

Tacoma Public Library

MINUTES

JUNE 18, 2008

BOARD OF TRUSTEES
M. A. (Tony) Hudson, President
Robert W. Evans, Vice President
Julio Quan, Trustee
Rebecca J. Summers, Trustee
Anne M. Seago, Trustee

CALL TO ORDER

Board President Hudson called the Regular Board Meeting to order at 5:30 p.m.

Attendance:

Library Board: President M. A. (Tony) Hudson, Vice President Robert E. Evans, Trustee Julio. Quan, Trustee Rebecca J. Summers, Trustee Ann M. Seago.

TPL Staff: Library Director Susan Odencrantz, Business Manager Lynn Uglick, HR Manager Kathleen Earl, Automated Systems Manager Steve Hjelmstad, Reference Librarian Jerome Myers, Branch Manager Cheryl Towne, Admin Assistant Sue Calhoun, AFSCME 120L Chair/Library Assistant Dian Seider, Confidential Secretary Joyce Huseby

Others Present: PLU Professor Donald Lacky, Kate Graves

APPROVAL OF MINUTES

Trustee Summers moved and Trustee Seago seconded to approve the Minutes of the Regular Board Meeting held on May 21, 2008.

Following a vote the Minutes were approved.

CONSENT ITEMS

Trustee Summers moved and Trustee Seago seconded to approve consent items #1 through #3:

1. Personnel Status Report – May 2008
2. Report Outlining Sole Source Expenditures – May 2008
3. Circulation Summary – May 2008

Following a vote the motion carried.

Trustee Summers moved and Vice President Evans seconded to approve consent item #4 as presented.

4. Financial Report for May 2008
- Following a vote the motion carried.

President Hudson expressed appreciation for the efforts extended by the Business Office to simplify and bring clarity to the financial report.

Trustee Seago also expressed appreciation for the understandable terminology. Trustee Seago noted that the circulation statistics were down.

Business Manager Lynn Uglick stated that the Business Office personnel (Administrative Assistant Sue Calhoun, Library Assistant Jules Grey, Accounting Technician Erika Whitfield) are assisting to make the information clear. He introduced Ms. Calhoun to the Board as she would be sitting in for him at the July 16, 2008 Board Meeting.

PAYMENT OF BILLS

Resolution 08041 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.

Trustee Summers moved and Trustee Seago seconded. Following a vote Resolution 08041 passed.

AUDIENCES TO THE PUBLIC

Kate Groves

Ms. Groves addressed the Board concerning the library hours at the Swan Creek facility stating that it is the only Tacoma Public Library in the system that is not open on Saturdays. She asked why? Ms. Groves further stated that her concern is that the Library is not open for children when their parents are not working.

Library Director Odencrantz responded that TPL partners with the Tacoma Community House at the Swan Creek Library which has specialized hours to accommodate patrons whose English is a second language. ESL classes are held there for the population from other countries. That is the single Tacoma Public Library facility that does not conform.

UNFINISHED BUSINESS

▪ **RESOLUTION 08030: REVISION APPROVAL - RULES AND REGULATIONS OF THE BOARD OF TRUSTEES**

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve revision to the Rules and Regulations of the Board of Trustees as presented.

Trustee Seago moved and Trustee Summers seconded. Following a vote Resolution 08030 passed.

Note: The Code of Ethics was included and adopted.

President Hudson thanked the ad hoc committee (Trustee Seago and Trustee Summers) for their input to help us be a more effective Board.

NEW BUSINESS

▪ **RESOLUTION 08042: 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 May 2008 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

TACOMA PUBLIC LIBRARY – EXPENDITURES FOR CITY SERVICES
MAY 2008 – PAYMENT RATIFICATION

Banking Services	\$	583
General Fund Other		(0)
Email		20
IT SAP WMS		3,899
IT SAP HRMS		5,573
IT SAP FMAS		4,610
Wellness Program		874
TOTAL	\$	15,559

Vice President Evans moved and Trustee Summers seconded. Following a vote Resolution 08042 passed.

DIRECTOR’S REPORT

- The recent changes on loan periods and holds and fees have been extremely well received by the public. A printed notification (brochure/card) was made available for patrons which summarizes the changes in our pattern of preparing holds.
- TPL staff is preparing for the reciprocal arrangement with Pierce County Library System and will be ready to go in a few weeks. There would be different library card types. The testing period begins July 1, 2008. The Puyallup Public Library would like a reciprocal arrangement with Tacoma Public Library if the results of the reciprocal trial with Pierce County Library System is accepted.
- The City Council study session on the Library’s Strategic Plan will take place on Tuesday, June 24, 2008 at 12:00 noon, TMB-North. Of note is the second item on the Council’s agenda: Preliminary Capital Project and Operating Budget Priorities for 2009/2010.
- The Tacoma Housing Authority (Salishan Development) information was distributed to the Board. THA is interested in a partnership with the Tacoma Public Library. THA Executive Director Michael Mirra is working with Senator Norm Dicks to ensure a grant if the Salishan development project goes forward. Director Odenrantz noted that it is difficult to find money to pay for the build-out and if it were to go forward it would have to be with the City of Tacoma contributing. The assumption is that we can sell the Swan Creek property, however at this time present market conditions are not good. Until we know exact details and how much money is needed it is difficult to make plans. The proposed library square footage is 4,500-sq. ft. (about the same square footage as the present Swan Creek facility). Shared space at the proposed new building would be the restrooms, meeting room, and a different arrangement for Tacoma Community House. These considerations would change the dynamics in that the Library would not have its own meeting room. The Director has spoken with all City Council Members on this project and they are in favor.

TRUSTEES’ COMMENTS

Trustee Quan

- Trustee Quan stated he was pleasantly surprised to be asked by Mayor Baarsma to serve as a Trustee for the Tacoma Public Library, and hoped to have an excellent experience working together.
- Trustee Quan stated he had been involved with libraries all his life. He noted that his aunt developed the first children’s library in Guatemala which was located in his grandparent’s house.
- Trustee Quan commented that libraries are the depository and the brains of the community and that his goal and desire is that if the people don’t come to the library we would go to the people.
- Trustee Quan commented on the Library’s new “holds” policy and the reduction in fines from \$1 from \$2. He stated he preferred the higher fee.

President Hudson

- President Hudson welcomed new Trustee Julio Quan and highlighted on his background and experience as former Executive Director of Central Latino.
- Trustee Hudson responded to Trustee Quan’s statement on fees. He explained that a couple of months

ago Director Odencrantz instructed a team to put together the PSI (Public Services Initiative). The team compared TPL readers with other library readers in the area. The PSI Team developed a presentation and came back and made a presentation/proposal that would better fit in with the general population of the community, which made the schedule more universal.

- Trustee Hudson stated the Trustees are working on the Library Director's Evaluation. Their plan is to have the City's HR representative at the July 16, 2008 Board Meeting to push this process along.

Trustee Summers

- Trustee Summers welcomed new Board Member Julio Quan.
- Trustee Summers stated she was very saddened by Trustee Martinez' leaving.
- Trustee Summers apologized for missing the last part of the May 21, 2008 meeting.

Trustee Seago

- Trustee Seago also welcomed new Board Member Quan and stated she hoped to have many productive meetings.
- Trustee Seago remarked that she agreed with the funding concerns with respect to the Salishan project. She believes it is a fantastic opportunity for the Library and for the City.
- Trustee Seago asked for figures on the last Monster Book Sale. [Director Odencrantz responded that the last MBS earned about \$23,000. Exact information will be forthcoming.]
- Trustee Seago noted her concern on TPL's cost on ILL (Inter Library Loan) lends compared with the Pierce County Library System. She commented that Orbis Cascade Alliance charges are going up because of gas prices. [Exact figures would be clarified on charges and number of loans and on PCLS policy in this regard. Staff will monitor information once the reciprocal arrangement is in place. TPL has legal limits on some materials. TPL loaned more than 6,000 books and borrowed over 1,000 books.]
- Trustee Seago thanked HR Manager Kathleen Earl for the information that was given to the Board on current personnel positions.

Vice President Evans

- Vice President Evans commented he was very pleased with the information on the circulation summary which he found to be clear and easy to read.
- Vice President Evans welcomed Trustee Quan to the Board and remarked that he was present when Dr. Quan was sworn in as a TPL Trustee.

ADJOURNMENT

Trustee Summers moved and Trustee Seago seconded. Following a vote the meeting adjourned at 6:10 p.m.

M. A. TONY HUDSON

President,
Tacoma Public Library Board of Trustees

SUSAN L. ODENCRANTZ

Library Director and Secretary to the
Tacoma Public Library Board