

TacomaPublicLibrary

MINUTES

AUGUST 20, 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

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

Board Attendance

All Board Members were in attendance: President M. A. Tony Hudson, Vice President Robert W. Evans, Trustee Julio Quan, Trustee Rebecca J. Summers, Trustee Anne M. Seago

TPL Staff:

Library Director Susan Odencrantz, HR Manager Kathleen Earl, Technical Services Manager Carolyn Goolsby, Reference Supervisor Jerome Myers, Swasey/King Branch Manager Heather Muller, Wheelock Branch Manager Cheryl Towne, Teen Librarian Sara Paschal, Library Assistant-AFSCME Chair Dian Seider, Business Manager Lynn Uglick, Confidential Secretary Joyce Huseby

City of Tacoma Staff:

Joy St. Germain, HR representative; HR Assistants Sandra Frasier and Joe Nienalt

Others Present:

Tomasi Boselawa, Floral Designer; John Larson, Tacoma Weekly; PLU Prof. Donald Lackey; Tacoma resident John Miles, Neighborhood Council member

SUSPENSION OF RULES

Vice President Evans moved and Trustee Seago seconded to suspend the rules in order to adopt the Revised Agenda for the Board Meeting of August 20, 2008. Following a vote the motion carried.

ADOPTION OF THE REVISED AGENDA

Trustee Seago moved and Trustee Summers seconded to adopt the Revised Agenda for the Board Meeting of August 20, 2008. Following a vote the motion carried.

APPROVAL OF MINUTES

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby approve the Minutes of the Regular Board Meeting held on July 16, 2008.
Following a vote the motion carried.

CONSENT ITEMS

Trustee Seago moved and Vice President Evans seconded to approve Consent Items #1 through #3 as presented:

- 1. Personnel Status Report – July 2008**
- 2. Report Outlining Sole Source Expenditures - July 2008**
- 3. Circulation Summary - July 2008**

Following a vote the motion carried.

Trustee Seago moved and Vice President Evans seconded to approve Consent Item #4 as presented:

- 4. Financial Report for July 2008**

Following a vote the motion carried.

President Hudson asked for an explanation as to why estimates were slightly less than actual (Revenues/Expenditures for July – Columns F and I).

Business Manager Uglick responded that we could take the encumbrances part out of the revenue piece as it is confusing. He stated that basically you are dividing Column G by Column C to earn your percentage.

President Hudson asked for an explanation of Column F, revenue estimated and expenditures projected, and was this intended?

Business Manager Uglick responded in the affirmative.

President Hudson asked if Column J over/under estimates benefits \$660,000 if we are under the budget.

Business Manager Uglick responded in the affirmative.

President Hudson asked for an explanation that while salaries are about a quarter of a million dollars, how the benefits actual variance ended up so much more than the variance in salaries.

Business Manager Uglick responded that in Column D the monthly projected \$220,000 was generated by dividing Column C (the total benefits from the City by 24 = \$220,000). The benefits (July) paid out were 189,000. That is 31,000 by 24 = \$663,000. He stated we have been looking at this number and have made a detailed research, and have taken action to make sure it is the correct number. In the budget process we come up with the revenues/salaries, everything that is an expenditure that is not salaried, and the City plugs in the benefits. The City was coming up with *some* benefits that we were paying out. It went the other way also. We were paying out benefits on five different people but on a number of people we were getting benefits in our budget that we were not paying out. That is what caused that huge variance. Director Odencrantz noted that this was a concern and stated that we contacted the City's Budget Office on this.

PAYMENT OF BILLS

Resolution 08045 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 08045 passed.

AUDIENCES TO THE PUBLIC

John Miles

Mr. Miles address the Board about the Board Meeting Minutes and other information not being posted on the Library's Web site. He noted that he had made this request several months ago (March 21, 2007) and wanted to know why this had not happened. Director Odencrantz responded that the Library had recently (this week) employed an ILS Supervisor and his duties would include this responsibility.

PRESENTATIONS

1. WELLNESS

City of Tacoma HR Representatives Joy St. Germain, Sandra Frasier and Joe Nienalt

Ms. St. Germain introduced Ms. Frasier and Mr. Nienalt who spoke about the services the Wellness program offers.

- Services include online communication for all staff through the following Website: (www.CityofTacomaWellness.org), and also through Mayo Clinic access (information will be distributed to staff) wherein individuals can take health into their own hands. The main focus of the program is preventative measures: *Better Health, Better Life*.
- Branch visits are planned (Library Outreach) to all facilities to meet with staff to explain benefits and resources.

Wellness representatives will be present at the TPL All staff meeting on November 26, 2008 for biometrics screening, blood work, and influenza (flu) shots.

Trustee Seago commented she thought the program sounded wonderful. She discussed the cost to the Library and asked how long the program had been in place and if there would be an evaluation and progress reporting. Mr. Nienalt responded in the affirmative and that within three to five years they would like to show a return on investment by higher employee retention.

2. TPL SERVICE TO YOUNG ADULTS: TEEN GAMING PROGRAMS

TPL Teen Librarian Sara Paschal gave a follow-up on the Library's gaming and teen services program that was introduced last January 2008 and presented to the Board at their February 20, 2008 Board Meeting. Ms. Paschal stated she was excited the Board approved the funds to go ahead with the gaming programs.

Ms. Paschal's presentation included the following points:

▪ Gaming During Summer Reading Club

Teens who were members of the Teen Action Group utilized the gaming programs regularly and brought friends. New teens participated and later brought friends. Good turnout at every gaming event.

▪ Added Benefits

A diverse group of kids played together with no conflict and older kids were mentoring younger kids. Friends were made.

Many attendees joined the Teen Summer Reading Club.

Many attendees came to other teen summer events such as the Rock the Book concerts and began visiting the library on a weekly basis regardless of whether gaming was occurring that week.

▪ Looking To The Future

Gaming will be integrated into fall programming along with poetry jams, book clubs, knitting and crocheting group, Teen Read Week celebrations and much more.

Gaming goes to the branches.

Ms. Paschal gave a live demonstration of the Wii bowling software for the Trustees. She noted this game was introduced by the Library at the recent Tacoma Dome Celebration "*SCAD Senior Workshop*" and was an instant success with senior citizens. The Library is making plans for Wii bowling tournaments in October and November of this year. Her presentation also included a report on the Teen Action Group that meets regularly.

3. OPEN SOURCE ILS SYSTEMS

Technical Services Manager Carolyn Goolsby gave a presentation on the "free" OPEN SOURCE software that is distributed on the Web, which would allow the Library to get into the program and make modifications. Other libraries like the software because you don't have a license agreement or pay a fee to use the software. Ms. Goolsby gave a history of OPEN SOURCE Integrated Library System. Ms. Goolsby also stated she believes this system is the best for the Library and noted other program languages that can support OPEN SOURCE. She commented that vendor-driven programs are expensive. Both of the TPL ILS department personnel would be heavily involved. Director Odencrantz noted there is the issue of OPEN SOURCE making sense from a financial and functional standpoint.

Ms. Goolsby noted there were no costs involved other than staff costs and that OPEN SOURCE means you don't have to pay for the programming and it is very secure - there is network security.

Ms. Goolsby included the following points in her presentation:

What is Open Source? Software That is Free - In Every Sense Of The Word

- Free to download
- Free to use
- Free to view
- Free to modify

- You don't need to sign a license agreement to use it
- Open Source is Community Driven

Why Use Open Source?

- Upgrades and additions are in response to the needs of the users (not the company)
- When upgrades and additions are developed by one member, everyone gets to use them – for free!
- Culture of community support and interaction
- Open Source is Customizable
- Our catalog looks and feels like WE want it to – the possibilities are limitless
- We decide what to implement
- No work-arounds for unused functions
- No work-arounds for poor functionality
- Would you buy a car with the hood welded shut
- Open Source is Less Expensive Overall
- Free Software
- No licensing fees
- Lower maintenance/support fees
- We would save about 37K on cover art alone

What Open Source Software is Out There for Libraries?

- Koha -- First developed in New Zealand after a vendor stopped supporting their library software
 - Oldest Open Source Integrated Library System
 - Supported by LibLime, a company founded by a former library employee who has actually used and developed Koha
- Evergreen -- First developed in Georgia because standard vendor systems could not meet their requirements
 - Largest Open Source Integrated Library System

We Don't Have to Go it Alone

- Supported by Equinox, a company founded by a former Georgia Public Library Service employee who was one of the primary developers of Evergreen
- Support Networks exist
- Equinox Software supports Evergreen and was founded by an Evergreen developer
- LibLime, Inc. supports Koha, and was founded by a Koha developer
- The defining attribute of Open Source software is a large and robust community of user/developers who interact and support one another.

Is Open Source for Us? Quite Possibly.

- Evaluate the Financials
- Evaluate the Current Functionality
- Evaluate the ability to meet our Specific Needs
- Evaluate the Estimated Long-term Cost/Benefit

UNFINISHED BUSINESS

Board Meeting Venue Change:

The September 17, 2008 Board meeting will be held at the Mottet Library. The goal is to have a plaque dedication ceremony honoring former City Council Member Dave DeForrest.

NEW BUSINESS

1. Resolution 08046: 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 July 2008 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

Expenditures for City Services – July 2008 - Payment Ratification

Banking Services
General Fund Other
Email

541

541
(0)
20

IT	SAP	WMS		\$	3,889
IT	SAP	HRMS		\$	5,609
IT	SAP	FMAS		\$	4,102
Wellness Program				\$	878
TOTAL				\$	15,550

Trustee Summers moved and Vice President Evans seconded. Following a vote Resolution 08046 passed.

2. Resolution 08047: Donation - Brookhaven Homeowners Association –Acceptance

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby graciously accept the donation of one hundred dollars from the Brookhaven Homeowners Association, 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 the Association.

Trustee Summers moved and Vice President Evans seconded. Following a vote Resolution 08047 passed.

3. Resolution 08048: Main Library Third Floor Reconstruction 2008 -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 estimated costs to reconstruct the third floor area holding IT, Technical Services and Materials Processing.

Trustee Seago moved and Vice President Evans seconded.

Discussion ensued on the third floor reconstruction project. Director Odencrantz stated that funds were put aside for this construction noting there were savings from staff positions. She distributed a copy of her Information Update to the Board on the Refurbishment of Wheelock Library and on the Renovating of the Collection Development, IT and Technical Services Room at Main Library.

Information Update:

The purpose of this project is to create a safe and healthy environment that is more work efficient. We have relied on the experience of the staff assigned to work in this space to prioritize the problems that need to be addressed, to create the floor plan, and to select the ergonomically correct furniture and computer equipment that they will be using.

There are four parts to this project.

The first part of the project is the purchase of furniture, partitions and computer keyboards and “mice.” The priority was to find adjustable desks and chairs. The second priority was to find furniture that could be better configured to accommodate the tasks performed by the staff members. Staff members examined catalogs, looked at the workspaces of other public libraries, and visited showrooms. After getting quotes, the staff recommended Bank and Office Interiors as the preferred vendor for these products. This company is listed on the vendor lists for the City of Tacoma and for the State of Washington. Technical Services Manager Carolyn Goolsby has written the letter of recommendation for this selection.

The second part of the project is the flooring (rubber tile and carpeting). Superintendent of Maintenance Paul Davis has had a great deal of recent experience with vendors who provide both the flooring materials and the flooring installation at Main and at Swasey. He is getting quotes from companies, and depending on whether the preferred vendor is on one of the government-approved vendor lists that the Board of Trustees’ have selected for our use, Paul will assemble quotes and write a letter of recommendation, or we will go through the bidding process.

The third part of the process is the modification of our electrical and mechanical systems as well as the ATS automation system (which controls the heating and cooling system). Again, how we proceed depends on whether or not the vendors are on one of our selected government-approved vendor lists and the threshold of the quotes. If a vendor is not on one of the lists, we will make the decision based on at least three quotes and a letter of recommendation.

The fourth part of the project addresses IT needs. Network Manager Steve Hjelmstad will be going through the same process detailed in part one and part two for the purchase of blade servers and blade server enclosures. This is foundational for the safety and the stability of our IT system. (The other IT requests do not specifically relate to the third-floor project and are still being evaluated.)

Following a vote Resolution 08048 passed.

4. Resolution 08049: Donation – Tiaré Floral Design - Acceptance

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby graciously accept the weekly fresh floral designs by Tomasi Boselawa (Tiaré Floral Design) for display at the Main Library entrance. Trustee Seago moved and Vice President Evans seconded.

Mr. Boselawa was present at the meeting and addressed the Board as to why he was making this special donation. He stated that fell in love with Tacoma and had visited the Main Library often. He needed to have a hobby to work on as a project that would take him away from his heavyhearted duties at the hospice. Staff and Board thanked Mr. Boselawa by applause. Mr. Boselawa's beautiful and artful floral design arrangements will be displayed on a glass pedestal table in Main Library's lobby.

Following a vote Resolution 08049 passed.

DIRECTOR'S REPORT

- 1.** Director Odencrantz noted the SRC Mayor's Award Celebration would take place on Saturday, August 23, 2008 and that the King, Swan Creek, Mottet and South Tacoma Branch Libraries would be closed on this date so that staff would work at the Zoo Party.
- 2.** Director Odencrantz referred to the reconstruction work that was being done at Wheelock, Swasey and Main libraries and that the library's maintenance staff would do the majority of the work.
- 3.** Director Odencrantz mentioned Library Programs noting the focus on Teen Space and that SRC teen numbers were very high.
- 4.** Reference Supervisor Jerome Myers discussed the 24/7 co-operative software that provides online chat *live* with our librarians. This is a cooperative with Washington State OCLC. By joining, TPL would share resources. TPL's Reference staff looked into this and investigated the process with other libraries. Mr. Myers stated that we decided to go with it and participate. The cost is approximately \$1,500 annually. This is a 24/7-patron telephone reference service with any library in the State of Washington.
- 5.** Reference Supervisor Jerome Myers discussed Evanced software: TPL is considering the addition of the Evanced software that offers SRC data analysis (the current SRC software does not function properly). The SRC package also includes an events calendar and notification program, and room reservations with confirmation/reminder notice.
- 6.** Director Odencrantz discussed Fred Roberson's correspondence dated August 19, 2008; subject Storm Water Drainage. Director Odencrantz has asked Mr. Roberson for more specifics. She stated that we would be working with the City's legal department on this ongoing issue.

TRUSTEES' COMMENTS

Vice President Evans

Vice President Evans discussed Microsoft founder Bill Gates and New York Mayor Michael Bloomberg's global effort to cut smoking. The anti-smoking program would be helpful in the long term to staff.

Vice President Evans also noted the remarkable improvements at Swasey Library that were made with staff assistance and that the work was done by TPL Maintenance staff. Vice President Evans commented that this would be a good public relations item.

Trustee Seago

Trustee Seago thanked Fern Hill/South Tacoma Branch Manager Janet Myers for her correspondence to the Brookhaven Housing Authority thanking them for their donation and for their continuing support. Ms. Myers' letter also provided Brookhaven with information on TPL's new library reciprocal services.

President Hudson

President Hudson echoed Vice President Evans' mention of the Gates-Bloomberg Initiative and ability for our staff to be involved. He also thought that TPL's building upgrades would be a good public relations idea.

ADJOURNMENT

Trustee Summers moved and Trustee Seago seconded to adjourn. The meeting adjourned at 7:10 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