
BOARD OF TRUSTEES:

John R. (Jack) Connelly, Jr., President
Wayne Williams, Vice President
Sara Irish, Trustee
Donna LaFrance, Trustee
John Hines, Trustee

MINUTES
May 17, 2017

CALL TO ORDER

The regular meeting was held at the Swasey Library located at 7001 6th Ave., Tacoma. President Jack Connelly called the meeting to order at 5:35 p.m.

ATTENDANCE

Library Board: President Jack Connelly; Vice President Wayne Williams; Donna LaFrance; Sara Irish; and John Hines were present.

Library Staff: Library Director Susan Odencrantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; Library Associate JoLyn Reisdorf; Confidential Assistant Karen Meyer; South Tacoma and Swasey Branch Manager Cheryl Towne; Library Assistant Angelo DeFazio and Collection Development Manager Kelda Vath were present.

City of Tacoma: HR Department Joy St. Germain; Labor Negotiator Jude Kelley; and City Councilman Anders Ibsen were present.

Public: Don Lackey; Jennine Trachier; Hayes Alexander, III and Andrew Kouklis were present.

PLEDGE OF ALLEGIANCE – President Jack Connelly

TOUR OF SWASEY (15 minutes – tape paused during this time)
Swasey/South Tacoma Branch Manager Cheryl Towne

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the April 19, 2017 Regular Board Meeting. **Motion carried.**

CONSENT ITEMS

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

1. Financial Reports for April 2017

The motion was moved, seconded, and passed.

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

2. HR Reports for April 2017
3. Circulation Summaries for April 2017

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 17028: 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 17029: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the April 2017 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)

PRESENTATIONS

Introduction to Swasey – Library Assistant Angelo DeFazio

UNFINISHED BUSINESS

RESOLUTION 16067: Request acceptance of the revision of the Library Director Classification Specification #90420 as amended.

RESOLVED, That the Board accepts the revision of the Library Director Classification Specification #90420 as amended.

Moved, seconded, and passed.

NEW BUSINESS

RESOLUTION 17030: Approval of revision of administrative Policy #10.13. The only change to the policy is the addition of the formula for determining the non-resident card fee. [(Biennial budget minus assessments) divided by 2 for annual rate; then divided by most accurate population estimate (City of Tacoma).] (This was passed April 19, 2017 as Resolution 17018; but the resolution number had already been used.)

RESOLVED, That the Board approves the revision of administrative Policy #10.13 to include the non-resident card fee formula.

Moved, seconded, and passed.

RESOLUTION 17031: Authorization to Declare Items for Surplus – Approval

RESOLVED, That the Board declares as surplus to the needs of the Tacoma Public Library, as presented.

Moved, seconded, and passed.

RESOLUTION 17032: 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.

Moved, seconded, and passed.

RESOLUTION 17033: Requests that the Board accepts the donation of \$1,000 from Carol D. Young for the purchase of a subscription to Value Line Large Cap for one year.

RESOLVED, That the Board accepts the donation of \$1,000 for the one year subscription to Value Line Large Cap.

Moved, seconded, and passed.

DIRECTOR'S REPORT

- Active Shooter Training for all staff – Thursday, May 18.
- Image Permanence Institute (IPI) – preservation expert Kelly Krish will be in Tacoma from Tuesday, May 16 through Thursday, May 18 for her on-site research of the 500,000+ photographs stored in trailers located in the parking lot of the Main Library.

TRUSTEES' REPORT

Councilman Ibsen talked about the importance of the Library across all demographics according to the City's IT study.

Trustee John Hines will provide the other trustees with his notes from library staff regarding what they would like to see in a new library director.

Trustee Sara Irish was on the panel for the City Manager position. No candidate was endorsed by the panel.

ADJOURNMENT

The meeting adjourned at 7:16 p.m. The next regular Board Meeting will be held June 21, 2017 at 5:30 p.m. at Wheelock.

Jack Connelly
President
Tacoma Public Library Board

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