

---

**BOARD OF TRUSTEES:**

**Julio Quan, President**

**Lillian Hunter, Vice President**

**John R. (Jack) Connelly, Jr., Trustee**

**Wayne Williams, Trustee**

**John Wallace, Trustee**

---

**MINUTES**  
**May 29, 2013**

**CALL TO ORDER**

President Julio Quan called the May 29, 2013 Regular Board Meeting to order at 5:35 p.m. The meeting was held at the Moore Library 215 S. 56<sup>th</sup> St., Tacoma. President Quan asked Vice President Hunter to officiate the meeting.

***ATTENDANCE***

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

Library Staff: Library Director Susan Odenrantz, HR Manager Kathleen Earl, Kobetich Acting Branch Manager Tracie Goodrick, Main Branch Manager Nathan Bomer, Business Manager Lynn Uglick, South Tacoma and Swasey Branch Manager Susan Marihugh, Moore Acting Branch Manager Shannon Rich, and Confidential Assistant Karen Meyer were present.

Public: Susanne Martin, Jennine Trachier, and Don Lacky were present.

**APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the April 24, 2013 Board Meeting. Motion carried.

**CONSENT ITEMS**

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

1. Financial Report for April 2013 –

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 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 April report contains the corrections.)

The motion was moved, seconded, and passed.

## **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.

The motion was moved, seconded, and passed.

### **RESOLUTION 13035: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the April 2013 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 – Susanne Martin represents a non-profit community partnership organization**

Ms Martin made very positive comments regarding photography classes offered at Moore and thanked Nathan Bomer for his role in offering them and Shannon Rich and the Moore staff. One of the older students came up to her recently and said she had been able to use the photography class to add to her portfolio and has been accepted into college; the first generation from her family.

She thanked Nathan Bomer and Karen Eichorn for their work with Casa Cocina (Cottage Kitchen) workshops regarding small business practices, food handling procedures, labeling requirements, allowable products, distribution strategies, product budgeting, and market research.

Ms Martin said that Casa Cocina has expanded to small businesses preparing food at home and has led to tastings at Brazilian, Peruvian, and Argentinian restaurants.

## **PRESENTATION**

LEXIS- City of Tacoma – there was no presentation because Deputy City Attorney Jean Homan did not attend.

Susan Odenchantz said that she had talked to Deputy City Attorney Jean Homan and learned that the Tacoma Public Utilities has access to the database, West Law. The City wants limited access to Lexis.

## **UNFINISHED BUSINESS**

**RESOLUTION 13033:** Per the 1990 Berger Trust Agreement, the Trust Fund is 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 the Berger Trust Fund to partner with the City of Tacoma in providing Lexis for the Tacoma Public Library Virtual Municipal Branch. The Berger Trust Fund 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.

**Tabled to May meeting.**

Trustees raised more questions regarding the partnership with the City; matching funds, defining partnership... Trustees further discussed the nature of the partnership with the City through the “Virtual Municipal Library”.

**Tabled to June meeting.**

## **PRESENTATION**

MOORE – Director Susan Odencrantz gave each Trustee a copy of the proposed floor plan for Moore. She took the Trustees and others on a tour of Moore pointing out changes that need to be made; lighting issues, HVAC, windows, etc.

## **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.

The motion was moved, seconded, and passed.

**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.

The motion was moved, seconded, and passed.

**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.)

The motion was moved, seconded, and passed.

**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.

The motion was moved, seconded, and passed.

**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.

The motion was moved, seconded, and passed.

## **PRESENTATION**

NEEDS ASSESSMENT – Robin Evans-Agnew, RN, PhD

Dr. Robin Evans-Agnew is an Assistant Professor at the University of Washington, Tacoma where he is in the Nursing and Healthcare Leadership program. In his research, Dr. Evans-Agnew applies the principles and tools of **Needs Assessment** which is a systematic process for determining and addressing the “gaps” (needs) between current conditions and desired conditions (wants). A **Needs Assessment** is a part of the planning process and can be an effective tool to clarify problems and identify appropriate solutions. Gathering appropriate data is key to developing effective solutions that can address the needs.

Dr. Evans- Agnew examined the Library's Strategic Plan and noted that it was interesting but also challenging in that it contained seventeen focus groups. In his research, he could find no examples of the use of **Needs Assessment** to shape library services to its community needs. Dr. Evans-Agnew expressed an interest in directing a **Needs Assessment** project to identify library services that would better serve our public. This would be in conjunction with the current strategic plan. He plans to involve his students in this project.

## **PRESENTATION**

STRATEGIC PLAN – Director Susan Odenchantz

The credit card payment software has been configured and activated.  
Minimal ADA requirements have been met for ILS.  
Preferred design attributes for the new website have been identified.

## **DIRECTOR'S REPORT** – Director Susan Odenchantz

The Director updated the Board about important meetings with the City as well as future library programs.

The Director and the Business Manager Lynn Uglick attended the monthly budget meeting with the Budget Office team assigned to the Library's accounts. They also attended a day and a half long meeting for the City Manager's Executive Management Team.

The Library has invited the school librarians from Tacoma Public Schools for an afternoon meeting at the Main Library on May 30<sup>th</sup>. The focus will be on introducing the school librarians to the resources of the library as well as having a dialog with them.

Two librarians, Sarah Holloway and Kristie Gale, will be presenters at two programs at ALA Chicago. One of the presentations is about the Story Lab and the other presentation is about intergenerational programming.

In the next few months, the focus will be on three Summer Reading clubs, one for children, one for teens and one for adults.

Finally, the city asked us to submit a proposal for a presentation at the National League of Cities that will be held in Seattle in November, 2013. The focus of the presentation (if selected) would be on the mobile digital media lab (Story Lab).

## **TRUSTEES' REPORT (None)**

## **EXECUTIVE SESSION**

At 7:10 p.m., the Board voted to adjourn until 7:30 p.m. to conduct an Executive Session to discuss the content of Director Odencrantz' February-April quarterly evaluation.

## **ADJOURNMENT**

Following proper motion, the meeting adjourned at 7:30 p.m. The next Board Meeting will be held June 19<sup>th</sup> at Fern Hill.

---

**Julio Quan**

President  
Tacoma Public Library Board

---

**SUSAN ODENCRANTZ**

Library Director and Secretary to  
the Tacoma Public Library Board