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BOARD OF TRUSTEES:

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

MINUTES  
February 20, 2019

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## CALL TO ORDER

The regular meeting was held at Center at Norpoint located at 4818 Nassau Ave. NE (Room: Cascade Hall North) President Wayne Williams called the meeting to order at 5:38 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; Business Manager Sue Calhoun; HR Manager Kathleen Earl; Fern Hill and Mottet Branch Manager Susan Marihugh; Kobetich Branch Manager Lisa Bitney; Librarian Michelle Massero; Library Associate JoLyn Reisdorf; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** CM Chris Beale and Project Manager Debbie Bingham

**Public:** Hayes Alexander, III; Howard and Karen Burd; Don and Heather Halabisky were present.

**PLEDGE OF ALLEGIANCE** – President Wayne Williams

## APPROVAL OF MINUTES

**RESOLVED**, That the Board approves the Minutes of the January 16, 2019 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 January 2019

The motion was moved, seconded, and passed.

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

2. HR Report for January 2019
3. Circulation Summaries for January 2019

The motion was moved, seconded, and passed.

## **PAYMENT OF BILLS**

### **RESOLUTION 19007: 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 19008: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the January 2019 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 February were recognized.

## **PRESENTATIONS**

**Hailey Project** – Project Manager Debbie Bingham  
**CM Chris Beale** - Introduction

## **NEW BUSINESS**

**RESOLUTION 19009: Request that the Board approves changing the Regular Board Meeting from April 17, 2019 to a Special Board Meeting on April 24. (Time is still 5:30 PM. Location is the same: Eastside Community Center – 1721 E. 56<sup>th</sup> St. Meeting Room West/Cheney Room.)**

**Resolved**, That the Board approves this date change to April 24, 2019.

The motion was moved, seconded, and passed.

**RESOLUTION 19010: Request that the Board confirms their prior approval of a salary step increase to Step 3C for the Library Director, retroactive to the effective date of December 20, 2018.**

**Resolved**, That the Board confirms their prior approval of the Library Director's step increase to Step 3C retroactive to the effective date of December 20, 2018.

The motion was moved, seconded, and passed.

**RESOLUTION 19011: Request that the Board approves a call for proposals for a Strategic Planning Consultant.**

**Resolved,** That the Board approves a call for proposals for a Strategic Planning Consultant.

**The motion was moved, seconded, and passed.**

**RESOLUTION 19012: Request that the Board approves to contract with HULTZ BHU Mechanical/Electrical Engineering firm to provide mechanical and electrical engineering, design, construction drawings, and technical specifications for Wheelock, Swasey, and Fern Hill at a cost of \$35, 885 which will come from Capital Project Funds.**

**Resolved,** That the Board approves to contract with HULTZ BHU to provide engineering services at a cost of \$35,885 as listed in the attached proposal.

**The motion was moved, seconded, and passed.**

**RESOLUTION 19013: Request that the Board approves the building insurance policy and premium payment of \$55,101 to Hanover Company for coverage from March 1, 2019 to February 29, 2020.**

**Resolved,** That the Board approves the building insurance policy and premium payment of \$55,101 to Hanover Company for coverage from March 1, 2019 to February 29, 2020.

**The motion was moved, seconded, and passed.**

**RESOLUTION 19014: Authorization to declare items for surplus and to consign items for sale or recycling. – Approval**

**Resolved,** That the Board declares the items in the attached list as surplus to the needs of the Tacoma Public Library and 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.**

## **DIRECTOR'S REPORT**

### **Summary of Tonight's Report**

**Snow Event –** Kate reviewed the Library's response to the recent snow event for the Board. She also reflected on lessons learned, and shared positive feedback the Library received.

**Budget –** The City is in its regular process of closing out the financials for the prior year. Kate provided a review of 2019 Capital projects, the RFP for Strategic Planning services, the feasibility study for library services on the Hilltop and Eastside, and reminded the board that many of these projects are being funded with vacancy savings from the previous biennium.

**City Council Retreat –** Kate attended the City Council retreat on February 15 and provided the Board with a summary of that day's events.

Local 117 Contract negotiations – The Teamsters 117 contract negotiations are ongoing in weekly, full day meetings.

Public Library Directors Meeting – Collection Development manager Kelda Vath along with Ben Thurgood delivered a presentation to the Public Library Directors group on the successful Continuous Improvement process in Technical Services. The presentation was very well received; Kate received several positive comments and compliments afterward. Kate reminded the Board of the upcoming Library Giving Day on April 10, and briefly described the rest of the PLD meeting activities.

Tacoma Reads – Mayor Woodards plans to announce 2019's Tacoma Reads title at her State of the City Address on March 6.

Senior positions recruitment – Kate provided an update on the Public Information Officer and IT Manager searches and shared that the goal is to recruit for the Outreach Librarian, who will be connected to the microlibraries project, next.

Leadership training for Managers/supervisors – Kate provided a follow-up report on the 5-day Leadership training that all supervisors and managers are taking through the City of Tacoma.

In-service Day Friday March 1 – Kate reminded the Board of the upcoming In-service day, which will focus on customer service, Libraries Transform Tacoma, and a 2019 forecast of activities.

House Bill 1635 – Kate called the Board's attention to House Bill 1635.

## **TRUSTEES' REPORT**

Vice President Irish: Per the United for Libraries Event in Seattle, libraries are the center of every city, community, group. They emphasized the need to partnership in order to educate, employ, and energize.

Trustee Connelly: "Lessons Learned" – when the Board closed libraries, they thought they would be re-opened instead they were sold. When we give up something, it is hard to get it back.

Trustee LaFrance: Community Involvement – the Library is the heartbeat of the City. We want more libraries, hours, personnel. The Library, Council, and community must join together. Put people first and technology follows.

President Williams: We need to define the Library as more than employees; part of Graduate Tacoma. Libraries are the infrastructure; equity index.



**ADJOURNMENT**

The meeting adjourned at 6:59 p.m. The next regular Board Meeting will be held March 20 at the People's Community Center.

Wayne Williams 3/25/19      Kate Larsen 3/22/19  
Wayne Williams      Kate Larsen  
President      Library Director and Secretary  
Tacoma Public Library Board      to the Tacoma Public Library  
Board

