

# Minutes

September 16, 2020

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

## ATTENDANCE

**Board of Trustees:** Wayne Williams, President; Sara Irish, Vice President; Donna LaFrance; Trustee; Trustee; Joseph Colón,

**Tacoma Public Library Director & Assistant Director:** Kate Larsen, Director; Amita Lonial; Assistant Director

**Tacoma Public Library Staff:** Beverly Choltco-Devlin, Cherise Fuselier, Cheryl Towne, Elizabeth Covington, Jamie Gilmore, Jed Slaughter, Kelda Vath, Lisa Bitney, Maria Shackles, Mariesa Bus, Susan Marihugh, Zac Matthews

## CALL TO ORDER

The regular meeting was held as a virtual zoom meeting. President Wayne Williams called the meeting to order at 5:30 p.m.

## PLEDGE OF ALLEGIANCE

At approximately 5:31 p.m., President Wayne Williams invited fellow board members and meeting participants to join him in reciting the Pledge of Allegiance.

## CONSENT ITEMS

### RESOLUTION 20049

1. Minutes of the August 19, 2020 Board Meeting – Approval
2. Financial Report for August 2020 – Approval
3. HR Report for August 2020 – Approval
4. Library Services Report for August 2020 – Approval

**Resolved**, Board approves Consent Items as presented

**Resolved**, the board approved Consent Items 1-4, as presented. **The motion was moved, seconded, and passed.**

## PAYMENT OF BILLS

### RESOLUTION 20050: 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 20051: Ratify Recurring Monthly Expenditures – Approval

**Resolved**, That the Board approves and ratifies the August 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**

Due to the limitations of online meetings, public comment was accepted via written format only. Comments are requested to be submitted to [info@tacomalibrary.org](mailto:info@tacomalibrary.org) from 4-5 p.m. on the night of the meeting. No comments were received for the meeting of September 16, 2020.

## **STAFF RECOGNITION**

The board recognized employees with an anniversary date in September.

## **DISCUSSION ITEMS**

There were not discussion items for the meeting of September 16, 2020.

## **NEW BUSINESS**

RESOLUTION 20052: Board of Trustees of the Tacoma Public Library - Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – PRESIDENT

**Resolved**, That the Board does hereby NOMINATE

Wayne Williams, as President of the Board of Trustees

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

RESOLUTION 20053: Board of Trustees of the Tacoma Public Library - Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT

**Resolved**, That the Board does hereby ELECT

Wayne Williams, as President of the Board of Trustees

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

RESOLUTION 20054: Board of Trustees of the Tacoma Public Library - Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – VICE PRESIDENT

**Resolved**, That the Board does hereby NOMINATE

Sara Irish, as Vice President of the Board of Trustees

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

RESOLUTION 20055: Board of Trustees of the Tacoma Public Library - Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – VICE PRESIDENT

**Resolved**, That the Board does hereby ELECT  
Sara Irish, as Vice President of the Board of Trustees  
**The motion was moved, seconded, and passed**

## **DIRECTOR'S REPORT**

- **2021-22 Budget Update**
  - Reduction will be less than 15%, likely more in the 7.5% range
  - hopeful we can avoid significant job loss; some combination of layoffs and furloughs is likely
  - Scenarios will be presented in a closed September 30 Study Session. As we will be discussing labor impacts, the meeting will be closed (executive session)
  - **Budget Timeline:**
    - **September 30** – Library Board of Trustees Study Session
    - **October 6** – City Manager Budget presentation at City Council Study Session
    - **September 30** – Library Board of Trustees Study Session
    - **October 6** – City Manager Budget presentation at City Council Study Session
    - **November 10<sup>th</sup> & 17<sup>th</sup>** – City Council Budget Hearings
- **Services Update** – Review of Air Quality Impacts on TPL to Go Services and numbers served updates
- **Strategic Plan**
  - Released final version to the public
  - Gave a webpage pathway tutorial to locate plan on TPL website
  - Library will print copies for Trustees, branches, and the steering committee members
  - Gave overview of draft marketing plan
- **TPL Foundation**
  - **April 2007** – Last recorded Foundation Board meeting
    - a long-serving treasurer on the Foundation Board has made revival possible by filing annual 501c3 compliance reports every year
  - **Late summer/fall 2019** – began putting 'feelers' out for potential Foundation Board members
  - **March 2020** – anticipated launch of the revived Foundation Board
  - President Williams requested Trustees submit name recommendations to Director Larsen

## **TRUSTEES REPORT**

- **Joseph Colón, Trustee:** N/A
- **Sara Irish, Vice President:** N/A

- **Donna LaFrance, Trustee:** Asked for updates and clarification on:
  - TPL to Go services: Director Larsen advised that due to Air Quality concerns, decisions during the week of September 14<sup>th</sup>, 2020, were made day to day.
- **Wayne Williams, President:** N/A

**ADJOURNMENT**

The meeting adjourned at 6:48 p.m.

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

The next Board Study Session will be September 30, 2020 at 5:30 p.m.

The next Board Meeting will be October 21, 2020 at 5:30 p.m.

*Wayne Williams*

[Wayne Williams \(Oct 30, 2020 10:01 PDT\)](#)

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Wayne Williams  
 President  
 Tacoma Public Library Board

*kate larsen*

[kate larsen \(Oct 30, 2020 08:56 PDT\)](#)

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