

BOARD OF TRUSTEES:

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

**AGENDA**  
November 20, 2019

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Main Branch – 1102 Tacoma Ave. S.; Tacoma, WA

# AGENDA

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## I CALL TO ORDER

## II PLEDGE OF ALLEGIANCE

## III APPROVAL OF MINUTES

**RESOLVED**, That the Board approves the Minutes of the September 18, 2019 and October 16, 2019 Board Meetings, the Minutes of the November 6, 2019 Study Session, and the Minutes of the November 9, 2019 Board Retreat.

S/D/V

## IV CONSENT ITEMS

**RESOLVED**, That the Board approves Consent Item #1, as presented.

1. Financial Report for October 2019

S/D/V

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

2. HR Report for October 2019

3. Circulation Summaries for October 2019

S/D/V

## PAYMENT OF BILLS

### RESOLUTION 19062: 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.

S/D/V

**RESOLUTION 19063: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the October 2019 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

S/D/V

**V PUBLIC COMMENTS**

**VI STAFF RECOGNITION (November anniversaries)**

**VII NEW BUSINESS**

**RESOLUTION 19065: Request that the Board authorize payment to Bibliotheca to upgrade 20 self-check machines to Windows 10 for a total not to exceed \$43,000 including sales tax. Bibliotheca is a sole source provider.**

**RESOLVED**, That the Board authorizes payment not to exceed \$43,000 to Bibliotheca for upgrade on 20 self-checks to Windows 10.

S/D/V

**RESOLUTION 19066: Request that the Board approves payment to OCLC for cataloging subscription in an amount not to exceed \$50,000 including sales tax. (OCLC is a sole source vendor. This covers Cataloging & Metadata, Resource Sharing, and Overdrive record delivery.)**

**RESOLVED**, That the Board approves payment to OCLC for cataloging subscription in an amount not to exceed \$50,000.

S/D/V

**RESOLUTION 19071: Request that the Board approves an extension of the contract with Pacific Security for security services at the Main Library Branch for the period of December 1, 2019 through November 30, 2020 for the amount of \$121,664.34. (The cost increase is due to the minimum wage increase. This will be the second of five possible extensions for this contract.)**

**RESOLVED**, That the Board approves the contract with Pacific Security for security services at Main for December 1, 2019 through November 30, 2020 for the amount of \$121,664.34.

S/D/V

**RESOLUTION 19068: Request that the Board approves aligning Main's operating hours with those for all other branches; Tuesday-Wednesday 12-8 p.m., Thursday-Saturday 10 a.m.-6p.m. beginning January 2, 2020.**

*RESOLVED*, That the Board approves the above operating schedule for Main, beginning January 2, 2020.

S/D/V

**RESOLUTION 19069: Request that the Board approves the attached Venue schedule for Board Meetings for 2020 as presented.**

*RESOLVED*, That the Board approves the 2020 Board Meetings as presented.

S/D/V

**RESOLUTION 19070: Request that the Board approves the 2020 holiday closures as presented.**

*RESOLVED*, That the Board approves the 2020 holiday closures as presented.

S/D/V

**RESOLUTION 19064: Request that the Board accepts the following donations:**

- \$100 from M. B. Hanna**
- \$100 from Burkhart Dental**
- \$100 from Joy Macnulty**
- \$100 from Madonna Hanna**
- \$500 from Grit City Magazine**

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

S/D/V

## **VIII DIRECTOR'S REPORT**

Mariesa Bus, Public Information Officer, Quarterly Report

## **IX DISCUSSION**

**From Urban Libraries Council "Leadership Brief: Leadership Roles for Library Trustees"**

- Library Trustee as Team Player

## **X TRUSTEES' REPORT**

## **XI ADJOURNMENT**

Next Board Meeting will be December 18, 2019 at 5:30 pm at Main (Board Room).