tacoma public library
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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
April 16, 2014

CALL TO ORDER

President Julio Quan called the April 16, 2014 Regular Board Meeting to order at 5:44 p.m. The meeting was held at the Swasey Library 7001 6th Ave., Tacoma.

ATTENDANCE

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

Library Staff: Library Director Susan Odencrantz, HR Manager Kathleen Earl, Business Manager Lynn Uglick, Library Assistant JoLyn Reisdorf, South Tacoma and Swasey Branch Manager Susan Marihugh, NWR Librarian Supervisor Brian Kamens, NWR Librarian Jean Fisher, and Confidential Assistant Karen Meyer were present.

City: Management Analyst II - Council Assistant, Anita Gallagher was present.

Public: Don Lacky and Jennine Trachier were present.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the March 19, 2014 Board Meeting. **Motion carried**.

CONSENT ITEMS

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

1. Financial Report for March 2014

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 14038: 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 14039: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the March 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)

UNFINISHED BUSINESS

RESOLUTION 14036: Acceptance of budget revision for fiscal year 2014 from $11,756,695 to 11,562,486. (A decrease of $194,209 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 $11,562,486 for the Library's general fund.
Tabled at March's meeting. **The motion was moved, seconded, and failed.**

RESOLUTION 14045: Acceptance of budget revision for fiscal year 2014 from $11,756,695 to $11,564,986. (A decrease of $191,709 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 $11,564,986 for the Library's general fund.
The motion was moved, seconded, and passed.

NEW BUSINESS

RESOLUTION 14040: 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 14041: 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 14042: Requesting approval of the Library Board of Trustees for reimbursement of relocation/moving expenses for Christine Bassett, IT Manager, for moving from New Windsor, New York in an amount not to exceed $3,000. This will be funded from the Administration Cost Center #601000/54141000 in an amount not to exceed $3,000. - APPROVAL

RESOLVED, That the Board approves the reimbursement of relocation/moving expenses for Christine Bassett, IT Manager, for moving from New Windsor, New York in an amount not to exceed $3,000.
The motion was moved, seconded, and passed.

RESOLUTION 14043: Request Approval to Contract with Quipu Group LLC for a Digital Collection Management System Selection and Procurement Project. The Consulting Fee for this Project is Not to Exceed $25,000; estimated cost is $24,690.

RESOLVED, That the Board approves to contract with Quipu Group LLC for a consulting fee not to exceed $25,000.
The motion was moved, seconded, and passed.

RESOLUTION 14044: Request Approval of Revision of the Classification Specification #90600 (Superintendent of Maintenance).

RESOLVED, That the Board approves the revision of the classification specification #90600 as presented.
The motion was moved, seconded, and passed.

RESOLUTION 14046: Approval to accept the donation of $100 from Aloha Club in honor of Michael Sullivan to be used in the Northwest Room.

RESOLVED, That the Board accepts the donation of $100 for the Northwest Room from the Aloha Club in honor of Michael Sullivan.
The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

- Director Odencrantz introduced Anita Gallagher, Management Analyst II - Council Assistant who has been assigned to be the Library's Liaison with the City of Tacoma.
- The Library Board of Trustees held the Strategic Plan Retreat on Saturday April 12, 2014.
- The City of Tacoma has begun planning for the 2015/16 Biennial Budget. The process is beginning with the M & O budget set at a "maintenance of current services" level. The City's Budget Office has issued a tentative budget preparation schedule which will be revised as needed.

TRUSTEES' REPORT

Trustee Wallace suggested that the Library participate at the Ethnic Fest July 26 & 27 at Wright's Park.

ADJOURNMENT

Following proper motion, the meeting adjourned at 6:12 p.m. The next Board Meeting will be held May 21, 2014 at 5:30 p.m. at the South Tacoma Library.

Julio Quan
President
Tacoma Public Library Board

SUSAN ODENCRANTZ
Library Director and Secretary to
the Tacoma Public Library Board