

# Minutes

May 20, 2020

BOARD OF TRUSTEES: Wayne Williams, President; Sara Irish, Vice President; Joseph Colón, Trustee; Toni Craig, Trustee; Donna LaFrance, Trustee

## CALL TO ORDER

The regular meeting was held online through Zoom. President Wayne Williams called the meeting to order at 5:35 p.m.

## 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; Confidential Assistant Karen Meyer; and numerous other staff were in attendance.

## PLEDGE OF ALLEGIANCE

President Wayne Williams

## CONSENT ITEMS

1. Minutes of the April 8, 2020 Board Meeting
2. Financial Reports for March and April 2020
3. HR Reports for April 2020
4. Circulation Summaries for April 2020

*Resolved,* That the Board approves Consent Items #1–4 as presented.

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

## PAYMENT OF BILLS

RESOLUTION 20023 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 20024: Ratify Recurring Monthly Expenditures – Approval  
*Resolved*, That the Board approves and ratifies the April 2020 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.  
**The motion was moved, seconded, and passed.**

## **PUBLIC COMMENTS**

None

## **STAFF RECOGNITION**

Employees with an anniversary date in May were recognized.

## **NEW BUSINESS**

RESOLUTION 20025: Request the Board to approve the revision of Policy 23.04 Decommissioning Information Technology equipment as presented.  
*Resolved*, That the Board does approve the revision of Policy 23.04 as presented.  
**The motion was moved, seconded, and passed.**

RESOLUTION 20026: Request the Board to adopt the City of Tacoma’s Americans with Disabilities Act (ADA) Policy 3.02 and Procedures 3.02.1.  
*Resolved*, That the Board does adopt Policy 3.02 and Procedures 3.02.1 as presented.  
**The motion was moved, seconded, and passed**

RESOLUTION 20027: Request the Board to accept the revision of Policy 41.00 Personnel Rules (Section 11:7 is the only change).  
*Resolved*, That the Board does accept the revision of Section 11:7 to Policy 41.00 as presented.  
**The motion was moved, seconded, and passed**

RESOLUTION 20028: Request the Board to authorize the Library Director to approve all classification titles.  
*Resolved*, That the Board does authorize the Library Director to approve all classification titles.  
**The motion was moved, seconded, and passed.**

RESOLUTION 20029: Request the Board to rescind Policy 42.00 Classification Plan as part of it is now included in Policy 41.00 Personnel Rules.  
*Resolved*, That the Board does rescind Policy 42.00 Classification Plan.  
**The motion was moved, seconded, and passed.**

RESOLUTION 20030: Request the Board to accept the following donations:  
\$100 from Kathleen & Robert Hasselblad  
\$100 from Edward Goldstein  
*Resolved*, That the Board does accept the \$200 donations as listed above.  
**The motion was moved, seconded, and passed.**

## **DIRECTOR'S REPORT**

Director Larsen provided an overview of the library's plan for a phased return to service. She reviewed the impacts of the budget shortfall so far, and stated that she expects additional impacts are coming.

The library successfully migrated to the City of Tacoma-hosted Outlook 365 email at the end of April. The email product the library had been using had proved itself to be troublesome to manage. The library is now in the City of Tacoma's Active Directory, which will significantly ease the cross-departmental communication process.

The needed facility repairs that were budgeted for the 2019-20 biennium are moving forward. They are funded by real estate excise tax rather than the City of Tacoma's general fund.

Thanks to collaboration with the Hilltop Library Planning Committee, the library is working directly with Peace Community Center to distribute wi-fi hotspots to 25 households in 98405. These were the hotspots that were purchased for the [now canceled] second microlibrary.

In 2019, Assistant Director Amita Lonial and Public Information Officer Mariesa Bus worked with Tacoma Creates to embed the Library in the application process. As a result, there are several successful applicants who noted their interest in programming at our libraries. Ms. Lonial and the Adult Services team are working on virtualizing those programs.

The library is working with the UW iSchool Technology & Social Change Group on an IMLS grant application.

Working with Tacoma Public Schools, Assistant Director Lonial has facilitated making 3 libraries a distribution site for school and summer reading materials.

Director Larsen reviewed the Library Policy revision analysis and timeline.

Director Larsen thanked all library staff whose cooperation and teamwork are vital to the Library and its ability to continue to serve Tacoma.

## **TRUSTEES REPORTS**

Vice President Irish thanked the library staff and leadership for their hard work and sacrifice during this time. Trustee LaFrance, Trustee Craig, Trustee Colón, and President Williams echoed this and their support for library staff.

## ADJOURNMENT

The meeting adjourned at 6:53 p.m.

The next Board Meeting will be June 17, 2020 at 5:30 p.m.

### Wayne Williams

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Wayne Williams  
President  
Tacoma Public Library Board

Signature: *Wayne Williams*  
Wayne Williams (Jun 18, 2020 13:07 PDT)

### Kate Larsen

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

Signature: *Kate Larsen*  
Kate Larsen (Jun 30, 2020 09:09 PDT)