
BOARD OF TRUSTEES:

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

AGENDA
April 19, 2017

Main – Board Room – 1102 Tacoma Ave. S. – Tacoma

AGENDA

I CALL TO ORDER

II PLEDGE OF ALLEGIANCE

III APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the March 15, 2017 Board Meeting and the Minutes of the March 25, 2017 Board Retreat.

S/D/V

IV CONSENT ITEMS

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

1. Estimated Financial Reports for March 2017

S/D/V

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

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

S/D/V

PAYMENT OF BILLS

RESOLUTION 17017: 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 17018: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the March 2017 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

S/D/V

V PUBLIC COMMENTS

VI PRESENTATIONS

Parking Lot: COT Program Development Specialist Debbie Bingham

Archive Items in Trailer: Director Susan Odencrantz

Active Shooter Training: Training Manager Julie Ciccarelli

Friends of Tacoma Public Library: President, Stacey Nix, Vice President/General Counsel Christopher Love, and Treasurer Jennine Trachier

Library Director Classification: HR Manager Joy St. Germain

VII UNFINISHED BUSINESS

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. [Previously tabled at the November 16, 2016 and the March 15, 2017 Board Meetings.]

S/D/V

RESOLUTION 17015: Approval of the non-resident library card fee for the 2017-18 biennium. The new fee will be \$65 and will begin April 1, 2017.

RESOLVED, That the Board approves the non-resident library card fee of \$65 for the 2017-18 biennium.

Tabled at the March 15, 2017 Board Meeting.

S/D/V

VIII NEW BUSINESS

RESOLUTION 17018: 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).] (The line highlighted in blue is the current info. The line in red adds the formula and the date changes are in red.)

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

RESOLUTION 17019: Approval of the non-resident library card fee for the 2017-18 biennium. The new fee will be \$59 and will begin June 1, 2017. (Please find supporting documentation behind this resolution which is based on Tacoma Public Library Administrative Policy #10.13 which uses the Library's annual budget and the population of Tacoma.)

RESOLVED, That the Board approves the non-resident library card fee of \$59 for the 2017-18 biennium.

S/D/V

RESOLUTION 17020: Request that the Board approves a one day closure of the Main Library (9 a.m. – 6p.m.) and for Branch Libraries to be closed from 10 a.m. - 2:30 p.m. on Thursday, May 18, 2017 for Workplace Violence Prevention Training. Branch staff will receive training in the morning while the Main staff works on an evacuation plan. Main staff will receive training in the afternoon while Branch staff return to regular work assignments.

RESOLVED, That the Board approves a one day closure for Main and a partial day closure for Branches on Thursday, May 18, 2017 for training purposes.

S/D/V

RESOLUTION 17021: Board Retreat – Approval

RESOLVED, That the Board Retreat will be from 9-noon in the Board Room at Main on Saturday, May 20, 2017.

S/D/V

RESOLUTION 17022: Request that the Board accepts the memorandum of understanding with the Friends of the Library as presented.

RESOLVED, That the Board accepts the MOU with the Friends of the Library.

S/D/V

RESOLUTION 17023: Authorization to Declare Items for Surplus – Approval

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

S/D/V

RESOLUTION 17024: 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.

S/D/V

RESOLUTION 17025: Request permission to call for bids for protective security at Main.

RESOLVED, That the Board does hereby grant permission for a call for bids for protective security at Main.

S/D/V

RESOLUTION 17027: Request that the Board approves hiring the roofing contractor, Wayne’s Roofing, to replace the roof at the South Tacoma Branch Library for a base cost of \$196,000.

RESOLVED, That the Board approves hiring Wayne’s Roofing to replace the roof at South Tacoma for a base cost of \$196,000.

S/D/V

RESOLUTION 17026: Request that the Board accepts the donation of \$742.50 from the Tacoma-Pierce County Genealogical Society for the purchase of a one-year subscription to FindMyPast.

RESOLVED, That the Board accepts the donation of \$742.50 for the one-year subscription to FindMyPast.

S/D/V

IX DIRECTOR’S REPORT

X TRUSTEES’ REPORT

XI ADJOURNMENT