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BOARD OF TRUSTEES:

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

MINUTES  
May 16, 2018

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**CALL TO ORDER**

The regular meeting was held at the Swasey Library located at 7001 6<sup>th</sup> Ave., Tacoma. Vice President Wayne Williams called the meeting to order at 5:35 p.m.

**SUSPENSION OF RULES TO ADOPT REVISED AGENDA**

**RESOLVED**, That the Board does hereby suspend the rules in order to adopt the Revised Agenda for the Regular Board Meeting May 16, 2017

The motion was moved, seconded, and passed.

**ADOPTION OF THE REVISED AGENDA**

**RESOLVED**, That the Board does hereby adopt the Revised Agenda for the Regular Board Meeting May 16, 2017

The motion was moved, seconded, and passed.

**ATTENDANCE**

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

**Library Staff:** Library Director Kate Larsen; Business Manager Sue Calhoun; Main Manager Beverly Choltco-Devlin; Main Supervisor Shannon Rich; Kobetich Branch Manager Lisa Bitney; Fern Hill and Mottet Branch Manager Susan Marihugh; South Tacoma and Swasey Branch Manager Cheryl Towne; IT Manager Christine Bassett; Digital Instructor John Hargis; Acting Library Associate Angelo DeFazio; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** Training and Development Manager Cathy Journey and Compensation and Benefits Manager, Sr. Kari Louie.

**Public:** Hayes Alexander, III; Don Lackey; Jennine Trachier; Keri Anderson; and Martin Anderson were present.

**PLEDGE OF ALLEGIANCE** – Trustee John Hines

## **APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the April 18, 2018 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 April 2018

The motion was moved, seconded, and passed.

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

2. HR Reports for April 2018
3. Circulation Summaries for April 2018

The motion was moved, seconded, and passed.

## **PAYMENT OF BILLS**

### **RESOLUTION 18030: 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 18031: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the April 2018 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** Jennine Trachier

**STAFF RECOGNITION** Employees with an anniversary date in May were recognized.

## **PRESENTATION**

Mission Moment: – Main Manager Beverly Choltco-Devlin – WorkSource partnership

Program Moment – Digital Instructor John Hargis – 90 Second Newbery



## NEW BUSINESS

**RESOLUTION 18035: Request that the Board approves payment to Innovative Interfaces, Inc. for the Integrated Library System annual maintenance contract renewal for March 1, 2018 – February 28, 2019 and the SMS Messaging Service and Content Café subscriptions in the amount of \$65,105.09 including sales tax.**

*RESOLVED*, That the Board pays \$65,105.09 including sales tax to Innovative Interfaces, Inc. for the annual maintenance contract and the SMS Messaging Service and Content Café subscriptions.

The motion was moved, seconded, and passed.

**RESOLUTION 18036: Request permission to call for bids for Main Elevator Modernization.**

*RESOLVED*, That the Board does hereby grant permission for a call for bids for Main Elevator Modernization.

The motion was moved, seconded, and passed.

**RESOLUTION 18032: 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 18033: 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 18034: Request that the Board accepts the donation of \$1,000 from Carol D. Young for the purchase of a one year subscription to Value Line Large Cap.**

*RESOLVED*, That the Board accepts the donation of \$1,000 from Carol D. Young for the purchase of a one year subscription to Value Line Large Cap.

The motion was moved, seconded, and passed.

## DIRECTOR'S REPORT

Kate gave an update on the Library's IT situation, the results of the UPS installation, and the proposal to migrate the Library to City IT services. Kate also provided an update to the budget process and summarized the enhancements and capital projects that will be requested. Kate then reported on the plan devised by the Library's scheduling committee

to stabilize current staffing levels and a plan for restoring 6-day service. Kate gave the board a “heads up” that a newly revised Meeting Room Policy will come before them for their approval at June’s meeting. Kate summarized the content of two-parking related meetings, one with the project managers of the Hailey building and the other with City staff. She reported that after some twenty-odd meetings, the beta test of the Libraries Transforming Community process had ended and that the Library is moving forward with scheduling the Conversation Cafes. Kate reported on a recent City Council presentation, as well as the successes of the Technical Services Continuous Improvement Project.

### TRUSTEES’ REPORT

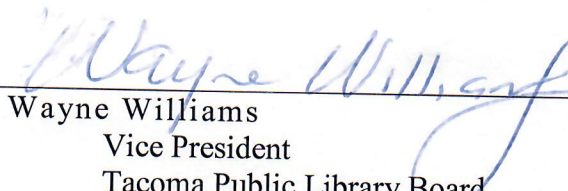
Trustee Hines was excited about a new book, *Our Towns*, by James M. Fallows which talks about libraries becoming a focal point for communities. He had sent the Board a link to a podcast by Ezra Klein on the book.

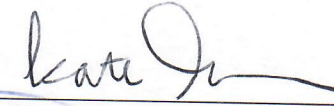
Vice President Williams said that the Eastside Community had positive discussions about the Library.

**EXECUTIVE SESSION to discuss Library Director’s review began at 6:22 and ended at 7:20 p.m.**

### ADJOURNMENT

The meeting adjourned at 7:22 p.m. The next regular Board Meeting will be held June 20, 2018 at 5:30 p.m. at Wheelock.

  
Wayne Williams  
Vice President  
Tacoma Public Library Board

  
Kate Larsen  
Library Director and Secretary to  
the Tacoma Public Library Board