

BOARD OF TRUSTEES:

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

MINUTES
October 16, 2019

CALL TO ORDER

The regular meeting was held at Main Branch located at 1102 Tacoma Ave. S.; Tacoma. President Wayne Williams called the meeting to order at 5:30 p.m.

ATTENDANCE

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

Library Staff: Library Director Kate Larsen; Assistant Library Director Amita Lonial; HR Manager Rodney Croston; Business Manager Sue Calhoun; Main Manager Beverly Choltco-Devlin; Library Associate JoLyn Reisdorf; Library Associate Janice San Nicholas; Library Assistant Shellia Bartyzel; and Confidential Assistant Karen Meyer were present.

City of Tacoma: Assistant HR Manager Shelby Fritz

Public: Heather Evans, Senior Program Manager, Morningside Services
Don Lackey

PLEDGE OF ALLEGIANCE – President Wayne Williams

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the September 18, 2019 Regular Board Meeting.

The motion was tabled.

CONSENT ITEMS

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

1. Financial Reports for September 2019

The motion was moved, seconded, and passed.

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

2. HR Report for September 2019

3. Circulation Summaries for September 2019
The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 19058: 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 19059: Ratify Recurring Monthly Expenditures – Approval
RESOLVED, That the Board approves and ratifies the September 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 October were recognized.

NEW BUSINESS

RESOLUTION 19060: Request that the Board authorizes one Library Page position to be filled with a developmentally disabled adult, and that such position may be filled through a community partnership with a supported employment organization that provides recruitment, consulting, employee training, job analysis and coaching services at no cost to the Library. [National Disability Employment Awareness Month celebrates and recognizes the many and varied contributions of workers with disabilities and reaffirms that welcoming the talents of all people, including people with disabilities, is a critical part of our efforts to build an inclusive community and contribute to a strong economy.]
RESOLVED, That the Board authorizes the Human Resources Manager to designate one Library Page position to be filled with a developmentally disabled adult, and that such position may be filled through a community partnership with a supported employment organization that provides recruitment, consulting, employee training, job analysis and coaching services at no cost to the Library.
The motion was moved, seconded, and passed.

RESOLUTION 19061: Request that the Board authorize payment to Bibliotheca for service/extended warranties on 20 kiosks from September 1, 2019 – August 31, 2020 in the amount of \$34,690 including state sales tax. Bibliotheca is a sole source provider.

RESOLVED, That the Board authorizes payment of \$34,690 to Bibliotheca for service on 20 kiosks from September 1, 2019 – August 31, 2020.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

State of the Library Quarterly Reports were continued from September:

Sue Calhoun, Business Office Manager:

- The Library's Business Office touches everything at the library, because this is where the bills get paid and services and supplies are acquired
- Since the Library is a public service entity, the majority of the its budget supports personnel who perform those services
- The Business Office works closely with the Library Director on Biennial budget requests, re-appropriations, and modifications
- In the 2019-2020 budget, the library received an increase in the materials budget; funding for two microlibraries; funding for the Assistant Director position; funding for opening 3 libraries on Sundays; re-worked funding for a Public Relations Officer and a Graphic Arts Specialist; and the IT Onboarding project
- In the 2019-2020 budget, the library received capital dollars to replace Fern Hill and Swasey's roof; repair to Fern Hill and Swasey's exterior; replace HVACs at Fern Hill and Wheelock; replace windows at Swasey and Moore; and replace the boiler at Wheelock

Amita Lonial, Assistant Library Director

- Major projects this year included overseeing the implementation of the Microlibrary at the Eastside Community Center, Summer Reading and the new Summer Reading Block Party, Points of Assistance; participating in the Strategic Planning process, AFSCME 120 contract negotiations; and getting to know partners in Tacoma
- All staff In-service days so far this year have focused on Cultural Competency, Customer Service, and Basic Awesome Communication
- Designed and implemented new internal meeting structure with the intention of increasing collaboration and transparent communication
- Elected to Public Library Association's (PLA) Board this year; continuing to serve on PLA's Equity, Diversity, Inclusion, and Social Justice Task Force; serves on the Government Alliance for Racial Equity's (GARE) Library Interest Group Coordinating Team; advisor for American Library Association's (ALA) Media Literacy Education in Libraries

Director Larsen handed out building access cards to the Trustees, and briefed the Board on the embargo on e-books that MacMillan Publishing is imposing on public libraries. Director Larsen also reviewed the Community & Partner Input meeting schedule, and reminded the board about the 'One System, One Schedule' initiative to align Main's hours with the rest of the branches. She also shared a letter of appreciation she received on behalf of the Library, from a member of the public. Larsen reminded the Board of the November 6 Study Session date, and the November 9 Board retreat date.

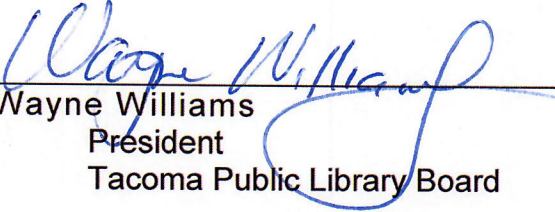
TRUSTEES' REPORT

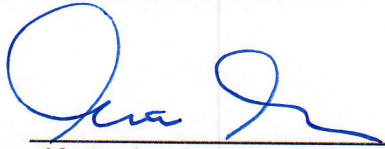
Trustee LaFrance said interview with consultants regarding Strategic Plan went very well. She attended the Short Film festival, as well as the Tacoma Reads with Mayor Woodards and Tommy Orange event, and thought the level of excitement was great.

Vice President Irish liked the Latino input and appreciates the Puyallup Tribe of Indians participation in and sponsorship of Tacoma Reads.

ADJOURNMENT

The meeting adjourned at 7:37 p.m. The next Board Meeting will be held November 20, 2019 in the Board Room at Main (3rd floor).


Wayne Williams
President
Tacoma Public Library Board


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