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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**
**July 17, 2013**

## CALL TO ORDER

President Julio Quan called the July 17, 2013 Regular Board Meeting to order at 5:37 p.m. The meeting was held at the Wheelock Library 3722 N. 26th St., Tacoma.

***ATTENDANCE***

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

Library Staff: Library Director Susan Odencrantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, Moore Acting Branch Manager Shannon Rich, CRO David Domkoski, Library Assistant Tammy Taylor, Wheelock Branch Manager Cheryl Towne, Fern Hill and Mottet Branch Manager Janet Myers, Kobetich Acting Branch Manager Tracie Goodrick , and Confidential Assistant Karen Meyer were present.

Public: Jennine Trachier, Don Lacky, and Philip Cowan were present.

*SUSPENSION OF RULES TO ADOPT REVISED AGENDA*

***RESOLVED,*** That the Board does hereby suspend the rules in order to adopt the Revised Agenda for the Regular Board Meeting of July 17, 2013.
The motion was moved, seconded, and passed.

*ADOPTION OF THE REVISED AGENDA*

***RESOLVED,*** That the Board does hereby adopt the Revised Agenda for the Regular Board Meeting of July 17, 2013.
The motion was moved, seconded, and passed.

## APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the June 19, 2013 Board Meeting. Motion carried.

## CONSENT ITEMS

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

1. Financial Report for June 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 June 2013
3. Circulation Summary for June 2013

The motion was moved, seconded, and passed.

**PAYMENT OF BILLS**
**RESOLUTION 13047: 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 13048: Ratify Recurring Monthly Expenditures – Approval**

***RESOLVED***, That the Board approves and ratifies the June 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 –

Philip Cowan talked about the Library's partnership with the Grand Cinema. He explained to the Trustees that the Grand Cinema worked with the Library's StoryLab to provide an intense multi-session film camp for teens this summer. He is looking forward to a continuing partnership with the Grand Cinema and the Library.

## UNFINISHED BUSINESS (NONE)

## NEW BUSINESS

**RESOLUTION 13049: 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 13050: 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 13051: Approval to contract with Great Floors to remove old flooring and install new carpet at Moore Public Library for $76,286.32 per the following bid. (This will be funded by the 1200 Trust Fund, cost center 850200, the Virginia Helen Marshall Trust.)**

***RESOLVED,*** That the Board authorizes Great Floors to remove the old flooring and install new carpet at Moore Public Library for $76,286.32 per the bid.
The motion was moved, seconded, and passed.

**RESOLUTION 13052: Request Approval of Re-appropriation of $156,884 to the Collection Development Cost Center #602300. (The City Council approved the re-appropriation of $156,884 to the Library's budget.)**

***RESOLVED,*** That the Board authorizes the re-appropriation of $156,884.
The motion was moved, seconded, and passed.

**RESOLUTION 13053: Authorization to close all Tacoma public libraries on Thursday, August 22, 2013 from 9 a.m.-1:30 p.m. for a half day staff training. (All libraries will be open from 1:30 p.m.-6 p.m. on August 22, 2013.)**

***RESOLVED,*** That the Board authorizes the closure of all Tacoma public libraries from 9 a.m.-1:30 p.m. for a half day staff training on Thursday, August 22, 2013.
The motion was moved, seconded, and passed.

**RESOLUTION 13054: Rescind– Administrative Policy 10.33 Records Retention – as it is being re-classified as a procedure.**

***RESOLVED,*** That the Board does rescind Policy 10.33.
The motion was moved, seconded, and passed.

**RESOLUTION 13055: Revise – Administrative Policy 10.49.1 Rules of Behavior Governing the Use of Tacoma Public Library Facilities by deleting the first and second bulleted items under Category E which says "Possession, except by law enforcement officers, of a firearm on Library property" and changing the second bulleted item to read as follows: "Possession of any dangerous weapon". The revision is to comply with state law.**

***RESOLVED,*** That the Board does hereby authorize and approve changes to Administrative Policy: #10.49.1: Rules of Behavior Governing the Use of Tacoma Public Library Facilities to comply with state law.
The motion was moved, seconded, and passed.

## PRESENTATION

STRATEGIC PLAN – Director Susan Odencrantz
Director Odencrantz gave an update regarding the Strategic Plan that included a summary of the programs which are related to the goals as well as progress on the Library's new website. She also indicated that the use of the focus group for the website would be re-arranged to take place after the initial design. Other focus groups would be integrated into the needs assessment process.

Dr. Quan asked the Board to consider adding programming that meets the needs of the soon to be retiring Baby Boomers. He felt that the strategic plan would need adjustments given the changes to the Library's budget and new opportunities that have recently appeared.

BRANCH MANAGER'S REPORT: Cheryl Towne, Wheelock Branch Manager, talked about the renovation of Washington-Hoyt. She noted that many people have asked questions about this renovation, and the Library has attempted to accurately explain the renovations and the schedule.

Cheryl Towne also gave a summary of the programs and activities that will be held at Wheelock during the summer.

## DIRECTOR'S REPORT – Director Susan Odencrantz

- The NAACP has offered a page in the program for The 100th Anniversary Celebration of the Tacoma Chapter of the NAACP. This was offered in acknowledgement of the Library's assistance in researching the activities of this organization.
- Marie McCafferty, Vice President of the Seattle Public Library's Board of Trustees and co-founder and Trustee of HistoryLink.org, visited our Library on July 15. The purpose of her visit was to ask for an inter-agency agreement between HistoryLink.org and the Tacoma Public Library.
- Sara Holloway and Kristi Gale (former employee) represented us at the American Library Association (ALA) conference. Their presentations on the Tacoma Public Library's StoryLab were acknowledged as two of the best presentations at the conference.
- ALA announced that libraries will be a point of registration for the Affordable Health Care Act. We will be testing the security and confidentiality of our system.
- Director Odencrantz acknowledged Librarian Tracie Goodrick on a job well done as an Acting Branch Manager at Kobetich Branch. Later this month, Tracie will be returning to her Collection Development position at Main.
- Trustees are invited to the Zoo Party on August 17, 2013. Director Odencrantz reminded the Board that Metro Parks and the Library have partnered for 15 years. Director Odencrantz would like to acknowledge the generosity of Metro Parks in a formal and public way.

## TRUSTEES' REPORT

Trustee Hunter suggested building in a disclaimer statement to protect the Library staff who help people register for the Affordable Health Care.

Trustee Connelly noted an article in Hotline mentioned a library in New York using a 24-hour read-in to get the public actively involved in promoting the library and reducing budget cuts.

## ADJOURNMENT

Following proper motion, the meeting adjourned at 6:40 p.m. The next Board Meeting will be held August 21st at South Tacoma.

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| **Julio Quan** | **SUSAN ODENCRANTZ** |
| President | Library Director and Secretary to |
| Tacoma Public Library Board | the Tacoma Public Library Board |