
BOARD OF TRUSTEES:

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

MINUTES
December 22, 2015

CALL TO ORDER

The meeting was held at the Main Library (Olympic Room) located at 1102 Tacoma Avenue South. President Jack Connelly called the December 22, 2015 Special Board Meeting to order at 5:30 p.m.

ATTENDANCE

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

Library Staff: Library Director Susan Odenchantz; Human Resources Manager Kathleen Earl; Business Manager Sue Calhoun; Main Manager Beverly Choltco-Devlin; Fern Hill/Mottet Branch Manager Lisa Bitney; South Tacoma/Swasey Branch Manager Susan Marihugh; Library Assistant JoLyn Reisdorf and Confidential Assistant Karen Meyer were present.

Public: Jennine Trachier, George Trachier, and Don Lackey were present.

PLEDGE OF ALLEGIANCE – Trustee Sara Irish

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the November 18, 2015 Board Meeting. **Motion carried.**

CONSENT ITEMS

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

1. Financial Reports for November 2015

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

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.

The motion was moved, seconded, and passed.

RESOLUTION 15073: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the November 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)

EXECUTIVE SESSION HR Manager Kathleen Earl (5:32-5:45 p.m.)

Closed session for update on contract negotiations with Teamsters Local 117 and personnel.

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. The motion was moved, seconded, and passed.

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. The motion was moved, seconded, and passed.

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.
The motion was moved, seconded, and passed.

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.
The motion was moved, seconded, and passed.

RESOLUTION 15078: Request that the Board approve a 2% cost of living increase for non-represented employees for 2016, 2017, and 2018 beginning January 1st 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 1st of each year listed.
The motion was moved, seconded, and passed.

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 \$80,979 from November 1, 2015 through October 31, 2016.
The motion was moved, seconded, and passed.

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.
The motion was moved, seconded, and passed.

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.

The motion was moved, seconded, and passed.

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.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Mayor Strickland selected *Station Eleven* as the Tacoma Reads book for 2016. Emily St. John Mandel, author of *Station Eleven*, will be in Tacoma on Thursday, March 24th. This book provides opportunities for numerous and diverse programs.

The Library's new website has been "soft launched". The website will be "hard launched" on January 20th.

Branch Manager Lisa Bitney reported that sixty second graders from Boze Elementary visited Mottet. Each student checked out at least one book. Some students returned that evening with their parents.

The NW Room has won a \$3,000 grant from Pierce County's Landmarks & Historic Preservation Commission to digitize a selection of architectural drawings/blueprints from the Library's collection.

The Library's insurance company is rebating \$99,000 toward the replaced heat pump and chiller.

Director Odenrantz displayed the AMOCAT award. She thanked Don Lackey, a member of the Tacoma Arts Commission and regular library patron, for nominating the Library for this award.

TRUSTEES' REPORT (None)

ADJOURNMENT

The meeting adjourned at 6:15 p.m. The next Board Meeting will be held January 20, 2016 at 5:30 p.m. at Main in the Board Room.

Jack Connelly
President
Tacoma Public Library Board

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