

BOARD OF TRUSTEES:

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

MINUTES
July 18, 2012

CALL TO ORDER

President Julio Quan called the July 18, 2012 Regular Board Meeting to order at 5:35 p.m. The meeting was held at the Fern Hill Library, 765 S. 84th St., Tacoma.

ATTENDANCE

Library Board: President Julio Quan, Vice President Lillian Hunter, Trustee Wayne Williams, and Trustee John Wallace were present. Trustee John R. (Jack) Connelly, Jr. arrived at 6:12 p.m.

Library Staff: Library Director Susan Odencrantz, Business Manager Lynn Uglick, Fern Hill and South Tacoma Branch Manager Janet Myers, AFSCME Chair/Acting Library Associate Angelo DeFazio, Human Resources Manager Kathleen Earl, Confidential Assistant Karen Meyer, Tech Services Manager Carolyn Goolsby, Moore and Mottet Acting Branch Manager Shannon Rich, Northwest Room Library Associate Jody Gripp, Kobetich Branch Manager Susan Marihugh, and Finance/Payroll Lead Susan Calhoun were present.

City Staff: Training and Development Manager Cathy Journey was present.

Public: Jennine Trachier and Don Lacky were present.

ORDER OF AGENDA

The motion was moved and seconded to move the Unfinished Business to follow the New Business to allow Trustee Connelly time to arrive. Motion carried.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the June 20, 2012 Board Meeting. Motion carried.

APPROVAL OF STRATEGIC PLAN BUDGET MINUTES

The motion was moved and seconded to approve the Minutes of the June 23, 2012 Strategic Plan/Budget Board Meeting. Motion carried.

CONSENT ITEMS

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 12047: 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 12048: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the June 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

No one signed up; but Jennine Trachier and Don Lacky spoke during the Budget discussion.

NEW BUSINESS

RESOLUTION 12049: Rules and Regulations of the Board of Trustees, Article III – Meetings, Section II – Order of Business – Partial Reinstatement

RESOLVED, That the Board amends the Rules and Regulations of the Board of Trustees, Article III – Meetings, Section 2 – Order of Business – Call to Order and Approval of Minutes items are reinstated as presented.

The motion was moved, seconded, and passed.

RESOLUTION 12050: Adopt Policy 10.17 (Registration) as revised - APPROVAL

RESOLVED, That the Board does adopt Policy 10.17 as revised.

The motion was moved, seconded, and passed.

RESOLUTION 12055: Rescind Policy 10.17.2 (Deceased Patrons), as this policy is now a procedure.

RESOLVED, That the Board does rescind Policy 10.17.2.
The motion was moved, seconded, and passed.

RESOLUTION 12056: Rescind Policy 10.17.5 (Procedures For Renewal Of “Fee” Cards) as this policy is now a procedure.

RESOLVED, That the Board does rescind Policy 10.17.5.
The motion was moved, seconded, and passed.

RESOLUTION 12057: Rescind Policy 10.17.6 (Patron Registration – Residence Addresses) as this policy is now a procedure.

RESOLVED, That the Board does rescind Policy 10.17.6.
The motion was moved, seconded, and passed.

RESOLUTION 12058: Rescind Policy 22.02 (Copy Machine Revenues) as this policy is now a procedure.

RESOLVED, That the Board does rescind Policy 22.02.
The motion was moved, seconded, and passed.

RESOLUTION 12059: Rescind Policy 22.07 (Cash Control Procedures – Parking Lot) as this is now handled by Republic Parking Northwest, Inc.

RESOLVED, That the Board does rescind Policy 22.07.
The motion was moved, seconded, and passed.

RESOLUTION 12060: Rescind Policy 10.17.1 (Registration Policy – Item F-Definition), 10.17.3 (Patron Re-Registration Procedure), and 10.17.4 (Patron Name Change Procedures) as the wording has been incorporated into Policy 10.17.

RESOLVED, That the Board does rescind Policies 10.17.1, 10.17.3, and 10.17.4.
The motion was moved, seconded, and passed.

RESOLUTION 12061: Renumber Policy 10.17.7 (Registration Policy Procedures) to 10.17.1 - APPROVAL

RESOLVED, That the Board does approve renumbering Policy 10.17.7 to 10.17.1.
The motion was moved, seconded, and passed.

RESOLUTION 12062: Adopt Policy 10.13 (Schedule of Fees and Charges) as revised - APPROVAL

RESOLVED, That the Board does adopt Policy 10.13 as revised.
The motion was moved, seconded, and passed.

RESOLUTION 12051: 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 12052: Authorization to Consign Items for Sale or Recycling - APPROVAL

RESOLVED, That the Board authorizes 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 12053: Request approval to have Ecolights Northwest, LLC decommission information technology equipment (computers) in compliance with Federal regulations -- APPROVAL

RESOLVED, That the Board does authorize the Library Director, or her designee, to have Ecolights Northwest, LLC decommission information technology equipment (computers) in compliance with Federal regulations.
The motion was moved, seconded, and passed.

RESOLUTION 12054: Acceptance of \$25 donation by Ursula Gold 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 \$25 from Ursula Gold in memory of Lillian S. Bohn to be used for the “Books By-Mail Program”.
The motion was moved, seconded, and passed.

COMFORT BREAK at 6:04 p.m. to allow Trustee Connelly time to arrive.
RECONVENED at 6:14 p.m.

UNFINISHED BUSINESS

After much discussion of the Budget and looking at the models presented, the Board directed Director Odenrantz to cut the budget by 7.5% instead of 15% and bring the revised models to them. Trustee Hunter asked Confidential Assistant Meyer to find a date for the Board to meet before the next Board meeting to discuss the Budget. Motion was made, seconded, and passed to table the discussion.

EXECUTIVE SESSION

At 7:35 p.m. the Board voted to adjourn to conduct an Executive Session to discuss the Library Director's quarterly review.

At 8:05 p.m. the Board reconvened Open Session.

DIRECTOR'S REPORT

ILS update.

TRUSTEES' REPORT

Motion was made and seconded for the Library to pay for the institutional membership to the American Library Association (ALA) and for each Trustee to pay for individual memberships.

Motion carried.

ADJOURNMENT

Following proper motion, the meeting adjourned at 8:10 p.m. The next Board Meeting will be held on August 15, 2012 at 5:30 p.m. at the Wheelock Library, 3722 N. 26th.

Julio Quan

President
Tacoma Public Library Board

SUSAN L. ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board