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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
February 19, 2014

CALL TO ORDER

President Julio Quan called the February 19, 2014 Regular Board Meeting to order at 5:35 p.m. The meeting was held at the Main Library 1102 Tacoma Avenue S. (Olympic Room), Tacoma.

ATTENDANCE

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

Library Staff: Library Director Susan Odencrantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, Main Supervisor Shannon Rich, Library Assistant JoLyn Reisdorf, Teen Librarian Sara Holloway, and Confidential Assistant Karen Meyer were present.

City of Tacoma Staff: Labor Negotiator Mike Brock

Public: Don Lacky, Jennine and George Trachier 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 February 19, 2014.
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 February 19, 2014.
The motion was moved, seconded, and passed.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the January 15, 2014 Board Meeting. **Motion carried**.

CONSENT ITEMS

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

1. Financial Report for January 2014

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

2. HR Report for January 2014
3. Circulation Summary for January 2014

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 14018: 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 14019: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the January 2014 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

Newbery Awards by Teen Librarian Sara Holloway

The red carpet will be rolled out at the 90- second Newbery Film Festival on March 1, 2014. Applicants condense any Newbery award winning or honorary book into a 90-second video. Some of the videos will be shown nationwide. Film winners will receive a trophy of an Oscar reading a book on a stack of books.

UNFINISHED 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.
The motion was moved, seconded, and failed.

RESOLUTION 14024: Acceptance of Budget Revision for fiscal year 2014 from $11,975,959 to $11,719,450. (A decrease of $256,509 to the Library's general fund per the City of Tacoma's request.) The City has added $29,693 to the original request (Resolution 14002) due to life insurance costs which were inadvertently included in the previous resolution.

RESOLVED, That the Board accepts the Budget Revision for fiscal year 2014 to $11,719,450 for the Library's general fund.
The motion was moved, seconded, and tabled to March.

NEW BUSINESS

RESOLUTION 14020: 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 14021: 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 14022: Request for approval to contract with Philadelphia Insurance Companies using Kris Lawrence of Propel Insurance as our agent for Property, Content, and Flood coverage from March 1, 2014 through March 1, 2015 at a cost of $57,960.

RESOLVED, That the Board does hereby approve to contract with Philadelphia Insurance Companies for Property, Content, and Flood coverage from March 1, 2014 through March 1, 2015 at a cost of $57,960.
The motion was moved, seconded, and passed.
RESOLUTION 14023: Approval of a one-time lump sum payment equal to 1% of **each non-union employee's annual salary as of January 1, 2014. The lump sum payment**

is to be made to the following four classifications: Business Manager #90150, Confidential Assistant #90660, HR Manager (Administrative Services Manager) #90760, and Library Director #90420, as presented.

RESOLVED, That the Board does hereby approve the proposed one-time lump sum payment equal to 1% of each non-union employee's annual salary as of January 1, 2014. The lump sum payment is to be made to the following four classifications: Business Manager #90150, Confidential Assistant #90660, HR Manager (Administrative Services Manager) #90760, and Library Director #90420, as presented.
The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

1. Library staff affected by an unusual amount of illness
2. Director attended the Winter meeting of the Washington Public Library Directors on January 31, 2014
3. Update on new website for the Library
4. Setting a date for a library "retreat" to review and modify the strategic plan
5. Future project: RFID (radio frequency ID tags)

TRUSTEES' REPORT

Discussion on setting a date for the library's strategic plan retreat

EXECUTIVE SESSION

To discuss Director Odencrantz' update on Strategic Plan and performance.
Began at 6 p.m. extended at 6:17 p.m., and concluded at 6:22 p.m.

ADJOURNMENT

Following proper motion, the meeting adjourned at 6:22 p.m. The next Board Meeting will be held March 19, 2014 at 5:30 p.m. at the Moore Library.

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