

BOARD OF TRUSTEES:

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

MINUTES
June 20, 2012

CALL TO ORDER

Vice President Lillian Hunter called the June 20, 2012 Regular Board Meeting to order at 5:45 p.m. The meeting was held at the Swasey Library, 7001 6th Ave., Tacoma.

ATTENDANCE

Library Board: Vice President Lillian Hunter, Trustee Wayne Williams, Trustee John R. (Jack) Connelly, Jr., and Trustee John Wallace were present. President Julio Quan was not present.

Library Staff: Library Director Susan Odencrantz, Business Manager Lynn Uglick, Fern Hill and South Tacoma Branch Manager Janet Myers, AFSCME Chair/Library Assistant Angelo DeFazio, Human Resources Manager Kathleen Earl, Confidential Assistant Karen Meyer, Community Relations Officer David Domkoski, and Tech Services Manager Carolyn Goolsby were present.

City Staff: Organization Development Manager Mary Morrison and Training and Development Manager Cathy Journey were present.

Public: Jennine Trachier and Don Lacky were present.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the May 29, 2012 Board Meeting. Motion carried.

CONSENT ITEMS

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

1. Financial Report for May 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 May 2012
3. Circulation Summary for May 2012

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 12041: 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 12042: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the May 2012 payments for 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)

UNFINISHED BUSINESS (NONE)

PRESENTATIONS

A. Performance Measures from the City –Organization

Development Manager Mary Morrison (City Manager’s Office)

Mary Morrison explained that the City is putting in place performance measures which will lead to a fully realized performance management system. This is the foundational stage.

B. Employee Performance Management Process – Training and Development Manager, Cathy Journey (Human Resources)

Cathy Journey explained the new process for employee evaluations based on performance measures.

C. Strategic Plan – Trustee Williams

Trustee Williams summarized the strategic plan (including the process). He thanked everyone involved.

D. Budget Process 2013-2014 – Director Susan Odencrantz

Director Odencrantz stated that the Library has an initial target of \$3.6 million to cut from the 2013-2014 budget. She briefly explained two models which would involve closing libraries. This topic will be discussed in more depth at the Strategic Planning meeting on Saturday, June 23, 2012.

NEW BUSINESS

RESOLUTION 12043: Request for approval to contract with On-Line Computer Library Center (OCLC) for cataloging and inter-library loan services from July 1, 2012 through June 30, 2013 at a cost of \$41,337.68 – APPROVAL

RESOLVED, That the Board does approve the contract with OCLC for cataloging and inter-library loan services from July 1, 2012 through June 30, 2013 at a cost of \$41,337.68.

The motion was moved, seconded, and passed.

RESOLUTION 12044: STRATEGIC PLANNING MEETING – APPROVAL

RESOLVED, That the next meeting will be from 9-noon in the Board Room at Main on Saturday, June 23, 2012.

The motion was moved, seconded, and passed.

RESOLUTION 12045: Adoption of the 2012-2014 Strategic Plan for the Tacoma Public Library

RESOLVED, That the 2012-2014 Strategic Plan for the Tacoma Public Library is adopted as presented.

The motion was tabled.

RESOLUTION 12046: Acceptance of \$100 donation by Marilyn Takiff and Roy Baker in memory of Lillian S. Bohn to be used for the “Books By-Mail Program”.

Resolved, That the Board does accept the gracious, heartfelt donation of \$100 from Marilyn Takiff and Roy Baker in memory of Lillian S. Bohn to be used for the “Books By-Mail Program”.

The motion was moved, seconded, and passed.

DIRECTOR’S REPORT (already given in presentation)

TRUSTEES' REPORT

Trustee Connelly and Vice President Hunter expressed their thanks to Trustee Williams for all of his hard work on the Strategic Plan.

Vice President Hunter also thanked Carolyn Goolsby for her presentation and analysis of the circulation statistics for the past five years. She also asked for copies to be given to the Board members at the Saturday, June 23rd meeting.

Vice President Hunter welcomed John Wallace as a new Board Trustee.

Vice President Hunter made a motion to excuse President Quan as he is on vacation. The motion was seconded and passed.

ADJOURNMENT

Following proper motion, the meeting adjourned at 7:03 p.m. The next Board Meeting will be held on July 18, 2012 at 5:30 p.m. at the Fern Hill Library, 765 S. 84th St.

LILLIAN HUNTER

Vice President
Tacoma Public Library Board

SUSAN L. ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board