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BOARD OF TRUSTEES:

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

MINUTES  
November 16, 2016

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## CALL TO ORDER

The regular meeting was held at the Main Library located at 1102 Tacoma Avenue South (Olympic Room). President Jack Connelly called the meeting to order at 5:35 p.m.

## SUSPENSION OF RULES TO ADOPT REVISED AGENDA

**RESOLVED**, That the Board does hereby suspend the rules in order to adopt the Revised Agenda for the Regular Board Meeting November 16, 2016

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

## ADOPTION OF THE REVISED AGENDA

**RESOLVED**, That the Board does hereby adopt the Revised Agenda for the Regular Board Meeting of November 16, 2016.

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

## ATTENDANCE

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

**Library Staff:** Library Director Susan Odenchantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; Fern Hill and Mottet Branch Manager Susan Marihugh; Library Associate JoLyn Reisdorf; IT Manager Christine Bassett; and Confidential Assistant Karen Meyer were present.

**Public:** Don Lackey and Hayes Alexander III were present.

**PLEDGE OF ALLEGIANCE** – Vice President Wayne Williams

## APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the September 21, 2016 Regular Board Meeting. **Motion carried.**

## CONSENT ITEMS

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

1. Financial Reports for September and October 2016

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

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

2. HR Reports for September and October 2016
3. Circulation Summaries for September and October 2016

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

## PAYMENT OF BILLS

### **RESOLUTION 16061: 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 16062: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the September and October 2016 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 16063: Request approval of venue for Tacoma Public Library Board Meetings for 2017.**

**RESOLVED**, That the Board approves the venue for 2017 Board meetings as presented.  
**The motion was moved, seconded, and passed.**

### **RESOLUTION 16064: Request approval to purchase and install carpet in the Fern Hill Branch in the amount of \$64,322.52.**

**RESOLVED**, That the Board approves the purchase and installation of the carpet in the Fern Hill Branch in the amount of \$64,322.52.  
**The motion was moved, seconded, and passed.**

**RESOLUTION 16065: Request approval to contract with American Custodial, Inc. for building maintenance (janitorial) services under TPL Specification #161021 at Tacoma Public Library's seven branches for the period of December 1, 2016 – November 30, 2018. This contract includes an option to extend the contract for additional periods; not to exceed five years. The annual cost of this contract will be \$81,138.48.**

*RESOLVED*, That the Board approves to contract with American Custodial, Inc. for building maintenance services for Tacoma Public Library's seven branches for the period of December 1, 2016 – November 30, 2018 for an annual cost of \$81,138.48.  
The motion was moved, seconded, and passed.

**RESOLUTION 16066: Request permission to purchase 16 Comprise UIC Smart Terminals (credit card payment terminals) from Bibliotheca (3M), and pre-payment for 5 years of the Comprise Integrated Solutions payment integration software subscription for the second phase of the RFID project in an amount not to exceed \$81,000.**

*RESOLVED*, That the Board approves to purchase 16 Comprise UIC Smart Terminals from Bibliotheca and five years of the Comprise Integrated Solutions integration software subscription in an amount not to exceed \$81,000.  
The motion was moved, seconded, and passed.

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

*RESOLVED*, That the Board accepts the revision of the Library Director Classification Specification #90420 as presented.  
The motion was tabled.

**RESOLUTION 16068: Request acceptance of the revision of the Custodian/Delivery Driver Classification Specification #90070 as presented.**

*RESOLVED*, That the Board accepts the revision of the Custodian/Delivery Driver Classification Specification #90070 as presented.  
The motion was moved, seconded, and passed.

**RESOLUTION 16069 : 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 16070: 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.**

**DIRECTOR’S REPORT**

Director Odencrantz gave brief up-dates on the following topics:

- All Staff Day – Thursday morning, October 27
- 2017-18 Biennial Budget process - Status
- Facilities – Increasing damage to branches from people camping after hours
- GRADUATE TACOMA
- Conversation with TPS Superintendent Carla Santorno
- Friends of Tacoma Public Library
- After-hours pilot program at McCarver Elementary School

**TRUSTEES’ REPORT**

- Vice-President Wayne Williams requested information on library-generated revenue sent to the City
- Trustee Hines requested statistics concerning the Pathway card. IT Manager provided those statistics
- Trustee LaFrance – lead a general conversation on the value of the Pathway card
- President Connelly – Commended Director Odencrantz on the work with the budget

**EXECUTIVE SESSION** (To discuss personnel issues and real estate negotiations)

7:35-8:15 p.m. Open session resumed at 8:15 p.m.

**ADJOURNMENT**

The meeting adjourned at 8:15 p.m. The next Board Meeting will be held December 21, 2016 at 5:30 p.m. at Main in the Olympic Room.

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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