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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

AGENDA
May 15, 2013

Moore Branch – 215 S. 56th - Tacoma

AGENDA

I CALL TO ORDER

II APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the April 24, 2013 Board Meeting.

S/D/V

III CONSENT ITEMS

RESOLVED, That the Board approves Consent Item #1, as presented.

1. Financial Report for April 2013

S/D/V

RESOLVED, That the Board approves Consent Items #2 and #3, as presented

2. HR Report for April 2013
3. Circulation Summary for April 2013
   (Totals for Moore's door count for January and February should have been divided in half. The report for April contains the corrections.)

S/D/V

PAYMENT OF BILLS
RESOLUTION 13034: 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.

S/D/V

RESOLUTION 13035: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the April 2013 payments for the City of Tacoma services provided to the Tacoma Public Library as presented in Attachment B.

S/D/V

IV PUBLIC COMMENTS

V PRESENTATION

LEXIS- City of Tacoma - Deputy City Attorney Jean Homan

VI UNFINISHED BUSINESS

RESOLUTION 13033: Per the 1990 Berger Trust Agreement, the trust funds are to be "used in the support of and maintenance of the respective library's business and economic collections" (page 6, paragraph 9.2 of the Declaration of Trust). Request approval to use Berger Trust Funds to partner with the City of Tacoma in providing Lexis for the Tacoma Public Library Virtual Municipal Branch. The Berger Trust Funds will fund $7,092 the first year, $7,212 the second year, and $7,356 the third year. The contract with Lexis will be from June 1, 2013 through May 31, 2016.

RESOLVED, That the Board does hereby approve and authorize the Berger Trust Funds to be used to fund Lexis for the Tacoma Public Library Virtual Municipal Branch in the amount of $7,092 the first year, $7,212 the second year, and $7,356 the third year. The contract with Lexis will be from June 1, 2013 through May 31, 2016.

S/D/V

VII PRESENTATION

MOORE – Director Susan Odencrantz

VIII NEW BUSINESS

RESOLUTION 13036: Request approval to renovate the interior of the Moore Branch Library, to replace the HVAC System, to repair exterior windows, and small repairs to the exterior of the building. Approximately $55,000 of the repairs and renovation would be funded from the General Fund and approximately $1,149,750 would be funded from the Virginia Helen Marshall Trust Fund.

RESOLVED, That the Board approves the renovation and repairs to the Moore Branch Library as presented.

S/D/V

RESOLUTION 13037: Request approval to adjust the Library's 2013/2014 Budget by increasing the budget appropriations from the 1200 Trust Fund to a total of $1,468,750. The adjustment reflects a budgeted appropriation from the Virginia Helen Marshall Trust Fund for $1,149,750.

RESOLVED, That the Board approves the adjustment to the Library's 2013/2014 Budget by increasing the budget appropriations from the 1200 Trust Fund to a total of $1,468,750; reflecting a budgeted appropriation from the Virginia Helen Marshall Trust Fund for $1,149,750.

S/D/V

RESOLUTION 13038: ADMINISTRATIVE POLICY 10.49.1 – Rules of Behavior – REVISION APPROVAL

Resolved, That the Board does hereby authorize and approve the revision of Policy 10.49.1 – Rules of Behavior as it has been presented. (The addition of "Taking photo or video of patrons or staff without their permission" is the only change and it is in red on page 2 section B.)

S/D/V

RESOLUTION 13039: Authorization to Declare Items for Surplus – Approval

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

S/D/V

RESOLUTION 13040: 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.

S/D/V

IX PRESENTATION

STRATEGIC PLAN – UPDATE – Director Susan Odencrantz

X DIRECTOR'S REPORT

XI TRUSTEES' REPORT

XII EXECUTIVE SESSION

To discuss the content of Director Odencrantz' February-April quarterly evaluation.

XIV ADJOURNMENT