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BOARD OF TRUSTEES:

John R. (Jack) Connelly, Jr., President  
Wayne Williams, Vice President  
Sara Irish, Trustee  
John Wallace, Trustee  
Vacant, Trustee

MINUTES  
June 17, 2015

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[The presentation started before the meeting was called to order due to the lack of a quorum. Upon arrival of the third trustee, the meeting was called to order, the pledge of allegiance made and the presentation continued.]

**PRESENTATION**

**Radio-Frequency Identification (RFID) Project** by IT Manager Christine Bassett.

**CALL TO ORDER**

The meeting was held at the Moore Library located at 215 S. 56th Tacoma. President Jack Connelly called the June 17, 2015 Regular Board Meeting to order at 5:46 p.m.

**ATTENDANCE**

Library Board: President John R. (Jack) Connelly, Jr.; Trustee Sara Irish; and Trustee/Vice President Wayne Williams were present. Trustee John Wallace was absent.

Library Staff: Library Director Susan Odenrantz; Human Resources Manager Kathleen Earl; Business Manager Sue Calhoun; South Tacoma/Swasey Branch Manager Susan Marihugh; IT Manager Christine Bassett; Moore Branch Manager Melissa Fitzgerald; Main Manager Beverly Choltsco-Devlin; Fern Hill/Mottet Branch Managers Janet Myers and Lisa Bitney; Main Supervisor Shannon Rich; and Confidential Assistant Karen Meyer were present.

Public: George and Jennine Trachier; Don Lacky; Hayes Alexander, III; and Sandy Bassett were present.

**PLEDGE OF ALLEGIANCE** President Jack Connelly

**PRESENTATION** (Continued)

**Radio-Frequency Identification (RFID) Project** by IT Manager Christine Bassett.

**APPROVAL OF MINUTES**

The motion was moved and seconded to approve the Minutes of the May 20, 2015 Board Meeting. **Motion carried.**

## CONSENT ITEMS

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

1. Financial Reports for May 2015

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

2. HR Reports for May 2015
3. Circulation Summaries for May 2015

**The motion was moved, seconded, and passed.**

## PAYMENT OF BILLS

### **RESOLUTION 15039: 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 15040: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the May 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)

## NEW BUSINESS

### **RESOLUTION 15045: Request permission to purchase radio-frequency identification tags (RFID) from 3M in an amount not to exceed \$180,000.**

**RESOLVED**, That the Board approves the purchase of RFID tags from 3M in an amount not to exceed \$180,000.

**The motion was moved, seconded, and passed.**

### **RESOLUTION 15046: Request permission to purchase hardware including installation, software, and five year maintenance package from 3M for the RFID project in an amount not to exceed \$220,000 including state sales tax with \$110,000 from the A-Sink Fund and \$110,000 from the Virginia Helen Marshall Trust Fund.**

**RESOLVED**, That the Board approves the purchase of hardware including installation, software, and five year maintenance package from 3M for the RFID project in an amount not to exceed \$220,000 including state sales tax with \$110,000 from the A-Sink Fund and \$110,000 from the Virginia Helen Marshall Trust Fund.

**The motion was moved, seconded, and passed.**

**RESOLUTION 15047: Request permission to purchase network switches, cables, consultation services, and service agreement from Right! Systems to perform network upgrades in an amount not to exceed \$33,000.**

*RESOLVED*, That the Board approves the purchase of network switches, cables, consultation services, and a service agreement from Right!Systems to perform network upgrades in an amount not to exceed \$33,000 including state sales tax.  
The motion was moved, seconded, and passed.

**RESOLUTION 15041: 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 15042: 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 15043: One Day Closure of Mottet and South Tacoma Branch Libraries on Saturday, August 15, 2015 for the Summer Reading Program’s Zoo Party - Approval**

*RESOLVED*, That the Board approves the closure of Mottet and South Tacoma Branch Libraries on Saturday, August 15, 2015. The staff at Mottet and South Tacoma will be re-assigned to provide coverage at the Mayor’s Award Celebration for the Summer Reading Club at the Point Defiance Zoo and Aquarium and to other branches as needed. - Approval  
The motion was moved, seconded, and passed.

**RESOLUTION 15048: Request the August 19, 2015 board meeting be moved to the Olympic Room at Main due to the RFID installation.**

*RESOLVED*, That the Board approves the venue change to the Olympic Room at Main for the August 19, 2015 board meeting.  
The motion was moved, seconded, and passed.

**RESOLUTION 15044: Request acceptance of the revision of the Librarian Classification Specification #90700 as presented.**

*RESOLVED*, That the Board accepts the revision of the Librarian Classification Specification #90700 as presented.  
The motion was moved, seconded, and passed.

**RESOLUTION 15049: Request acceptance of the revision of Administrative Policy #10.49.1 “Rules of Behavior Governing the Use of Tacoma Public Library Facilities” as presented.**

*RESOLVED*, That the Board accepts the revision of Administrative Policy #10.49.1 as presented.

**The motion was moved, seconded, and passed.**

**RESOLUTION 15050: Request acceptance of new Administrative Policy #10.49.3 “Special Use of Library Premises for Expression of Opinion” as presented.**

*RESOLVED*, That the Board accepts Administrative Policy #10.49.3 “Special Use of Library Premises for Expression of Opinion” as presented.

**The motion was moved, seconded, and passed.**

## **DIRECTOR’S REPORT**

Director Odenrantz announced Branch Manager Janet Myers retirement and thanked her for 17 years of outstanding service at Tacoma Public Library. Then, Director Odenrantz introduced Lisa Bitney who is the new Branch Manager at Fern Hill and Mottet.

The Director summarized the activities on the “green strip” between the Library building and the parking lot at Main.

The exterior of the Swasey Library is being repaired and painted.

The Main Library is using commercial grade portable air conditioners until the chiller is replaced.

The Summer Reading Club has begun with many activities for all ages. The Zoo Party will be Saturday, August 15, 2015.

The website is progressing ahead of schedule. The Boopsie app will be phased out and replaced with one from BiblioCommons.

On Saturday, May 30<sup>th</sup>, a group of interested citizens met to discuss the possibilities of re-organizing a Friends and/or a Foundation to support Tacoma Public Library.

The Hilltop Library Committee is working on a Logic Model to present to Tacoma Public Schools. The proposal will be in support of extending the school library service at McCarver Elementary upon completion of its remodel.

The Pathway Card supports Obama’s ConnectED initiative. The Library has submitted a proposal for a program on how the Pathway card works to the American Library Association for the 2016 Conference in Orlando, Florida. The Library is also looking at the possibility of an agreement with three charter schools in Tacoma.

Seattle Public Library has invited the Trustees to a regional meeting of the Boards of Trustees of public libraries in the western Washington area on Saturday, October 24 from 9:30 a.m. to 2:30 p.m.

## **TRUSTEES' REPORT**

President Connelly asked who owns the property with the boulders in Matt Driscoll's article in the newspaper. Director Odencrantz replied that the City owns it, and, in fact, owns all "library" property.

President Connelly thanked Branch Manager Janet Myers for her years of service and welcomed Branch Manager Lisa Bitney.

## **ADJOURNMENT**

The meeting adjourned at 7:00 p.m. The next Board Meeting will be held July 15, 2015 at 5:30 p.m. at Fern Hill Branch Library.

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Jack Connelly  
President  
Tacoma Public Library Board

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Susan Odencrantz  
Library Director and Secretary to  
the Tacoma Public Library Board