
BOARD OF TRUSTEES:

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

MINUTES
December 20, 2017

CALL TO ORDER

The regular meeting was held at the Main Library (Olympic Room) located at 1102 Tacoma Avenue S., Tacoma. President Jack Connelly called the meeting to order at 5:45 p.m.

ATTENDANCE

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

Library Staff: Library Director Susan Odenchantz; Business Manager Sue Calhoun; Human Resources Manager Kathleen Earl; IT Manager Christine Bassett; Main Manager Beverly Choltco-Devlin; Main Supervisor Shannon Rich; Kobetich Branch Manager Lisa Bitney; Moore Branch Manager Melissa Fitzgerald; Library Assistant Jed Slaughter; and Confidential Assistant Karen Meyer were present.

Public: John Wallace and Don Lackey were present.

PLEDGE OF ALLEGIANCE – Trustee Jack Connelly

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the November 15, 2017 Regular Board Meeting. **The motion was moved, seconded, and passed.**

CONSENT ITEMS

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

1. Financial Reports for November 2017

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 17080: 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 17081: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the November 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)

PRESENTATION

RFID Phase 3 – automated book drop, sorter – IT Manager Christine Bassett

NEW BUSINESS

RESOLUTION 17082: Expressing support for a whole child approach to education and recognizing the role of parents, educators, and community members in providing a whole child approach to education for each student.

Whereas, the Tacoma School Board of Directors has proclaimed January 2018 as Tacoma Whole Child Month;

Whereas, each student deserves to be challenged academically, exposed to a comprehensive education that promotes critical thinking and creativity, and prepared for higher education, meaningful employment in our global economy, and lifelong success;

Whereas, each student deserves to be supported by qualified, caring adults and receive access to personalized learning;

Whereas, each student deserves to learn about and practice a healthy lifestyle;

Whereas, each student deserves to learn in an environment that is physically and emotionally safe;

Whereas, each student deserves to be actively engaged in learning and connected to the school and broader community;

Whereas, many Tacoma community partners have come together to create a network of social emotional support for students outside the school day;

Whereas, the average graduation rate for Tacoma Public Schools students has increased steadily since 2010;

Whereas, according to the Centers for Disease Control and Prevention, most United States youth do not get the recommended amount of daily physical activity, and students who lack the food and resources for healthy living are less likely to be attentive in school and have higher absenteeism, which can lead to lower academic performance;

Whereas, students who feel unsafe in school are more prone to truancy and disruptive behaviors, have lower grades, and may drop out of school entirely, and

Now, therefore, be it resolved by the Board of Trustees of Tacoma Public Library that the Board supports a whole child approach to education; recognizes the benefit of ensuring students are challenged, supported, healthy, safe, and engaged; encourages parents, educators, and community members to support a whole child approach to education for each student; and encourages Tacoma Public Library to identify opportunities among local, state, and national agencies to coordinate the education, health, and social service sectors serving youth in Tacoma.

The motion was moved, seconded, and passed.

RESOLUTION 17083: Request that the Board extend the contract with Blue Sky Landscaping at the cost of \$33,690.61 for one year from January 1, 2018 through December 31, 2018. This will be the third 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 \$33,690.61 from January 1, 2018 through December 31, 2018.
The motion was moved, seconded, and passed.

RESOLUTION 17084: Request approval of the Preferred Vendors for Library Materials for more than \$50,000 per vendor per year for fiscal year 2018 as presented.

RESOLVED, That the Board approves the Preferred Vendors for Library Materials for more than \$50,000 as presented.
The motion was moved, seconded, and passed.

RESOLUTION 17085: Request approval to adopt the Open Purchase Order List for 2018 as presented.

RESOLVED, That the Board approves the Open Purchase Order List for 2018 as presented.
The motion was moved, seconded, and passed.

RESOLUTION 17086: Request that the Board authorizes the purchase of adjustable desk units from Demco Library Interiors for an amount not to exceed \$22,336.29. Demco is a sole source provider. The funds will come from the South Tacoma Remodel funds and the desks will be used at South Tacoma.

RESOLVED, That the Board approves the purchase of the adjustable desk units from Demco Library Interiors for an amount not to exceed \$22,336.29.
The motion was moved, seconded, and passed.

RESOLUTION 17087: Request that the Board authorizes the purchase of automated patron return book drops, an automated materials sorter, and four years of equipment maintenance from Bibliotheca (3M) for the final phase of the RFID project in an amount not to exceed \$300,000. (\$202,000 from the Capital Projects received in the 2017-2018 Budget and the remaining \$98,000 from the Library's General Funds.)

RESOLVED, That the Board approves the purchase of the automated patron return book drops, an automated materials sorter, and four years of equipment maintenance from Bibliotheca (3M) for the final phase of the RFID project in an amount not to exceed \$300,000.
The motion was moved, seconded, and passed.

RESOLUTION 17088: 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 17089: 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 17090: Request that the Board approves hiring the roofing contractor, Wayne's Roofing, to replace the roof at the Kobetich Branch Library for a base cost of \$165,000. (\$95,000 from Capital Project Funds 2017-2018 Budget and \$70,000 from General Funds)

RESOLVED, That the Board approves hiring Wayne's Roofing to replace the roof at Kobetich for a base cost of \$165,000.
The motion was moved, seconded, and passed.

RESOLUTION 17092: Request that the Board approve payment to Innovative Interfaces, Inc. for the Library system maintenance contract for March 1, 2017 – February 28, 2018 in the amount of \$60,683.65 including sales tax.

RESOLVED, That the Board approves payment to Innovative Interfaces, Inc. in the amount of \$60,683.65 including sales tax for the Library system maintenance contract March 1, 2017 – February 28, 2018.

The motion was moved, seconded, and passed.

RESOLUTION 17091: Resolution of Appreciation – Susan Odencrantz

WHEREAS, Susan Odencrantz joined the staff of the Tacoma Public Library on March 10, 1997 as the Assistant Director for Public Service at Tacoma Public Library, and

WHEREAS, Susan Odencrantz has served our community as Library Director for Tacoma Public Library since May 1999, and

WHEREAS, Susan has worked tirelessly and selflessly with the City of Tacoma on the Library's behalf and to improve communication between the Library and the City, and

WHEREAS, the Library participated in many City of Tacoma General Government events and initiatives such as the summer internship program, *City of Tacoma Government Day, T-Town, Martin Luther King, Jr. Birthday Celebration, United Way Campaign, 30th Anniversary of the Tacoma Dome, the Murray Morgan Bridge Memorial, and the Junior Daffodil Parade* in the Proctor district, and,

WHEREAS, she worked to improve the relations between the Library's Administration and the two labor unions representing Library employees, and

WHEREAS, the Library prioritized support for the staff by creating a staff computer lab and adding a full-time Staff Trainer, and

WHEREAS, the Library prioritized security for the public and the staff by contracting with a professional security service at the Main Library as well as on-going training to address emerging concerns, and

WHEREAS, the Library strengthened the rules of behavior in a fair and uniform manner to improve the atmosphere and security in library facilities, and

WHEREAS, she implemented a community literary program called *Tacoma Reads* which has completed its 16th year, and

WHEREAS, beginning in 1999, Susan instituted the *Mayor's Celebration at the Point Defiance Zoo* in partnership with Metro Parks to mark the end of the Summer Reading Club with free admission to the zoo for a child who completed the summer reading program and an accompanying adult, and

WHEREAS, Susan negotiated an agreement and partnered with Tacoma Public Schools for seamless access to Tacoma Public Library cards (known as the *Pathway Card*) for all students in the school district, and

WHEREAS, she proposed a program that received national attention to focus on the needs of immigrants as well as others with literacy needs and access to social services by sharing the Swan Creek Branch with Tacoma Community House for ten years, and

WHEREAS, the Library partnered with R.E.A.C.H. to support its program for young adults needing assistance with jobs and careers as well as basic adult life skills, and

WHEREAS, Susan invited House of Matthew to expand its level of service to those in immediate danger of becoming homeless or who are already homeless by using the teaching skills expertise of the library staff in the areas of jobs and career materials as well as digital literacy, and

WHEREAS, she expanded reciprocal agreements to Pierce County Library and to Puyallup Public Library, and

WHEREAS, Susan Odenrantz prioritized a long-term migration of IT software and infrastructure from in-house unsupported systems to commercial supported software and infrastructure, and

WHEREAS, she promoted and assisted with the design of a series of websites beginning with those that were designed in-house and received national recognition to the current website in which Tacoma Public Library was the first public library to purchase “Software as Service” from Bibliocommons, and

WHEREAS, Tacoma Public Library implemented a state of the art wireless system at all Library locations in 2005, and

WHEREAS, she lead the effort to move from in-house supported Integrated Library System (ILS) software to a commercial supported ILS System, and

WHEREAS, Susan prioritized the selection of a commercial data base platform for the digital content of the Northwest Room and the transfer of that content from in-house non-supported software to the new platform, and

WHEREAS, Tacoma Public Library began a multi-step program to move to RFID-driven technology in three stages to provide for increased services such as security, self-check, and payment by credit card, and

WHEREAS, Susan supported a move to utilize Chrome / Cloud technologies to effect savings in the IT budget, and

WHEREAS, Tacoma Public Library was the first City of Tacoma agency/department to offer a mobile app leading the way by a year, and

WHEREAS, Susan looked for opportunities to create distinct spaces in Library facilities for younger children resulting in the Children’s Storybook Room at Wheelock, a defined children’s space in Moore Library, and the transformation of the Kobetich meeting room to a children’s space, and

WHEREAS, since there was no specific program for teens when she arrived, Susan set aside a position designated for a Teen Librarian, a space for teens to congregate at the Main Library, and a digital media lab for teens which drew national attention because of its specialized programming, and

WHEREAS, Tacoma Public Library was an early participant (starting in its second year) in the national *90-Second Newbery Film Competition and Festival* and continues to be a major contributor in this event, and

WHEREAS, Susan instigated and set the direction of the *StoryLab* (partially funded by the Allen Family Foundation) and expanded it to the *Digital Media Lab* to serve adults as well as teens with a full-time instructor, and

WHEREAS, *Jobs and Career Center* expanded to include digital educational resources and services such as homework help and *Microsoft IT Academy* (now Imagination), and

WHEREAS, the Library has supported the arts with numerous exhibitions in the Main Library's gallery and with author visits, musical entertainment, film series as well as murals at Fern Hill, Kobetich, South Tacoma, Moore, and Wheelock, and Allen C. Mason Plaza at Wheelock earning it the AMOCAT Arts Award for Community Outreach by an Organization in 2015, and

WHEREAS, the collection of the Northwest Room was significantly expanded by the donation of the Murray Morgan Collection and the historic postcards (1900 through the 1970s) made accessible through a digital database, and

WHEREAS, Tacoma Public Library adapted to the revolutionary changes brought about by digital access to print, audio and visual content in formats such as downloading and streaming plus on-line interactive services, and

WHEREAS, Susan placed special focus on the replacement and repair of the outer envelope (roofs, windows, sides of the building) of all Library facilities, and

WHEREAS, Library undertook significant interior re-model projects at Main, Wheelock, Mottet, Moore, Kobetich, South Tacoma as well as smaller projects such as the replacement of carpeting and re-painting at Fern Hill and Swasey.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Tacoma Public Library that the Board extends its heartfelt appreciation and gratitude to Susan Odenrantz for her leadership, dedication and commitment to serving the needs of the Library and the citizens of Tacoma.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Bates Technical College has less students at the downtown campus due to the homeless situation.

Director Odenrantz said that it has been a privilege to work at Tacoma Public Library with a great staff who came with the ideas which were referenced in the previous

resolution and would not have happened without the staff. She looks forward to passing the reins to Kate Larsen who has extensive public library experience in the state of Washington.

TRUSTEES' REPORT

The trustees gave Director Odencrantz gifts and thanked her for her service to the Library and the Community.

Trustee Connelly said that what the Director has done for the Library especially during difficult budget years is greatly appreciated.

Trustee Williams called her the Relentless Defender of the Library and the Relentless Defender of Hope.

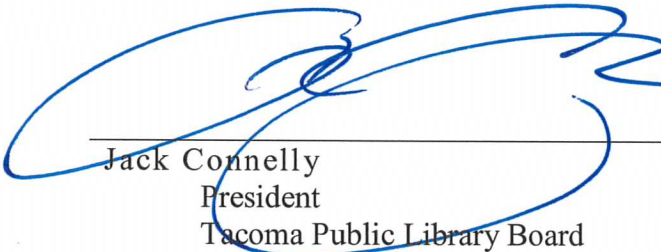
Trustee Irish said she met Director Odencrantz at a coalition, and they decided to become community partners for children. She thanked the director for her good leadership.

Trustee Hines said it was a privilege to work with Director Odencrantz.

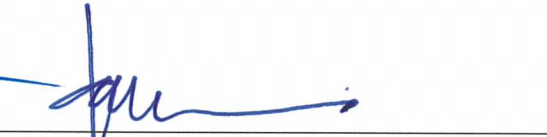
Trustee LaFrance said Director Odencrantz was an effective leader and that the Library has outstanding staff.

ADJOURNMENT

The meeting adjourned at 7:30 p.m. The next regular Board Meeting will be held January 17, 2018 at 5:30 p.m. at Main (Board Room).



Jack Connelly
President
Tacoma Public Library Board



Kathleen Earl
HR Manager
Tacoma Public Library