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BOARD OF TRUSTEES:

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

**AGENDA**  
**December 22, 2015**

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Main (Board Room - 3<sup>rd</sup> floor) 1102 Tacoma Ave. S. - Tacoma

## **AGENDA**

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### **I CALL TO ORDER**

### **II PLEDGE OF ALLEGIANCE**

### **III APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the November 18, 2015 Board Meeting.

S/D/V

### **IV CONSENT ITEMS**

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

1. Financial Report for November 2015

S/D/V

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

2. HR Report for November 2015
3. Circulation Summary for November 2015

S/D/V

### **PAYMENT OF BILLS**

#### **RESOLUTION 15072: 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.

S/D/V

**RESOLUTION 15073: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the November 2015 payments for the City of Tacoma services provided to the Tacoma Public Library as presented in Attachment B.

S/D/V

**V PUBLIC COMMENTS**

**VI EXECUTIVE SESSION - Mike Brock, City of Tacoma Labor Negotiator**  
Closed session for update on contract negotiations with Teamsters Local 117 and personnel.

**VII NEW BUSINESS**

**RESOLUTION 15074: Request that the Board rescinds Policy 10.30 Main Library Security System; Policy 10.41 Damaged Discharged Items; Policy 21.00 Time Card Preparation and Payroll Processing Procedures; Policy 22.04 Petty Cash Accounting Procedures; Policy 22.05 Payment of Library Vouchers; Policy 24.00 Report Procedures of Vandalism and Mischief; Policy 31.01 Branch Backup/Relief; Policy 31.05 Emergency Procedures; Policy 40.17 P-100 Signature Authorization; Policy 47.00 Safety Programs; and Policy 47.01 Emergency Safety and Evacuation Policy because each of these policies is a procedure.**

*RESOLVED*, that the Board rescinds Policies 10.30, 10.41, 21.00, 22.04, 22.05, 24.00, 31.01, 31.05, 40.17, 47.00, and 47.01 because each of these policies is a procedure.

S/D/V

**RESOLUTION 15075: Request that the Board rescinds Policy 10.07 Management Team Composition; Policy 10.08 Library Organization/Structure; Policy 10.10 Incarcerated Employees; Policy 10.29 Audio and Video Materials; Policy 31.13 Telephone Usage; Policy 40.09 Training and Development Programs; and because each of these policies is obsolete.**

*RESOLVED*, that the Board rescinds Policies 10.07, 10.08, 10.10, 10.29, 31.13, and 40.09 because each of these policies is obsolete.

S/D/V

**RESOLUTION 15076: Request that the Board rescinds Policy 10.15 Tardiness and Policy 40.04 Work Schedule-Make Up Time because each of these policies is covered under the collective bargaining agreements.**

*RESOLVED*, that the Board rescinds Policies 10.15 and 40.04 because these policies are covered under the collective bargaining agreements.

S/D/V

**RESOLUTION 15077: Request that the Board rescinds Policy 10.26 Handicapped Access; Policy 10.34 Smoking Policy; Policy 10.36 Pecuniary Interest; Policy 10.46 Whistleblower Policy; Policy 10.47 Inspection and Copying of Public Records; Policy 10.51 Public Disclosure Policy; Policy 40.08 Equal Employment Opportunity Hiring Policy; Policy 40.13 Consolidated Omnibus Budget Reconciliation Act (COBRA); Policy 40.14 Immigration Reform and Control Act (IRCA); and Policy 46.01 Workers' Compensation Instructions and Procedures because each of these policies are covered under City, State, and/or Federal law.**

*RESOLVED*, that the Board rescinds 10.26, 10.34, 10.36, 10.46, 10.47, 10.51, 40.08, 40.13, 40.14, and 46.01 because each of these policies are covered under City, State, and/or Federal law.

S/D/V

**RESOLUTION 15078: Request that the Board approve a 2% cost of living increase for non-represented employees for 2016, 2017, and 2018 beginning January 1<sup>st</sup> of each year listed.**

*RESOLVED*, that the Board approves a 2% cost of living increase for non-represented employees for 2016, 2017, and 2018 beginning January 1<sup>st</sup> of each year listed.

S/D/V

**RESOLUTION 15079: Request that the Board extend the contract with West Coast Industries for one year at the cost of \$80,979 from November 1, 2015 through October 31, 2016. This will be the first of four possible extensions of the contract.**

*RESOLVED*, that the Board approves the contract extension with West Coast Industries for one year at the cost of \$89,979 from November 1, 2015 through October 31, 2016.

S/D/V

**RESOLUTION 15080: Request that the Board extend the contract with Blue Sky Landscaping at the cost of \$34,295.28 for one year from January 1, 2016 through December 31, 2016. This will be the first of four possible extensions of the contract.**

*RESOLVED*, that the Board approves the contract extension with Blue Sky Landscaping for one year at the cost of \$34,295.28 from January 1, 2016 through December 31, 2016.

S/D/V

**RESOLUTION 15081: Request that the Board approve an estimated budget in the amount of \$11,910,662 for the fiscal year 2016.**

*RESOLVED*, that the Board approves the estimated budget in the amount of \$11,910,662 for the fiscal year 2016.

S/D/V

**RESOLUTION 15082: Request that the Board approve the Preferred Vendors for purchasing library materials for fiscal year 2016 per the guidelines in Purchasing Policy #23.00 as presented.**

*RESOLVED*, that the Board approves the Preferred Vendors list as presented for purchasing library materials for fiscal year 2016.

S/D/V

**VIII DIRECTOR'S REPORT**

**IX TRUSTEES' REPORT**

**X ADJOURNMENT**