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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**

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**MINUTES**

**January 15, 2014**

**CALL TO ORDER**

President Julio Quan called the January 15, 2014 Regular Board Meeting to order at 5:38 p.m. The meeting was held at the Main Library 1102 Tacoma Avenue S. (Olympic Room), Tacoma.

***ATTENDANCE***

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

Vice President Lillian Hunter was absent.

Library Staff: Library Director Susan Odencrantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, Branch Manager Janet Myers, Branch Manager Cheryl Towne, Branch Manager Beverly Choltco-Devlin, Branch Manager Susan Marihugh, Main Manager Nathan Bomer, Main Supervisor Shannon Rich, Community Relations Officer David Domkoski, and Confidential Assistant Karen Meyer were present.

City of Tacoma Staff: Budget Officer Tadd Wille, and Mayor and City Council Assistant Carmen White were present.

Public: Don Lacky and George Trachier were present.

**APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the December 18, 2013 Board Meeting. Motion carried.

**CONSENT ITEMS**

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

1. Financial Report for December 2013

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

2. HR Report for December 2013
3. Circulation Summary for December 2013

The motion was moved, seconded, and passed.

## **PAYMENT OF BILLS**

### **RESOLUTION 14000: 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 14001: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the December 2013 payments for the 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)**

## **PRESENTATION**

### **1. Tacoma Dome Video by StoryLab**

Video is part of the Tacoma Dome's 30 year celebration and depicts the Dome, City Council members, and the Dome's history.

### **2. Tadd Wille, Budget Officer for the City of Tacoma**

Explained the over projection on the health care costs and the City's proposal to re-allocate the funds. Resolution 14002 which follows is in response to the City's request.

## **UNFINISHED BUSINESS (NONE)**

## **NEW BUSINESS**

**RESOLUTION 14002: Acceptance of Budget Revision for fiscal year 2014 from \$11,975,959 to \$11,689,757. (A decrease of \$286,202 to the Library's general fund per the City of Tacoma's request.)**

*RESOLVED*, That the Board accepts the Budget Revision for fiscal year 2014 to \$11,689,757 for the Library's general fund.

Tabled

**RESOLUTION 14015: Approval to Contract with Technical Furniture Systems, Inc. to Build and Install Wood Slot End Panels on the Shelving at the Moore Branch at an Estimated Cost Not to Exceed \$43,000 Including State Sales Tax.**

*RESOLVED*, That the Board authorizes Tacoma Public Library to contract with Technical Furniture Systems, Inc. to build and install wood slot end panels on the shelving at the Moore Branch for an estimated cost not to exceed \$43,000 including state sales tax.

The motion was moved, seconded, and passed.

**RESOLUTION 14016: Approval to Purchase Lighting from CED for the Moore Branch at an Estimated Cost Not to Exceed \$97,000 Including State Sales Tax.**

*RESOLVED*, That the Board authorizes Tacoma Public Library to purchase lighting from CED for the Moore Branch at an estimated cost not to exceed \$97,000 including state sales tax.

The motion was moved, seconded, and passed.

**RESOLUTION 14017: Authorization to Contract with FGI, Inc. in an Amount Not to Exceed \$150,000 for the Purpose of Designing and Implementing a New, ADA Compliant Library Website and Content Management System.**

*RESOLVED*, That the Board authorizes Tacoma Public Library to contract with FGI, Inc. to design and implement a new, ADA compliant Library Website and Content Management System in an amount not to exceed \$150,000.

The motion was moved, seconded, and passed.

**RESOLUTION 14013: Approval to Accept the Donation of \$250 from Dianne, Andy, and Ryan Doolittle in memory of Lucille Madson.**

*RESOLVED*, That the Board accepts the \$250 donation from Dianne, Andy, and Ryan Doolittle in memory of Lucille Madson.

The motion was moved, seconded, and passed.

**RESOLUTION 14014: Approval to Accept the Donation of \$250 from Penny Rowe to be used for print books at Wheelock.**

*RESOLVED*, That the Board accepts the \$250 donation from Penny Rowe to be used for print books at Wheelock.

The motion was moved, seconded, and passed.

*(Patricia R. Sweeney's Obituary is included in the December Board Packet. The following donations are in her memory.)*

**RESOLUTION 14003: Approval to Accept the Donation of \$10 from Birdell Wangsmo for the Children's Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$10 donation from Birdell Wangsmo for the Children's Collection in memory of Patricia Sweeney.

The motion was moved, seconded, and passed.

**RESOLUTION 14004: Approval to Accept the Donation of \$25 from Rev. John R. and Dorothy R. Reitan for the Children's Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$25 donation from Rev. John R. and Dorothy R. Reitan for the Children's Collection in memory of Patricia Sweeney.

The motion was moved, seconded, and passed.

**RESOLUTION 14005: Approval to Accept the Donation of \$15 from Ruth Gastler for the Children's Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$15 donation from Ruth Gastler for the Children's Collection in memory of Patricia Sweeney.

The motion was moved, seconded, and passed.

**RESOLUTION 14006: Approval to Accept the Donation of \$25 from Anish Goel for the Children's Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$25 donation from Anish Goel for the Children's Collection in memory of Patricia Sweeney.

The motion was moved, seconded, and passed.

**RESOLUTION 14007: Approval to Accept the Donation of \$100 from the Richards' family for the Children's Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$100 donation from the Richards' family for the Children's Collection in memory of Patricia Sweeney.

The motion was moved, seconded, and passed.

**RESOLUTION 14008: Approval to Accept the Donation of \$50 from David, Kaye, and Daniel Palomaki for the Children's Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$50 donation from David, Kaye, and Daniel Palomaki for the Children's Collection in memory of Patricia Sweeney.

The motion was moved, seconded, and passed.

**RESOLUTION 14009: Approval to Accept the Donation of \$200 from Mrs. Sargit and Ina Warriner for the Children’s Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$200 donation from Mrs. Sargit and Ina Warriner for the Children’s Collection in memory of Patricia Sweeney.  
The motion was moved, seconded, and passed.

**RESOLUTION 14010: Approval to Accept the Donation of \$50 from Laura Robie for the Children’s Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$50 donation from Laura Robie for the Children’s Collection in memory of Patricia Sweeney.  
The motion was moved, seconded, and passed.

**RESOLUTION 14011: Approval to Accept the Donation of \$25 from Leslie Hempling for the Children’s Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$25 donation from Leslie Hempling for the Children’s Collection in memory of Patricia Sweeney.  
The motion was moved, seconded, and passed.

**RESOLUTION 14012– Approval to Accept the Donation of \$25 from Paul J. Baughman for the Children’s Collection in Memory of Patricia R. Sweeney.**

*RESOLVED*, That the Board accepts the \$25 donation from Paul J. Baughman for the Children’s Collection in memory of Patricia Sweeney.  
The motion was moved, seconded, and passed.

**DIRECTOR’S REPORT**

- Update on IT Manager Position
- Update on the Library’s website redesign
- Update on the functionality deficits with the current VOIP vendor and the need to find a replacement vendor
- Attendance at Martin Luther King, Jr. Celebration on Monday, January 20, 2014 at Convention Center
- Introduction of the needs assessment project to the managerial and supervisory staff by Professor Robin Agnew

## **TRUSTEES' REPORT**

- Trustees discussed the potential impact of whether the \$286,000 proposal is accepted or rejected.
- Trustee Williams reminded the Board that the City kept the proceeds from the sale of MLK; but the proceeds from the sale of Swan Creek have not been discussed yet.
- President Quan described the influence of a small town library, Biblioteca Comunitaria Rija'tzuul Na'ooj "Seeds of Knowledge" - San Juan La Laguna, Solola' which he visited while in Guatemala.

## **EXECUTIVE SESSION**

To discuss Director Odencrantz' update on Strategic Plan and performance.

Tabled

## **ADJOURNMENT**

Following proper motion, the meeting adjourned at 6:57 p.m. The next Board Meeting will be held February 19, 2014 at 5:30 p.m. at the Main Library (Olympic Room).

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**Julio Quan**

President  
Tacoma Public Library Board

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**SUSAN ODENCRANTZ**

Library Director and Secretary to  
the Tacoma Public Library Board