

BOARD OF TRUSTEES:

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

MINUTES
December 19, 2012

CALL TO ORDER

President Julio Quan called the December 19, 2012 Regular Board Meeting to order at 5:40 p.m. The meeting was held at the Fern Hill Library, 765 S. 84th St., Tacoma.

ATTENDANCE

Library Board: President Julio Quan, Trustee Wayne Williams, Trustee John R. (Jack) Connelly, Jr., and Trustee John Wallace were present. Vice President Lillian Hunter was absent and excused by the Board.

Library Staff: Library Director Susan Odenrantz, Business Manager Lynn Uglick, AFSCME Chair/Acting Library Associate Angelo DeFazio, Human Resources Manager Kathleen Earl, Tech Services Manager Carolyn Goolsby, Kobetich Branch Manager Susan Marihugh, Moore and Mottet Acting Branch Manager Shannon Rich, Main Library Manager Nathan Bomer, Wheelock Branch Manager Cheryl Towne, Community Relations Officer David Domkoski, Library Assistant Tammy Taylor, Fern Hill and South Tacoma Branch Manager Janet Myers, and Confidential Assistant Karen Meyer were present.

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

Public: Don Lucky was present.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the November 14, 2012 Board Meeting. Motion carried.

CONSENT ITEMS

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 12088: 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 12089: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the November 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)

PRESENTATIONS

AFTER HOLIDAY FOOD DRIVE AND AMNESTY – Shannon Rich – Moore/Mottet

“Love Your Library”, “Love Your Community” From February 19th through March 2nd, patrons may bring any non-perishable, non-expired food item (including pet food) to the library. The food will go to local food banks in the branch neighborhood. For every three items donated, the Library will forgive up to \$10 in overdue fines owed on a patron’s account. Amnesty can only be claimed once per account and does not apply to damaged and lost items. No charge for a new card.

STRATEGIC PLAN UPDATE

- Toys, playthings, and additional board book sets were purchased for Baby Storytimes for the branches and Main.
- Software for Main Library’s digital media lab has been installed on laptops to make the lab mobile to allow the program to be extended to the branches.

BRANCH MANAGER'S REPORT – Janet Myers – Fern Hill

Welcome to Fern Hill, one of Washington State's oldest communities. Imagine what the Fern Hill area was like about 125 years ago. That was when one of the earliest settlers, George W. Byrd platted the first town site of Fern Hill in Oct 1888. Mr. Byrd had settled in the Fern Hill area in 1866. The area where the library is located at 84th and Yakima was a major crossroads for early settlers. In particular, Byrd Mill Road (84th St) was used by settlers to travel to Fort Steilacoom and became the established route from the fort to Puyallup.

At some point, Mr. Byrd donated 2 acres of land for a school and later more land for the community's first church. Much of his donation became the Fern Hill Historic Business District. However, the entire Fern Hill neighborhood now considered to be east to Pacific Avenue and west to S. Sheridan and south to 96th St and north to 72nd St.

The City of Tacoma annexed Fern Hill Township about 1914.

As early as 1915, the Fern Hill community was interested in libraries. By then, there was already a large Main library in Tacoma that opened in 1903, and a small branch library in South Tacoma that opened in 1911. The Fern Hill community was served by a series of library stations and reading rooms sponsored by local businesses, but wanted a community library.

In 1931, members of the Fern Hill Parent-Teacher Association wrote to the Library Board requesting a branch library for their community. The depression of the 1930s prevented the Board from taking any direct action on Fern Hill's request, but in 1939 the idea was revived by the Greater Library Committee, with Nels Bjarke, a Scandinavian immigrant, as Chairman.

In 1941, the property on which the library is now situated was purchased by the Greater Library Committee and the deeds presented to the Library Board. The land, at the corner of South 84th Street and Yakima Avenue, came to be known as Byrd Square. Byrd Square was part of the original area donated by Mr. Byrd to the town.

Almost immediately, landscaping began on the Byrd Square area including the addition of several memorial trees. A committee approached the White House for a tree in honor of President Franklin Roosevelt. The Committee received the endorsement of the idea and a check to cover the expense. That tree, a "red oak" still stands facing Yakima Avenue.

It wasn't until November 1948, that the Tacoma City Council approved the construction of a branch library in Byrd Square. In February 1950, the 2,900 square foot library opened to the public. The new library, built at a cost of \$40,000, held 8,000 books and other library materials. One room of the new

facility was designated as The Pioneer Room and was used for community meetings.

The building remained virtually unchanged until a small addition was added in 1961 as part of a six-year Capital Improvement Program. Another addition to the building, a larger community meeting room, was completed in 1978.

In 1984, a \$15.8 million Bond Project program was passed by Tacoma voters. It provided for the construction of the current nearly 8,000 square foot library. The new library opened on September 5, 1989 and was dedicated October 10, 1989, the seventh of nine library projects to be completed.

In August of 2001, the Fern Hill Heritage Mural was unveiled to the public. The mural is overhead on the outside alcove as you enter the library. The mural is designed to show the legacy of the Fern Hill area – connecting the Mountain to the Sound, the Puyallup and the Nisqually, and East to West. Designed and created by artist Jim Robbins and other artists with the support of the South End Neighborhood Council, Fern Hill Community Partnership, and the City of Tacoma Neighborhood Council Program.

- Spirit & Soul – portrays the westward expansion and the pioneers who traveled the Oregon trail.
- Homestead – celebrates Fern Hill’s closeness to Nature and its rich farming past.
- Crossroads – intersection of old Military Road & Mountain Highway, the crossroads of Pierce County and the Fern Hill Community

Although not part of the mural, but installed and dedicated at the same time is a photo of the Fern Hill High School Class of 1888.

Before you leave the library this evening, we invite all of you to visit the library, browse the collection, note the skylight, the hanging chandelier light, and the large windows at the back of the library. Then, as you exit the front doors, look up, turn around and see the class of 1888 and the beautiful mural.

UNFINISHED BUSINESS

RESOLUTION 12087: Request approval to add to the 2012-2014 Strategic Plan the Objectives for Goal 4 as presented.

RESOLVED, That the Board approves adding the objectives as presented to Goal 4 of the 2012-2014 Strategic Plan previously adopted on June 23, 2012 . **Tabled to January.**

NEW BUSINESS

RESOLUTION 12099: Request approval of the 2013/2014 budget in the amount of \$22,358,272 – Approval.

RESOLVED, That the Board does hereby approve and authorize the use of the 2013/2014 Budget as presented.

The motion was moved, seconded, and passed.

RESOLUTION 12096: Change in Main Library's days and hours amended to add the effective date.

RESOLVED, That the Board does hereby approve Main Library's days and hours as follows: Closed Sunday and Monday, open Tuesday and Wednesday from 11 a.m. to 8 p.m., open Thursday, Friday, and Saturday from 9 a.m. to 6 p.m. with an effective date of January 14, 2012.

The motion was moved, seconded, and passed.

RESOLUTION 12090: HOLIDAY SCHEDULE FOR – 2013 as amended

RESOLVED, That the Board does hereby approve the 2013 Holiday Schedule, as presented.

The motion was moved, seconded, and passed.

RESOLUTION 12103: Approval of venue for the 2013 Tacoma Public Library Board of Trustees meetings.

RESOLVED, That the Board of Trustees of the Tacoma Public Library does hereby approve the venue for the 2013 Board of Trustees meetings as presented.

The motion was moved, seconded, and passed.

RESOLUTION 12100: Request approval to have Ecolights Northwest, LLC decommission information technology equipment (computers) as presented in compliance with Federal regulations – APPROVAL

RESOLVED, That the Board of Trustees of the Tacoma Public Library does hereby authorize the Library Director, or her designee, to have Ecolights Northwest, LLC decommission information technology equipment (computers) as presented in compliance with Federal regulations.

The motion was moved, seconded, and passed.

RESOLUTION 12101: 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 12102: 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 12105: Request Approval to Amend our Contract with Northwest Protective Service, Inc. for Security at the Main Library and at the Fern Hill Branch for the Fourth Additional Period January 1, 2013 through December 31, 2013 at a cost of \$105,049 – Approval.

RESOLVED, That the Board does hereby approve to amend our contract with Northwest Protective Service, Inc. for security services at the Main Library and at Fern Hill Branch for the fourth additional period January 1, 2013 through December 31, 2013 at a cost of \$105,049.
The motion was moved, seconded, and passed.

RESOLUTION 12104: Purchasing Policy #23.00 – Preferred Vendors for Library Materials for Fiscal Year 2013 – Approval.

RESOLVED, That the Board does hereby approve an updated list of preferred vendors for purchases of library materials for fiscal year 2013 in accordance with Purchasing Policy #23.00, Library Materials Purchasing Policy.
The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Director Odencrantz thanked Branch Manager Myers for her report.

The Library is closely monitoring the expenditures to ensure that we are fully utilizing all resources but are staying within the allocation.

The Library continues to work with the Integrated Library System vendor (Innovative Interfaces, Inc.) to address a number of functions that are not yet functioning at optimal levels.

TRUSTEES' REPORT

The Board thanked Director Odencrantz for diligence in getting \$300,000 added back into the Library budget for collections and materials.

Trustee Williams encouraged us to remain alert as the 2015-2016 budget is already being developed.

President Quan said that the budget is a minimal survival budget and we need more resources.

EXECUTIVE SESSION –Cathy Journey, Training and Development Manager

At 7:15 p.m., the Board voted to adjourn until 7:45 p.m. to conduct an Executive Session to discuss the criteria for the Library Director's quarterly review.

At 7:45 p.m., the Board extended the Executive Session until 8:00 p.m.

At 8:05 p.m. the meeting was opened to the public.

ADJOURNMENT

Following proper motion, the meeting adjourned at 8:05 p.m. The next Board Meeting will be held on January 16, 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