

BOARD OF TRUSTEES:

Julio Quan, President
Lillian Hunter, Vice President
John R. (Jack) Connelly, Jr., Trustee
Wayne Williams, Trustee
John Wallace, Trustee

MINUTES
November 14, 2012

CALL TO ORDER

President Julio Quan called the November 14, 2012 Regular Board Meeting to order at 5:42 p.m. The meeting was held at the Swasey Library, 7001 6th Ave., Tacoma.

ATTENDANCE

Library Board: President Julio Quan, Trustee Wayne Williams, Trustee John R. (Jack) Connelly, Jr., and Trustee John Wallace were present. Vice President Lillian Hunter was absent.

Library Staff: Library Director Susan Odenchantz, Business Manager Lynn Uglick, AFSCME Chair/Acting Library Associate Angelo DeFazio, Human Resources Manager Kathleen Earl, Tech Services Manager Carolyn Goolsby, Kobetich Branch Manager Susan Marihugh, Moore and Mottet Acting Branch Manager Shannon Rich, Swasey Acting Branch Manager Margaret Salazar, Main Library Manager Nathan Bomer, Wheelock Branch Manager Cheryl Towne, Community Relations Officer David Domkoski, Collection Development Manager Kelda Vath, and Confidential Assistant Karen Meyer were present.

City Staff: Training and Development Manager Cathy Journey was present.

Public: Don Lucky was present.

APPROVAL OF MINUTES

The motion was moved and seconded to approve the Minutes of the October 17, 2012 Board Meeting. Motion carried.

CONSENT ITEMS

RESOLVED, That the Board does hereby approve Consent Item #1, as presented.

1. Financial Report for October 2012

The motion was moved, seconded, and passed.

RESOLVED, That the Board does hereby approve Consent Items #2 and #3, as presented.

2. HR Report for October 2012
3. Circulation Summary for October 2012

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 12088: 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 12089: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the October 2012 payments for 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)

PRESENTATIONS

STRATEGIC PLAN – Discussed the eight objectives for Goal 4 of the Strategic Plan. They will be written as objectives and voted on at the December meeting.

SCHEDULE FOR MAIN LIBRARY – Discussed four possible options. Option C was chosen and the details are stated in Resolution 12096 under “New Business”.

BRANCH MANAGER'S REPORT – MARGARET SALAZAR – ACTING BRANCH MANAGER AT SWASEY

George O. Swasey died in 1958 leaving a bequest to Tacoma Public Library of \$110,000 to construct a branch library to serve Tacoma's west end.

Swasey Branch library opened October 7, 1960. It was the largest branch library in the city of Tacoma.

Tacoma voters passed a \$15.8 million bond project in 1984. Swasey Branch began a major renovation which included over 2,500 square feet of public service space.

Swasey currently has a collection of over 68,123 items. While Swasey is no longer the largest branch library in Tacoma, because of technological advances, the patrons have access to collections which were once available only at Main, Moore, and Wheelock. Through various databases, patrons are now able to access the RCW, Chilton Auto Repair, a host of magazines including Consumer Reports. They can learn foreign languages and get live homework help. Many patrons use the online Resume Maker and complete job applications using the internet provided by the library.

Swasey has a large percentage of seniors in its service area. While some of them are making the transition to e devices, most still want hard copies of books. They also want reader's advisory, which the staff is eager to give.

One of the most popular programs this summer was "Blind Date with a Book". Staff picked favorite books, put them in a brown lunch sack and patrons hoped they would *get lucky*. They wrote short reviews of their *dates* and we posted them for other patrons to read.

Swasey also has many mothers and their young children who visit the library. Swasey Branch has a Bedtime story time on Tuesday nights and a Preschool story time on Friday mornings. Both are well attended, our average attendance at these story times is 35.

Geiger Elementary school reopened in September 2012. It is just a few blocks west of Swasey and the branch has already hosted every Kindergarten through 3rd grade class at Geiger.

The staff has learned a great deal during the transition to Millennium. We were nervous about how patrons would react when we re-opened – **they were overwhelmingly supportive of the library and of the staff.**

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

RESOLUTION 12096: Change in Main Library's days and hours.

RESOLVED, That the Board does hereby approve Main Library's days and hours as follows: Closed Sunday and Monday, open Tuesday and Wednesday from 11 a.m. to 8 p.m., open Thursday, Friday, and Saturday from 9 a.m. to 6 p.m. (The effective date has not been determined at this time.)

The motion was moved, seconded, and passed.

RESOLUTION 12090: HOLIDAY SCHEDULE FOR – 2013

RESOLVED, That the Board does hereby approve the 2013 Holiday Schedule, as presented.

The motion was moved, seconded, and passed.

RESOLUTION 12091: 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 12092: 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 12093: Request approval to contract with Technical Furniture Systems, Inc. to build and install shelving at the Wheelock Branch. This will be a capital item funded from General Fund Cost Center 606000 Facilities at \$31,601.70 - APPROVAL

RESOLVED, That the Board does hereby approve and authorize to contract with Technical Furniture Systems, Inc. to build and install shelving at Wheelock. This will be a capital item funded from general fund cost center 606000 Facilities \$31,601.70.

The motion was moved, seconded, and passed.

RESOLUTION 12095- Request approval to purchase 205 Dell computers, keyboards, and mice at a cost of \$139,010.17. - APPROVAL

RESOLVED, That the Board does hereby approve and authorize to purchase 205 Dell computers, keyboards, and mice at a cost of \$139,010.17.

The motion was moved, seconded, and passed.

RESOLUTION 12094: DONATION – ACCEPTANCE – Lucille Madson

NOW, therefore, be it resolved, by the Board of Trustees of the Tacoma Public Library that the Board does hereby accept the generous donation from Lucille Madson of \$60.00 to the Kobetich Branch Library for the purchase of books. The money will go into the 1200 Trust Fund, Cost Center 850200 per the donor's request.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Director Odenrantz thanked Acting Branch Manager Salazar for her report.

Director Odenrantz attended all the Budget workshops.

President Quan, Trustee Wallace, and the Director attended a conference, "The Future of Cities and Libraries" on October 23rd in Canada. Their conclusion was that the conference was disappointing because Thomas Frey saw the 'future' as what our Library is already doing. Trustee Wallace said the conversation at lunch with Canadian librarians was quite informative. President Quan mentioned that the speaker, Thomas Frey, sat at their table so they were able to engage him in specific dialogue.

Director Odenrantz explained that the ILS migration to Millennium was delayed due to a flaw in the data structure which was very unusual. Millennium finally found the flaw on Friday afternoon. The Library did have a back-up plan to go back to Sirsi if the problem could not be resolved by Monday. She praised the staff for doing a great job cleaning, labeling, being flexible, etc. The staff had to put "holds" in by hand on Saturday so the Library could be up and running on Monday.

Kelda Vath's team is working with Boopsie to develop a mobile app to provide access to patron accounts and to put books on hold.

TRUSTEES' REPORT

The Board thanked Director Odenrantz and the staff for a job well done.

Trustee Wallace said that December 10th is Human Rights Day and he is hoping that the Library can partner with the Martin Luther King, Jr. Center for this occasion.

President Quan reminded us that Mrs. Eleanor Roosevelt was behind the human rights movement in our country.

Also, President Quan stated that the City Council was satisfied with Director Odenrantz' answers to their questions after she presented the Library's budget.

EXECUTIVE SESSION –Cathy Journey, Training and Development

Manager

At 7:25 p.m., the Board voted to adjourn until 7:45 p.m. to conduct an Executive Session to discuss the criteria for the Library Director’s quarterly review.

At 7:45 p.m., the Board extended the Executive Session until 7:50 p.m.

At 7:50 p.m. the meeting was opened to the public.

ADJOURNMENT

Following proper motion, the meeting adjourned at 7:51 p.m. The next Board Meeting will be held on December 19, 2012 at 5:30 p.m. at the Fern Hill Library 765 S. 84th St.

Julio Quan

President
Tacoma Public Library Board

SUSAN L. ODENCRANTZ

Library Director and Secretary to
the Tacoma Public Library Board