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**BOARD OF TRUSTEES:**

**Wayne Williams, President**  
**Sara Irish, Vice President**  
**Donna LaFrance, Trustee**  
**John Hines, Trustee**  
**Toni Craig, Trustee**

**MINUTES**  
**April 24, 2019**

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**CALL TO ORDER**

The special meeting was held at Eastside Community Center located at 1721 E. 56<sup>th</sup> St. (Cheney Room). President Wayne Williams called the meeting to order at 5:37 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 Special Board Meeting April 24, 2019  
**The motion was moved, seconded, and passed.**

**ADOPTION OF THE REVISED AGENDA**

**RESOLVED**, That the Board does hereby adopt the Revised Agenda for the Special Board Meeting April 24, 2019.  
**The motion was moved, seconded, and passed.**

**ATTENDANCE**

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

**Library Staff:** Library Director Kate Larsen; Assistant Library Director Amita Lonial; Business Manager Sue Calhoun; HR Manager Kathleen Earl; Collection Development Manager Kelda Vath; IT Manager Zac Matthews; Main Library Supervisor Shannon Rich; Northwest Room Supervisor Brian Kamens; Public Information Officer Mariesa Bus; Children's Librarian Jamie Mittan; Maintenance Worker Andrew Meyer; Maintenance Worker Roy Probst; Acting Library Associate Angelo DeFazio; Acting Library Assistant Carmen Gilmore; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** Lt. Corey Darlington

**Public:** Hayes Alexander, III and Claire Keller-Scholz were present.

**PLEDGE OF ALLEGIANCE** – President Wayne Williams

**APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the March 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 March 2019

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

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

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

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

## PAYMENT OF BILLS

### **RESOLUTION 19020: 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 19021: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the March 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 April were recognized.

**MISSION MOMENT** Claire Keller-Scholz, Art, Culture, and Heritage Administrator and President of Heritage League – Award to NWR Supervisor Brian Kamens

**COMMUNITY LIAISON OFFICER REPORT** Sector Four Lt. Corey Darlington

## NEW BUSINESS

**RESOLUTION 19022: Request that the Board approves changing the Staff In-Service day from Friday, September 27, 2019 to Wednesday, September 11, 2019 due to venue availability.**

**RESOLVED**, That the Board approves the Staff In-Service day change to Wednesday, September 11, 2019.

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

**RESOLUTION 19023: Request that the Board approves changing the Study Session from Wednesday, May 1, 2019 to Wednesday, May 22, 2019 due to Trustee availability.**

**RESOLVED**, That the Board approves the new Study Session date of May 22, 2019.

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

**RESOLUTION 19024: Request that the Board approves payment to Innovative Interfaces, Inc. for the Integrated Library System annual maintenance contract renewal for March 1, 2019 – February 29, 2020 and the SMS Messaging Service and Content Café subscriptions in the amount of \$68,360.35 including sales tax.**

*RESOLVED*, That the Board pays \$68,360.35 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 19025: Request that the Board approves an extension of the contract with Pacific Security for security services at the Main Branch for January 1, 2019 through December 31, 2019 for the amount of \$108,000 annually plus state sales tax.**

*RESOLVED*, That the Board approves an annual extension of the contract with Pacific Security for January 1, 2019 through December 31, 2019 for the amount of \$108,000 plus state sales tax.

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

**RESOLUTION 19026: Request that the Board approves and authorizes payment of insurance for Earthquake and Flood coverage to ICAT (\$81,894.41) and Underwriters at Lloyd's (\$11,282.05) for one year in the total amount of \$93,176.46.**

*RESOLVED*, That the Board approves and authorizes payment of \$93,176.46 for one year of Earthquake and Flood insurance coverage for all Tacoma Public Library Branches.

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

**RESOLUTION 19028: Request that the Board approves Policy #10.31 Use of Video Surveillance Systems.**

*RESOLVED*, That the Board approves Policy #10.31 Use of Video Surveillance Systems.

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

**RESOLUTION 19027: Request that the Board accepts a \$100 donation from Diane Gray for Library Giving Day.**

*RESOLVED*, That the Board accepts Diane Gray's \$100 donation for Library Giving Day.

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

## **DIRECTOR'S REPORT**

Kate introduced Zac Matthews, TPL IT Manager.

Kate summarized and shared photos from Michelle Obama's March 24 visit to the library.

TPL had much to celebrate during National Library Week with an official Mayoral Proclamation, a very successful fundraiser on Library Giving Day, and Associate Tracy Cornelius, one of the staff behind TPL's Extreme Reader program, was nominated for the American Library Association's Stellar Library Worker Award.



U.S. Senator Patty Murray has released a video montage of her March 19 visit announcing her Digital Equity Bill.

The Microlibraries artists have been selected through the public art process and design work is underway; Assistant Director Lonial and her staff are navigating through all of the challenges intrinsic in launching this ambitious program; the Librarian class specification has been updated and approved; the Library is waiting on COT HR to begin the hiring process for the Outreach Librarian. Ultimately, we are now looking at a July or later installation.

Strategic Plan: the Library received 3 responses to the RFP; proposals will be reviewed this week and next.

Feasibility Study: Citizen advisory committee recommendations have been slow to come; this continues to push up the timeline of this project.

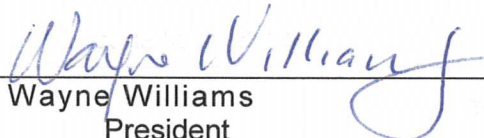
GARE conference: Assistant Director Lonial and Kate attended the 2-day Government Alliance for Race and Equity conference last week. The cost of our attendance was offset by sponsorship by the City of Tacoma Office of Equity and Human Rights. Both shared their insights and takeaways from this engaging conference.


#### TRUSTEES' REPORT

Vice President Irish thanked Director Larsen for attending WorkSource's open house. A meeting is scheduled for next week to discuss formalizing a partnership between the Library and WorkSource.

#### ADJOURNMENT

The meeting adjourned at 7:08 p.m. The next Board Meeting will be held May 15, 2019 in the Board Room at Main (3<sup>rd</sup> floor).

  
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Wayne Williams  
President  
Tacoma Public Library Board

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