
BOARD OF TRUSTEES:

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

MINUTES
September 20, 2017

CALL TO ORDER

The regular meeting was held at the South Tacoma Library located at 3411 S. 56th, Tacoma. President Jack Connelly called the meeting to order at 5:37 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; Human Resources Manager Kathleen Earl; Business Manager Sue Calhoun; Confidential Assistant Karen Meyer; Moore Branch Manager Melissa Fitzgerald; South Tacoma and Swasey Branch Manager Cheryl Towne; Fern Hill and Mottet Branch Manager Susan Marihugh; Main Branch Manager Beverly Choltco-Devlin; Digital Instructor John Hargis; Library Associate JoLyn Reisdorf; and Main Supervisor Shannon Rich were present.

Public: Don Lackey; Hayes Alexander, III; Susanne Martin; Lenia Martinez and her family; David Evans; Wes Bryant; and Steve Jones were present.

PLEDGE OF ALLEGIANCE – Trustee Donna LaFrance

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the August 12, 2017 Special Board Meeting and the Minutes of the August 16 Regular Board Meeting.
Motion carried.

CONSENT ITEMS

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

1. Financial Reports for August 2017

The motion was moved, seconded, and passed.

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

2. HR Reports for July and August 2017
3. Circulation Summaries for August 2017

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 17055: 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 17056: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the August 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)

NEW BUSINESS

RESOLUTION 17057: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – PRESIDENT

RESOLVED, That the Board does hereby NOMINATE Jack Connelly as President of the Board of Trustees.

The motion was moved, seconded, and passed.

RESOLUTION 17058: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT

RESOLVED, That the Board does hereby ELECT Jack Connelly as President of the Board of Trustees.

The motion was moved, seconded, and passed.

RESOLUTION 17059: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – VICE PRESIDENT

RESOLVED, That the Board does hereby NOMINATE Wayne Williams as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed.

RESOLUTION 17060: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – VICE PRESIDENT

RESOLVED, That the Board does hereby ELECT Wayne Williams as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed.

RESOLUTION 17061: Request to hire Tacoma Design for architectural and consultant services for South Tacoma Library’s entry revision project at a fee not to exceed \$22,950.

RESOLVED, That the Board agrees to hire Tacoma Design for architectural and consultant services for South Tacoma Library’s entry revision project at a fee not to exceed \$22,950.

The motion was moved, seconded, and passed.

RESOLUTION 17062: 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 17063: 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.

RESOLUTION 17065: Request the Board of Trustees of the Tacoma Public Library to reserve \$50,000 (Tacoma Public Library Biennial 2017-18 Budget - Operating Enhancements “Staff for Library at McCarver Elementary”) for a literacy project sponsored by the Hilltop Library Committee.

The Hilltop Library Committee advocated for a pilot program to support elementary school students from the Hilltop area with after-school literacy and homework help. The Committee asked for \$50,000 for two contract positions (Children’s Librarian and a Library Associate) to support a 12-hour per week schedule. The pilot program assumed a partnership with the after-school use of the library at McCarver Elementary School. However, when the school was completely re-modelled, the design of the school library was an open-concept arrangement and thus not conducive to after-school use. The Library and the Committee attempted to re-design the program within the \$50,000 budget. A modified program was attempted during the summer program at McCarver. It became apparent that there was insufficient budget to provide both the necessary materials and staff to make the program successful. It exposed expectations that were not

realistic. However, there is an opportunity for the Hilltop Library Committee to use this information to design a future literacy project on the Hilltop utilizing these funds.

RESOLVED, That the Board reserves \$50,000 (Tacoma Public Library Biennial 2017-18 Budget - Operating Enhancements “Staff for Library at McCarver Elementary”) for a literacy project sponsored by the Hilltop Library Committee.

The motion was moved, seconded, and passed.

RESOLUTION 17064: Request the Board of Trustees to accept a \$50 donation from Clayna Robertson and Cynthia.

RESOLVED, That the Board accepts the \$50 donation from Clayna Robertson and Cynthia.

The motion was moved, seconded, and passed.

DIRECTOR’S REPORT

- City of Tacoma HR Manager Shelby Fritz will oversee the scoring process for the Library Director position
- Thursday, September 28 6:30-8:30 pm - “History & Hops” at 7 Seas (fundraiser for United Way of Pierce County, sponsored by the Library and Finance Departments)
- Wednesday, October 18 6:00-7:30 pm - Mayor’s discussion of *Hunger* by Roxane Gay (Tacoma Reads) at Wheelock
- Wednesday, October 25 7:00 -10:00 pm - Roxane Gay (Tacoma Reads and Book signing) at Lincoln High School
- The City is moving to a program-based budget format
- NW Room photographs will be stored in trailer located at Mottet

TRUSTEES’ REPORT

Trustee Hines thanked library staff for participating in the Whole Educator Conference.

PRESENTATIONS

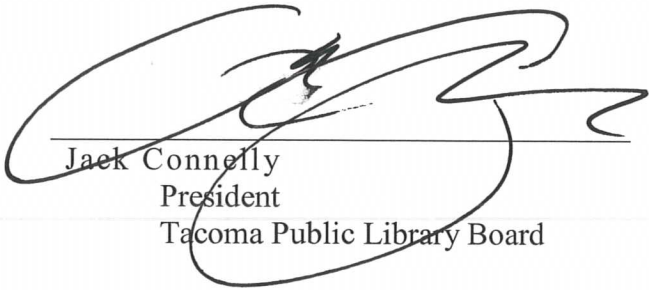
Student Films and the Rap/Hip-Hop Class – John Hargis, Digital Instructor

Swasey – Swasey and South Tacoma Branch Manager Cheryl Towne

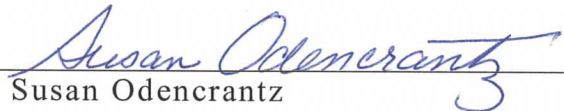
TOUR OF SWASEY - Swasey and South Tacoma Branch Manager Cheryl Towne and Business Manager Sue Calhoun

ADJOURNMENT

The meeting adjourned at 7:15 p.m. The next regular Board Meeting will be held October 18, 2017 at 5:30 p.m. at Main (Board Room).



Jack Connelly
President
Tacoma Public Library Board



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