
BOARD OF TRUSTEES:

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

MINUTES
November 14, 2018

CALL TO ORDER

The regular meeting was held at the Main Library located at 1102 Tacoma Ave. S. Tacoma (Olympic Room – C1 floor) President Wayne Williams called the meeting to order at 5:34 p.m.

ATTENDANCE

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

Library Staff: Library Director Kate Larsen; HR Manager Kathleen Earl; Main Branch Manager Beverly Choltco-Devlin; Main Supervisor Shannon Rich; Fern Hill and Mottet Branch Manager Susan Marihugh; Kobetich Branch Manager Lisa Bitney; Moore Branch Manager Melissa Fitzgerald; Teen Librarian Sara Holloway; Children's Librarian Jamie Mittan; Library Associate JoLyn Reisdorf; Page Kiya Evans; and Confidential Assistant Karen Meyer were present.

City of Tacoma: Sr. HR Program Manager Cathy Journey and Sr. Comp and Benefits Manager Kari Louie were present.

Public: Hayes Alexander, III and Don Lackey were present.

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 November 14, 2018

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 November 14, 2018

The motion was moved, seconded, and passed.

PLEDGE OF ALLEGIANCE – Trustee Jack Connelly

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the October 17, 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 October 2018

The motion was moved, seconded, and passed.

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

2. HR Report for October 2018
3. Circulation Summaries for October 2018

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 18076: 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 18077: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the October 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 (None)

STAFF RECOGNITION Employees with an anniversary date in November were recognized.

PRESENTATIONS

Mission Moment: Children's Librarian Jamie Mittan

Program Moment: Children's Librarian Jamie Mittan

NEW BUSINESS

RESOLUTION 18079: 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 18080: 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 18078: Request that the Board accepts the following donations:

- \$25 from Sherrie L. Ferguson in memory of Patsy Runk Sweeney**
- \$45 from Ruben Gonzalez for the purchase of two books in memory of Bruno Szczepaniak**
- \$100 from Clayna Robertson for the Wheelock Branch**

In memory of Karen Dasher:

- \$50 from Kristin and Bob Carver**
- \$60 from Jayne Stevenson and Myron Goldberg**
- \$100 from Mary and C. W. Rance**
- \$230 from Thomas and Annette Richard**
- \$250 from William Dasher for Wheelock Branch**

RESOLVED, That the Board accepts the donations as stated above.

S/D/V

DIRECTOR'S REPORT

Libraries Transform Tacoma – All 15 public meetings have been completed. Staff will now work on compiling the results and conducting an online version of the survey.

November 2 In-service day featured Steven Albrecht, a former police detective and now expert in Library safety & security training. COT Budget Officer Katie Johnston presented an overview of the City's budget. The feedback from the day has been overwhelmingly positive.

Circulation numbers are still trending up (overall) even though South Tacoma was closed during the month of October. Digital materials continue to see significant growth.

The South Tacoma refresh is on schedule; soft opening is scheduled for November 27; re-opening party is scheduled for Saturday, December 1 with a "Ribbon-cutting" ceremony at 9:45 a.m.

Hailey Building – COT has reported the project is still moving forward.

Kate reminded the board of the budget adoption vote scheduled for December's board meeting.

TRUSTEES' REPORT

Trustee Hines is excited about the re-opening of the South Tacoma Branch (his first library as a child).

Trustee Irish thanked Moore staff for their help and participation October 26 Dia de los Muertos (Day of the Dead) Event and commented on John Hargis playing the drums and how talented the Library staff is.

EXECUTIVE SESSION

(Director's evaluation – 6:15-7:25 p.m.)

ADJOURNMENT

The meeting adjourned at 7:25 p.m. The next regular Board Meeting will be held December 19 at Main (Olympic Room).

Wayne Williams
President
Tacoma Public Library Board

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