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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  
March 20, 2019

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**CALL TO ORDER**

The regular meeting was held at People's Center located at 1602 MLK Jr. Way (Fir Room). President Wayne Williams called the meeting to order at 5:35 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; Assistant Library Director Amita Lonial; HR Manager Kathleen Earl; Main Manager Beverly Choltco-Devlin; Fern Hill and Mottet Branch Manager Susan Marihugh; Kobetich Branch Manager Lisa Bitney; Public Information Officer Mariesa Bus; Library Associate Marla Klein-Tafoya; Acting Library Assistant Regyna Frazier; Librarian Michelle Massero; Library Associate JoLyn Reisdorf; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** Assistant City Manager Tadd Wille and Police Officer Cory Peyton

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

**PLEDGE OF ALLEGIANCE** – President Wayne Williams

**APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the February 20, 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 February 2019

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

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

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

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

## PAYMENT OF BILLS

**RESOLUTION 19015: 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 19016: Ratify Recurring Monthly Expenditures – Approval**  
**RESOLVED**, That the Board approves and ratifies the February 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 March were recognized.

**GUEST SPEAKER** Sector One Police Officer Cory Peyton

**MISSION MOMENT** Mayor Woodards's State of the City Address

## DISCUSSION

- A. HR Reports
- B. Weekly Events
- C. Director goals

## NEW BUSINESS

**RESOLUTION 19017: Request that the Board agrees to contract with Bibliocommons, Inc. to renew and pay for Library's website services for two years (2019-2021) for the total cost of \$165,236.25 including tax.**  
**RESOLVED**, That the Board approves to contract with Bibliocommons, Inc. for website services (2019-2021) for \$165,236.25 including tax.  
**The motion was moved, seconded, and passed.**

**RESOLUTION 19018: Request that the Board agrees to contract with Collection HQ to renew and pay for the Library's subscription for one year for a cost of \$22,876.**  
**RESOLVED**, That the Board approves to contract with Collection HQ for one year subscription for a cost of \$22,876.  
**The motion was moved, seconded, and passed.**

**RESOLUTION 19019: The Board expresses heartfelt appreciation and gratitude to Jack Connelly for his years of service as Trustee, Vice-President, and President of the Board of Trustees of the Tacoma Public Library.**

Whereas, Jack Connelly was appointed to the Board of Trustees of the Tacoma Public Library on April 4, 2009, by Mayor Bill Baarsma, and,

Whereas, Jack Connelly was reappointed to the Board of Trustees of the Tacoma Public Library on March 18, 2014 by Mayor Marilyn Strickland, and  
Whereas, Jack Connelly served as Vice President of the Board of Trustees of the Tacoma Public Library from September 2014 – May 2015, and

Whereas, Jack Connelly served as President of the Board of Trustees of the Tacoma Public Library from May 2015 – September 2018, and

Whereas, Jack Connelly, working together with the other members of the Library's Board of Trustees, confidently guided the Tacoma Public Library through several years of budget challenges, technological change, program developments, new partnerships and Library refurbishments, including

- The refurbishment of the Kobetich, Mottet, Moore, and South Tacoma Branch Libraries, creating more user-friendly and attractive libraries and increasing the number of computers available to patrons.
- The development of a new strategic plan on the growth of library services and programs.
- Meeting the challenges of significant technological change, including the transition to a new ILS (Integrated Library System) and VOIP (Voice Over IP) telephone services, the development of a mobile app, and in partnership with the Washington State Library, providing free, high quality online training with more than 400 courses through the Microsoft IT Academy.
- The expansion of grant-funded library services and programs to better meet the needs of our community, including the Digital Media Lab and the Education and Job Center.
- Providing increased access to library materials through reciprocal agreements with the Pierce County Library System and the Puyallup Public Library, allowing Tacoma residents to check out materials from our neighboring library systems.
- Providing access to all Tacoma Public Schools students through the establishment of the Pathway Card program.

- The restoration of the Assistant Library Director position and introduction of Sunday hours at Kobetich, Moore, and Wheelock Branches.

**Now**, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby extend its appreciation and gratitude to Jack Connelly for his work as a member of the Board and for his commitment to exemplary library service for the citizens of Tacoma.

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

## **DIRECTOR'S REPORT**

Introduction of Mariesa Bus, Public Information Officer

Senior positions recruitment: IT Manager – Zac Matthews starts on April 15, 2019.

The County asked permission to install a Ballot Box at Wheelock, which of course was granted.

Kate also reported that Tacoma Public Libraries will be participating in "Points of Assistance", or Same Day Voting. The State Auditor's office will be releasing more information about it, and Library staff will receive training at the June In-Service day.

Microlibraries – the contract for the library kiosks has been signed. A team of staff are working on the many behind the scenes service pieces that have to be in place before the kiosks are installed anywhere.

Security camera & Card swipe project – this is still underway. Cameras are being installed at the last location, Swasey. The system will not go live until the library has a policy in place.

Kate shared a summary of: February's Community Listening Session; a presentation she delivered to the Board of Park Commissioners; a presentation she and President Williams delivered to the Community, Vitality and Safety Council Committee; and the March In-Service day.

Kate shared news that United States Senator Patty Murray held a press event at the Main branch, to announce the Digital Equity Bill she will be announcing. She also toured the building, where she observed children playing with a Cubetto, Dot and Dash and the WSL's LEGO Mindstorm robots, learned about the Education and Job Center and the tools and services available there for adult job seekers; visited the Digital Media Lab and learned about the production tools people of all ages can use for free and develop marketable skills as a result; saw the computer classroom, where she learned about the free Microsoft Imagine Academy certification education and exams. Then, she participated in a roundtable discussion, where she heard from two library users.

The Tacoma Rainiers visited the Northwest Room to film a piece highlighting what's great about Tacoma.

Public Information Officer Mariesa Bus reminded the Board that Library Giving Day is April 10, and that donations are being accepted now.

Kate announced the 2019 Tacoma Reads title, *There There* by Tommy Orange. The Puyallup Tribe of Indians is a generous sponsor for the program, and will be a collaborator on programs.

## TRUSTEES' REPORT

President Williams reported on the Community, Vitality, and Safety Council Committee presentation he and Director Larsen delivered this month. He felt the committee was engaged and had great questions; he went on to reiterate his high confidence in Director Larsen and her ability to represent the Library to the community. Thanked Trustee Connelly for his service. (Each Trustee thanked him.)

Vice President Irish reported that she attended the Mayor's State of the City Address and was extremely proud of the time the Mayor spent speaking positively about the Library and Library services.

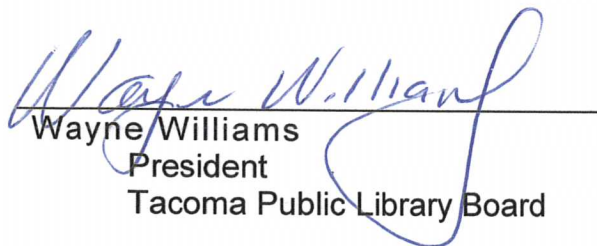
Trustee Connelly reflected on the decade he served on the Board, and thanked the other Trustees, and Library staff for their dedication. He urged the Board to remember that when services are cut, they usually do not get restored.

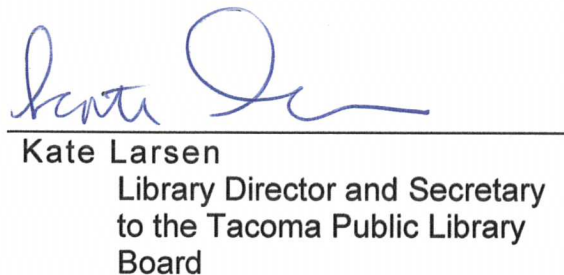
Trustee LaFrance reported on the Downtown on the Go's "Friday Forum: Math: Traffic Equations and the Value of Moving People" she and Director Larsen attended in February. She encouraged the other Trustees to attend these Forums; they are good opportunities to extend our connections to the community.

Trustee Hines expressed his appreciation for the copy of the 2019 Tacoma Reads book, *There, There* by Tommy Orange, which he encouraged everyone to read, and offered to lead a book discussion.

## ADJOURNMENT

The meeting adjourned at 7:15 p.m. The next Board Meeting will be held April 24 at the Eastside Community Center.

  
Wayne Williams  
President  
Tacoma Public Library Board

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

