

Board of Trustees

M. A. (Tony) Hudson, President
Anne M. Seago, Vice President
John R. (Jack) Connelly, Jr.
Lillian Hunter, Trustee
Julio Quan, Trustee

MINUTES
May 20, 2009

CALL TO ORDER

President Hudson called the Regular Board Meeting to Order at 5:35 p.m. He then welcomed new Trustee Connelly to the Library Board.

ATTENDANCE

TPL Board: President M. A. (Tony Hudson), Vice President Anne Seago, Trustee John R. (Jack) Connelly, Trustee Lillian Hunter (5:50 p.m.), and Trustee Julio Quan.

TPL Staff: Library Director Susan Odencrantz, CRO David Domkoski, HR Manager Kathleen Earl, Information Systems Supervisor Carol Grant, Wheelock Branch Manager Cheryl Towne, Business Manager Lynn Uglick, and Confidential Secretary Joyce Huseby.

City of Tacoma Staff: HR Director Joy St. Germain

Others present: Tacoma resident John Miles; John Larson, *Tacoma Weekly*; Tacoma Housing Authority Executive Director Michael Mirra; THA Sr. Project/Construction Manager Jeff France; THA Commissioner Janis Flauding; Chair of the THA Board of Commissioners Ken Miller.

SUSPENSION OF RULES TO ADOPT REVISED AGENDA

Vice President Seago moved and Trustee Quan seconded to suspend the rules in order to adopt the Revised Agenda for the Regular Board Meeting of May 20, 2009. Following a vote the motion carried.

ADOPTION OF THE REVISED AGENDA

Vice President Seago moved and Trustee Quan seconded in order to adopt the Revised Agenda for the Regular Board Meeting of May 20, 2009. Following a vote the motion carried.

APPROVAL OF MINUTES

Trustee Hunter moved and Trustee Quan seconded to approve the Minutes of the Regular Board Meeting held on April 22, 2009. The motion and vote was taken at 5:55 p.m. The motion carried.

CONSENT ITEMS

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve Consent Items #1 and #2 as presented.

1. Personnel Status Report – April 2009
2. Circulation Summary - April 2009

President Hudson requested comparison circulation data by branch from last year 2008 to compare 2009.

Vice President Seago moved and Trustee Quan seconded. Following a vote the motion carried.

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve Consent Item #3 as presented.

3. Financial Report for April 2009

Business Manager Uglick clarified CRO the expenditure on the shared Graphics Department employee and noted CRO Summer Reading Club expenses were expected in June.

Vice President Seago moved and Trustee Quan seconded. Following a vote the motion carried.

PAYMENT OF BILLS

RESOLUTION 09027: PAYMENT OF BILLS PER VOUCHERS - AUTHORIZATION

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby authorize 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.

Vice President Seago moved and Trustee Quan seconded. Following a vote Resolution 09027 passed.

AUDIENCES TO THE PUBLIC

JOHN MILES

5606 S. Junett Street, Tacoma, WA

Mr. Miles stated this was his third appearance before the Board asking them to continue to consider relocating the South Tacoma branch library to the new South Tacoma Community Center. Mr. Miles encouraged the Library Board to look at the kinds of things that could be accomplished by working with other City departments and by working with possibly a slightly different model. He suggested the focus be on reaching more people instead of just trying to maintain what seems to be (as the years go on) a somewhat unsustainable system of having several library branches with reduced hours of operation.

Mr. Miles explained that moving the Library into a building space it has to pay for would be an additional expense unless there would be a way to transfer that use of the existing building to another City department, for example the fire department. That process would allow the library to be reimbursed for the use of the building and pay for leasing another facility long term. He added that by relocating to a space that could possibly be smaller, the library might be able to save on maintenance and operation expenses through reduced collection and by allowing for different levels of staffing. Mr. Miles asked the Board to consider the numbers and to think about making some creative changes.

UNFINISHED BUSINESS

PRESENTATION:

Michael Mirra, Executive Director Tacoma Housing Authority

Mr. Mirra provided to the Library Board a written report and PowerPoint presentation entitled *New Salishan's Education, Training and Retail Center Prospective Home of Swan Creek Library at Salishan (May 20, 2009)*. The

information highlighted on the goals of the new Salishan Redevelopment project and included a history of the neighborhood and current redevelopment (new infrastructure). Mr. Mirra explained the goal of the racially diverse neighborhood is to provide affordable and responsible home ownership. THA coordinates their efforts with many partners, both public and private. Walking distance services will be available for residents and would include a medical/dental clinic (the Kimi and Dr. George Tanbera Medical-Dental Clinic), schools (Lister, Blix, Roosevelt Elementary, and First Creek Middle Schools), Education, Training and Retail Center, and THA's Community Services.

The first floor of the Education, Training and Retail Center was the focus of discussion to house the Swan Creek Library. THA is interested in having the library occupy 4,500 square feet. Possible sources of funding for the Library to occupy the facility would be from federal stimulus (Senator Patty Murray and Representative Norm Dicks) and the City of Tacoma, and sale of existing library two facilities. Mr. Mirra noted that all City Council Members are in favor of the project that is estimated break ground this fall with the building ready to occupy in early 2011.

THA Commissioner Janis Flauding addressed the Board stating that a library system would fill the need for more educational opportunities for people living in the housing project along with neighborhood accessibility of parking, community gardens, security and other essential elements to the Education, Training and Retail Center. Ms. Flauding further commented that a library branch at Salishan would be convenient for children and senior citizens and thinks it would be a positive thing for the East Side. Other THA members also addressed the Board urging them to consider moving to the shared facility.

- President Hudson expressed appreciation for the presentation and noted the Library would be looking at the numbers for the entire library system and would be pursuing a formal vote and commitment. He requested further exploration of this alliance and continued discussion at next month's Board Meeting noting that appropriate persons should be invited to provide us with numbers in our deliberation. He also asked for complete circulation figures specifying Mottet and King facilities.
- Vice President Seago commented on her recent visit to the Salishan area noting that *it looked absolutely wonderful*. She stated the project sounds like a great idea and she would be happy to see it work. VP Seago also commented that it comes down to money and can the Library afford to purchase/own or lease?
- Director Odenchantz explained there are funding (library's operating budget) and financing issues to be considered as the Library would have to find 1.8 million dollars to purchase space at the education center. She discussed the option of possibly closing the Mottet and Swan Creek facilities and she has had recent conversations with the Public Works department regarding current library property values. Director Odenchantz also noted that the Swan Creek Library has a partnership with Tacoma Community House and TPL does not charge TCH to co-share the space other than payment for utilities, which includes Internet fees. She commented that it may not be possible for TPL to pay for their space at the Education Center.
- Trustee Hunter stated that creating alliances serves our purpose in the current economy. She noted that if we relocate any library in an area that is heavily populated that people may not have had access to before, we can look at a new audience and customer stream. She suggested we look at

the long-term care of the properties that we have and further commented that the mindset of owning is not essential to having a decent library system, and that it is time to start looking at a shared facility. She suggested we explore the different agencies that would be there (senior and children's center) and make ourselves available to them. She asked, "*What is the value of the Swan Creek facility?*"

- Trustee Hunter also commented on her visit to the Mottet branch (this date at 3:15 p.m.) and noted there were only three staff members and seven patrons in the building. She stated that we keep certain branches open that do not generate circulation and that she was in favor of exploring any options we have.
- President Hudson pointed to the low circulation figures for April 2009 at Mottet and Swan Creek libraries and stated that it is worth discussing whether we merge branches or find more effective ways to improve circulation. Director Odencrantz explained that Swan Creek is a shared facility and the circulation is suppressed for that reason.

EXECUTIVE SESSION

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby conduct an Executive Session in order to discuss personnel matters with a reconvene no later than 7:30 p.m.

- At 7:10 p.m., the Board moved to adjourn to Executive Session and to reconvene no later than 7:30 p.m.
- At 7:30 p.m., the Board extended the Executive Session until 7:40 p.m.
- At 7:40 p.m., the Board resumed Open Session.

NEW BUSINESS

RESOLUTION 09028: RATIFY RECURRING MONTHLY EXPENDITURES - APPROVAL

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve and ratify the April 2009 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

President Seago also noted that the Wellness Program expense should be cut or reduced.

Trustee Hunter moved and Vice President Seago seconded. Following a vote Resolution 09028 passed.

RESOLUTION: 09029 BERTA HULFORD DONATION - ACCEPTANCE

Now, therefore, be it resolved that the Board of Trustees of the Tacoma Public Library does hereby graciously accept the donation of \$125.00 from Berta Hulford, and further, that the Board does hereby authorize the appropriation of these funds in the Library's donation account, and further, that the Board does hereby extend its sincere thanks to Ms. Hulford.

Trustees expressed appreciation for Ms. Hulford's continued donations to the Tacoma Public Library.

Trustee Hunter moved and Vice President Seago seconded. Following a vote Resolution 09029 passed.

RESOLUTION: 09030: ONE DAY CLOSURE OF BRANCH LIBRARIES - AUGUST 22, 2008

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve and authorize the closing of the King, Mottet and South Tacoma Branch libraries on Saturday, August 22, 2009, and that the staff at those locations will be re-assigned to provide coverage at the Mayor's Award Celebration for the Summer Reading Club at the Point Defiance Zoo and Aquarium and at the other six library locations.

Trustee Hunter moved and Vice President Seago seconded. Following a vote Resolution 09030 passed.

RESOLUTION: 09031: REQUEST FOR APPROVAL - CONTRACT FOR SECURITY SERVICES WITH NORTHWEST PROTECTIVE SERVICE AT MAIN LIBRARY AND THE FERN HILL BRANCH AT AN ESTIMATED COST OF \$173,862 PER YEAR - APPROVAL

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve a one-year contract, April 14, 2009 through April 13, 2010, for security services at the Tacoma Main Library and Fern Hill Branch Library with Northwest Protective Service at an estimated cost of \$173,862, and further, that the Board does hereby authorize the Library Director or her designee to execute the contract.

Trustee Hunter moved and Vice President Seago seconded. Following a vote Resolution 09031 passed.

RESOLUTION: 09032: REQUEST APPROVAL TO USE OPEN PURCHASE ORDERS FOR VENDORS DETAILED ON EXHIBIT OPO (OPEN PURCHASE ORDERS) IN COMPLIANCE WITH TACOMA PUBLIC LIBRARY PURCHASING POLICY #23.00 - OPEN ACCOUNT VENDORS - APPROVAL

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve and updated list of open account vendors for the purchase of goods and services up to \$25,000 or \$10,000 per vendor in compliance with Tacoma Public Library Purchasing Policy #23.00, as presented in Exhibit OPO.

Vice President Seago moved and Trustee Hunter seconded. Following a vote Resolution 09032 passed.

RESOLUTION: 09033: REQUEST AUTHORIZATION TO DECLARE ITEMS FOR SURPLUS - APPROVAL

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby declare as surplus equipment listed below currently located at the Main Library third floor Technical Services area.

1. Nine book trucks (four constructed of wood, five constructed of metal)
2. One GBC laminator, serial #CL00211, asset tag #L0991

Trustee Hunter moved and Trustee Quan seconded. Following a vote Resolution 09033 passed.

RESOLUTION 09034: AUTHORIZATION TO CONSIGN ITEMS FOR SALE

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby authorize the Library Director or her designee to consign to sale the items listed below currently located at the Main Library third floor Technical Services area.

1. Nine book trucks (four constructed of wood, five constructed of metal)

2. One GBC laminator, serial #CL00211, asset tag #L0991

Trustee Hunter moved and Trustee Quan seconded. Following a vote Resolution 09034 passed.

DIRECTOR'S REPORT

1. Library Programming

CRO Domkoski provided an overview on library events and programs that include the *Summer Reading Club* and author visits. He also noted the success of the *Tacoma Reads Together* community read initiative and the participation by community business owners (Marlene's and Boo Han Market) and many agencies. Mr. Domkoski commented that we are *program packed* and to visit the Library's web site for a complete listing.

- ❑ On Saturday, May 30 at the Kobetich Library - *Around the Kitchen Table* will feature a community conversation about the food we eat.
- ❑ On Saturday, May 30 there will be a free guided TOUR of the 15-acre Wilcox Family Farm to include an omelet feed, hay rides and a tour of the salmon streams. The 99-year old egg farm is located in Roy. Mr. Domkoski noted visitors would enjoy the special features of the farm, which include a one-room schoolhouse, antique farm machinery, a car museum, and a free-range, organic poultry house.
- ❑ On June 20 the Summer Reading Club begins and will feature the *Taiko One-World Drum Band*. Pizza and games will be provided.
- ❑ On Wednesday, May 27 at Main Library, author Daniel Brown will discuss the saga of the Donner Party.

2. Wheelock Library - Mural

Branch Manager Cheryl Towne reported that mural artist Heather Schlegel is doing a wonderful job and construction is progressing nicely. She commented that the mural is visible through the window from the street and at night you can see how beautiful the art project looks. The Wheelock re-opening celebration will take place on Saturday, June 13, 2009 and will feature a performance by Alleyoop.

3. Post budget cuts

In July the City's budget will be reviewed. A Trustee strategy session is recommended prior to that time.

4. Digital portfolio -

We are moving in the direction of digital books and periodicals. *The Wall Street Journal* (April 20) news article was provided in the packet materials on this subject. Further information will be given to the Trustees as it develops.

5. Main Library -

The Main Library Reference area is moving the microform machines out and turning the area into a Career And Employment Center. Reference staff will offer patron assistance.

4. Kobetich

The Kobetich Library will be examined for possible reconfiguration and enhancement of the interior space.

5. ILS

Research on the upgrade of the ILS system continues. A report will be forthcoming.

TRUSTEES' COMMENTS

Vice President Seago

- ❑ Vice President Seago will be on leave and will not attend the next three Board Meetings.

- Vice President Seago expressed concern that the security guards at Main Library might be intimidating to some patrons based on comments made to her.

Trustee Hunter

- Trustee Hunter noted the library's web site printed map was not accurate. CRO Domkoski was asked to follow up and reconstruct the map more accurately.
- Trustee Hunter commented on the library's automated message system and that it should be revisited. She stated that if we have telephone service a person should answer that phone.

President Hudson

- Trustees agreed that a Trustee orientation session be arranged for the new Trustees. Input and suggestions to include specific items, i.e., finance and budget, branch visits, and a revisit of the Open Public Meetings Policy.
- Copies of 1995 documents (provided by Mayor Baarsma) from the recent City Council Committee of the Whole Meeting were given to the Trustees. Director Odenchantz and President Hudson attended this meeting.
- President Hudson commented on the Library's critical needs issues: funding challenges, building deferred maintenance and major capital improvements. He suggested the Library Board and the City Council have a joint discussion as soon as possible and as a means of new Trustee introductions. Director Odenchantz is to coordinate the calendar on this (set the Agenda).

ADJOURNMENT

Trustee Hunter moved and Vice President Seago seconded to adjourn. Following a vote, the meeting adjourned at 8:28 p.m.

M. A. (Tony) Hudson

President
Tacoma Public Library Board of Trustees

Susan L. Odenchantz

Library Director and Secretary to the
Tacoma Public Library Board of Trustees