamieson regularly uses our Books by Mail service and has for a number of years. – Acceptance.

The motion was moved, seconded, and passed.

RESOLUTION 12038: Donation from Girl Scout Troop #41577 - Acceptance

RESOLVED, That the Board does accept the gracious donation from Girl Scout Troop #41577. The Girl Scouts planted a Japanese Snow-bell tree at the corner of the Wheelock Library's patron parking lot and the sidewalk along the front of the library, and also planted various flowers in one of the brick flower "boxes" next to the front steps. The troop also gave Mr. Mason an Earth Day shopping bag. - Acceptance.

The motion was moved and seconded.

Branch Manager Cheryl Towne described the donation. Vice President Hunter suggested giving the Girl Scouts a certificate of appreciation. David Domkoski will make the certificate. Motion passed.

DIRECTOR'S REPORT

Director Odencrantz reported that Mayor Strickland will nominate John Wallace to the Board at the June 5th City Council Meeting. The City Council will be asked to confirm this nomination. The Director will be there to welcome him and encouraged other Trustees to be there as well. She will give him an overview of the issues facing the Board in the next few months. She believes that John Wallace will be able to attend the Strategic Planning meeting on June 9th.

The new Integrated Library System (III-Millenium) will be rolled out in October. There is an immense amount of work in migrating to the new ILS which is invisible to anyone except our staff. It will greatly improve our service to the public.

Cathy Journey will meet with the Board on June 20th to discuss the Library Director's evaluation.

City Manager Broadnax is asking City Council Members to set their priorities through a "ballot of city services". The public will be given an opportunity to fill out a modified version to indicate priorities.

The City will present a series of community meetings to explain to the citizens the budgetary process, the source of revenues for the City, and what services are funded by these revenues.

Trustee Williams asked if the sale of the branches will affect the Library's budget. The Library Director said that it is yet to be determined.

Vice President Hunter asked what happened with the question about the cost of benefits. The Library Director discussed the over-estimate of the cost of the benefits with both the City's Budget Officer and the City Manager. However, this did not result in any change to the Library's budget.

TRUSTEES' REPORT

Vice President Hunter said that she was impressed with the Youth and Family Summit at Lincoln High School. She stated that she felt that the presence of the Library's digital media lab was helpful to the Summit and important to the Library's visibility in the community.

Also, Vice President Hunter thanked Temporary Confidential Secretary, Karen Meyer, for her seamless transition to her position.

ADJOURNMENT

Following proper motion, the meeting adjourned at 6:25 p.m. The next Board Meeting will be held on June 20, 2012 at 5:30 p.m. at the Swasey Library, 7001 6th Ave.

JULIO QUAN

President Tacoma Public Library Board

SUSAN L. ODENCRANTZ

Library Director and Secretary to the Tacoma Public Library Board