
BOARD OF TRUSTEES:

Wayne Williams, President
Sara Irish, Vice President
Donna LaFrance, Trustee
Toni Craig, Trustee
Joseph Colón, Trustee

MINUTES
April 8, 2020

CALL TO ORDER

The regular meeting was held online through Zoom. 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 8, 2019
The motion was moved, seconded, and passed.S/D/V

ADOPTION OF THE REVISED AGENDA

RESOLVED, That the Board does hereby adopt the Revised Agenda for the Special Board Meeting April 8, 2019.
The motion was moved, seconded, and passed.

ATTENDANCE

Library Board: President Wayne Williams; Vice President Sara Irish; Donna LaFrance; Toni Craig; and Joseph Colón were virtually present.

Library Staff: Library Director Kate Larsen; Assistant Library Director Amita Lonial; Business Manager Sue Calhoun; HR Manager Rodney Croston; IT Manager Zac Matthews; Public Information Officer Mariesa Bus; South Tacoma and Swasey Branch Manager Cheryl Towne; Moore Branch Manager Melissa Fitzgerald; Confidential Assistant Karen Meyer; and numerous other staff were in attendance.

City of Tacoma: Katie Johnston, Budget Officer, Office of Management and Budget

PLEDGE OF ALLEGIANCE – President Wayne Williams

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the February 19, 2020
The motion was moved, seconded, and passed.

CONSENT ITEMS

1. Financial Reports for December 2019, January and February 2020

RESOLVED, That the Board approves Consent Item #1, as presented.
The motion was moved, seconded, and passed.

2. HR Reports for February and March 2020
3. Circulation Summaries for January, February, and March 2020

RESOLVED, That the Board approves Consent Items #2 and #3 as presented.
The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 20015: 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 20016: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the February and March 2020 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 and April were recognized.

BUDGET STATUS UPDATE (Katie Johnston, City of Tacoma Office of Management and Budget)

NEW BUSINESS

RESOLUTION 20017: Request to create the Richard Studios Restoration Fund - restricted fund to be used for Richard Studios Restoration project only (within fund 1200_Donat) and accepts the establishment of a new cost center.

RESOLVED, That the Board does hereby approve the creation of the Richard Studios Restoration Fund (a restricted fund within fund 1200_Donat) and accepts the establishment of a new cost center.
The motion was moved, seconded, and passed.

RESOLUTION 20018: Request that the Board approves renewal of Collection HQ subscription for \$22,876 for one year.

RESOLVED, That the Board does hereby approve the renewal of Collection HQ subscription for \$22,876 for one year.

The motion was moved, seconded, and passed.

RESOLUTION 20019: Request that the Board approves the contract with Rainier Connect for internet services for April 1, 2020 – December 31, 2021 for an amount of \$236,250.

RESOLVED, That the Board does hereby approve the contract with Rainier Connect for internet services for April 1, 2020 – December 31, 2021 for an amount of \$236,250.

The motion was moved, seconded, and passed.

RESOLUTION 20020: Request that the Board approves Policy 10.6 revision (Inclement Weather Policy to Emergency Closures Policy) as presented.

RESOLVED, That the Board does hereby approve Policy 10.6 revision to Emergency Closures Policy as presented.

The motion was moved, seconded, and passed.

RESOLUTION 20021: Request that the Board adopts Policy 10.7 Pay Guidelines for Pandemic and Communicable Disease Emergencies as presented.

RESOLVED, That the Board does approve Policy 10.7 Pay Guidelines for Pandemic and Communicable Disease Emergencies as presented.

The motion was moved, seconded, and passed.

RESOLUTION 20022: Request that the Board adopts the Agreement By and Between Tacoma Public Library and The Washington State Council of County and City Employees (AFSCME – Local 120) Tacoma Public Library Employees for January 1, 2020 through December 31, 2022.

RESOLVED, That the Board does adopt the Agreement between the Library and AFSCME-Local 120 for January 1, 2020 through December 31, 2022.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

COVID-19 Pandemic Response

- Libraries were closed March 14; all but the most essential staff mandated to stay home
- Public Libraries are expressly included in Governor Inslee's closure of educational facilities; when schools are mandated to be closed, libraries are as well
- At this time, return to service is expected to happen in a phased manner; not all libraries will do this in the same way
- To address the public's need to engage their out-of-school youth, and to have a positive impact on social isolation, we are working to "virtualize" our programmatic

offerings. Live mini-storytimes are of high interest; many City Councilmembers and City leaders are scheduled to read during weekly sessions starting Monday, April 13; Mayor Woodards will read National Library Week proclamation on Facebook Live, Monday, April 20; Live-streamed full-length storytimes with youth services librarians begin next Friday

- Kate provided a report on the explosive growth in the use of the Library's digital collections and online resources in the time since buildings were temporarily closed
- Kate attends daily emergency management briefings with all general government directors, TPU superintendents, TPU executive director and the City Manager's office
- Assistant Director Lonial is leading the effort to mobilize a transition team that will devise scenarios for a phased return to service ; we are also participating in a similar collaborative planning effort with public libraries in the region

Other Updates

- Recent email server outage; Zimbra Mail to Outlook 365 email migration scheduled April 29-30; IT onboarding project continues to move forward

TRUSTEE REPORTS

President Williams welcomed new Trustee Joseph Colón.

Vice President Irish mentioned the Director Larsen's storytime on Facebook and interview on CityLine. Sara commented that she always learns a lot about the Library's resources from the CityLine appearances. She has shared information about E-card and resources like Homework Help in her Facebook groups.

Trustee LaFrance thanked all of the staff and commented that this is a time for everyone to be compassionate and thoughtful of others.

Trustee Craig said, "Kate is doing a great job being flexible and keeping the Board informed."

Trustee Colón said, "It is great to be here and the Library is a community resource offering a sense of normalcy."

President Williams thanked everyone.

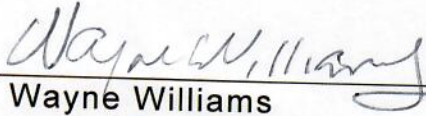
ADJOURNMENT

The meeting adjourned at 7:01 p.m.

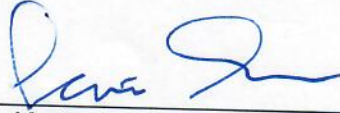
Next Study Session will be Saturday, May 9, 2020 from 9 a.m. – 4 p.m. at Main* (1102 Tacoma Ave. S. – 3rd floor Board Room).

Next Board Meeting will be May 20, 2020 at 5:30 pm at South Tacoma* (3411 S. 56th St.)

*Locations are subject to change



Wayne Williams
President
Tacoma Public Library Board



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