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BOARD OF TRUSTEES:

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

MINUTES
January 16, 2013

CALL TO ORDER

President Julio Quan called the January 16, 2013 Regular Board Meeting to order at 5:38 p.m. The meeting was held at the Wheelock Library – 3722 N. 26th, Tacoma.

ATTENDANCE

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

Library Staff: Library Director Susan Odencrantz, AFSCME Chair/ Library Assistant Tammy Taylor, Teamsters Chair/ 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, Collection Development Manager Kelda Vath, South Tacoma Branch Manager Janet Myers, and Confidential Assistant Karen Meyer were present.

Public: Don Lacky 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 December 2012

The motion was moved, seconded, and passed.

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

2. Circulation Summary for December 2012

(HR Report for December 2012 will be submitted in February)
The motion was moved, seconded, and passed.

PAYMENT OF BILLS
RESOLUTION 13000: 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 13001: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the December 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

A Joint Statement was read by Carolyn Goolsby for Teamsters 117 and Tammy Taylor AFSCME 120L in support of the Holiday closure Resolution 12090.

PRESENTATIONS

BRANCH MANAGER'S REPORT – Cheryl Towne, Wheelock

The broken windows at Wheelock have been replaced. The Wheelock Branch has a lit sign with the branch name under "Tacoma Public Library". The parking lot entrance has a sign showing library hours. The hours are on indoor hanging signs as well. New DVD shelving is in the process of being installed at Wheelock.

Cheryl Towne contacted Metro Market requesting the use of its grocery carts for the Food for Fines program. Metro Market will loan the Library eight carts – one for Main and one for each branch.

Cheryl has become an official non-voting member on the Proctor Business District (no membership fees are paid by her or by TPL for this position). David Domkoski and Cheryl are on the Arts Fest planning committee for this district.

TACOMA PUBLIC LIBRARY'S NEW MOBILE APP – Kelda Vath – Collection Development Manager

Kelda Vath demonstrated the new Library app that will soon be available to our public. She gave the Trustees a chance to experiment with the app on her phone.

After her demonstration and much to her surprise, a short clip was shown of Kelda being interviewed on New Day NW speaking about new books.

STRATEGIC PLAN UPDATE – Director Susan Odencrantz

Numerous meetings and conference calls were held with Innovative Interfaces, Inc. to correct problems.
The Library will be selecting a consultant to moderate focus groups. The focus groups will provide direction for designing programs and services for seniors, ESL, and entrepreneurs.
The Library is researching websites with efficient and robust architecture and appealing design as a precursor to re-designing the Library's website.
Baby Story times have been added.
Service to Teens has increased with the introduction of the Mobile StoryLab.

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 February Board Meeting.**

NEW BUSINESS

RESOLUTION 12090: HOLIDAY SCHEDULE FOR – 2013 as amended.

RESOLVED, That the Board does hereby approve the amended 2013 Holiday Schedule, as presented.
The motion was moved, seconded, and passed.

RESOLUTION 13002: 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 13003: 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 13004: Request Approval to Contract with ATS Automation to Support our Alerton DDC Controls for our HVAC Units for the period 1/1/2013 through 12/31/2017 for $37,788.45 - Approval

RESOLVED, That the Board approves and authorizes the Tacoma Public Library to contract with ATS Automation to support our Alerton DDC controls for our HVAC units for the period 1/1/2013 through 12/31/2017 for $37,788.45 as presented.
The motion was moved, seconded, and passed.

RESOLUTION 13005: Request Approval to Add, Change Dollar Amounts, and/or Remove Vendors from the Open Purchase Orders List – Open Account Vendors – Approval

RESOLVED, That the Board does hereby approve to add, change dollar amounts or remove vendors from the open purchase orders list as detailed/presented in the Open Purchase Order 2013 document in compliance with Tacoma Public Library Purchasing Policy #23.00 for the purchase of goods and services up to $25,000, or $15,000, or $10,000.
The motion was moved, seconded, and passed.

RESOLUTION 13009: Request Approval to Change the Board Meeting Date from March 20th to _____ and Location to _____

RESOLVED, That the Board approves the date change to _____ and the location to _____ to allow the Library Director to attend Innovative's Public Library Directors Symposium in California on March 20th.
Tabled to February Board Meeting.

RESOLUTION 13006: DONATION – ACCEPTANCE –

NOW, therefore, be it resolved, by the Board of Trustees of the Tacoma Public Library that the Board does hereby accept the generous donation from Erlinda Anne Estrada and John J. Hogle of $100 to purchase books in honor of Matthew Estrada (son), Tracy Marander (daughter-in-law), and their grandchildren (Harlan and Athena). The money will go into the 1200 DONAT Fund.
The motion was moved, seconded, and passed.

RESOLUTION 13007: DONATION – ACCEPTANCE –

NOW, therefore, be it resolved, by the Board of Trustees of the Tacoma Public Library that the Board does hereby accept the generous donation from Penny Rowe and Steven Neshyba of $250 to the Wheelock Branch Library for the purchase of books. The money will go into the 1200 DONAT Fund.
The motion was moved, seconded, and passed.

RESOLUTION 13008: DONATION – ACCEPTANCE –

NOW, therefore, be it resolved, by the Board of Trustees of the Tacoma Public Library that the Board does hereby accept the generous donation from Marcie Paradis of $50 to purchase Early Reader books for children aged 6-7 in memory of Victoria Soto, First Grade Teacher at Sandy Hook Elementary in Newtown, Connecticut. The money will go into the 1200 DONAT Fund.
The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Director Odencrantz thanked Branch Manager Towne for her report.

Carolyn Goolsby has accepted the Library Director position in Ft. McMurray in Alberta, Canada.

Director Odencrantz will be attending the Public Library Director's meeting Wednesday and Thursday in Federal Way next week.

Wonder by R. J. Palacio will be the Tacoma Reads book this year. The choice will be announced to the City Council and to the residents of Tacoma by Mayor Strickland at the January 29th City Council meeting.

The Library will be participating in the Dr. Martin Luther King, Jr. Celebration on January 21st with a video vignette at the beginning of the program. The Library will set up video cameras and sound equipment to tape and record the remarks of attendees about the impact of Dr. King on them and on our country. The remarks will be edited and then aired on TV Tacoma.

TRUSTEES' REPORT

In regards to Innovative Interfaces, Inc. (III), Trustee Hunter was pleased with the positive press and was glad that Director Odencrantz kept the Board informed of the progress with III.

Trustee Hunter wondered about the comfort level of Library staff since the Sandy Hook Elementary School shooting in Newtown, Connecticut. She thought a survey or discussion with Staff regarding safety concerns would be appropriate, as well as, conflict resolution training.

Dr. Quan has been talking to other groups and adults regarding changing technology. The Superintendent of Education is discovering that libraries are essential.

ADJOURNMENT

Following proper motion, the meeting adjourned at 7:00 p.m. The next Board Meeting will be held on February 20, 2013 at 5:30 p.m. at the South Tacoma Library 3411 S. 56th.

Julio Quan
President
Tacoma Public Library Board

SUSAN L. ODENCRANTZ
Library Director and Secretary to
the Tacoma Public Library Board