

# Minutes

October 21, 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; Joseph Colón, Trustee; Toni Craig, Trustee

**Tacoma Public Library Staff:** Kate Larsen, Director; Beverly Choltco-Devlin; Cherise Fuselier; Cheryl Towne; JoLyn Reisdorf; Kelda Vath; Mariesa Bus; Rodney Croston; Shannon Rich; Shellia Bartyzel; Susan Marihugh; Latasha Ware; Tracie Goodrick; Tracy Cornelius; Zac Matthews

**Public Attendees:** Four members of the public attended the Oct. 21, 2020 Board of Trustee's regular meeting.

## 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 attendees to join him in reciting the Pledge of Allegiance.

## CONSENT ITEMS

### RESOLUTION 20057

1. Minutes of the September 16, 2020 Board Meeting – Approval
2. Minutes of the September 30, 2020 Study Session – Approval
3. Financial Report for September 2020 – Approval
4. HR Report for September 2020 – Approval
5. Library Services Report for September 2020 – Approval

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

**Resolved,** the board approved Consent Items 1-5, as presented. **The motion was moved, seconded, and passed.**

## PAYMENT OF BILLS

RESOLUTION 20058: 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 20059: 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 October 21, 2020.

## **STAFF RECOGNITION**

The board recognized employees with an anniversary date in October.

The board honored the late memory of Jane Peterson, TPL employee since May 2017.

Discussions of how to honor TPL employees that have passed away – Director Larsen suggested there be a moment of silence at the start of each Board of Trustee meeting. *No definitive decision made on how to honor employees that have passed away.*

## **DISCUSSION ITEMS**

1. Cathy Journey, City of Tacoma Human Resources
  - a. Overview of Library Director's Review and Draft Forms
    - i. Director Review Timeline: Cathy Journey, City of Tacoma Human Resources; will assist board in activities to complete the annual Director review during two executive sessions on December 12<sup>th</sup> & 16<sup>th</sup>

*Board members selected Template 2 as their preferred review format.*

2. Budget

*Director Larsen provided brief update on City of Tacoma budget process and Tacoma Public Library's advocacy efforts to minimize budget impacts to the 2021-22 budget.*

## **NEW BUSINESS**

RESOLUTION 20060: Request the Board approves return of budget funds to the City of Tacoma:

A RESOLUTION relating to the return of \$891,724 Library Budget dollars from its 2019-2020 biennial budget, to the City of Tacoma, to aid relief efforts to mitigate 2020 budget impacts associated with COVID-19. It is hereby understood that once the returned funds are released, they are at the spending discretion of the Tacoma City Council & City Administration.

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WHEREAS COVID-19 Emergency Response has created a 67 million dollar budget deficit in the City of Tacoma, and

WHEREAS City Manager Elizabeth Pauli and Tacoma Mayor Victoria Woodards proclaimed a state of emergency response to COVID-19 on March 12, 2020, and

WHEREAS the number of Tacoma City Residents who have contracted COVID-19 as of October 15, 2020 was 2,711, and 53 Tacoma Residents who have lost their lives due to the COVID-19 pandemic, and

WHEREAS Health Officials have conducted studies and identified that Black, Indigenous and Latinx communities are disproportionately impacted by the COVID-19 pandemic, and

WHEREAS Tacoma Public Library is committed to racial and social justice, as well as being an integral partner in a sustainable network that supports a thriving Tacoma, and

WHEREAS Tacoma Library Staff have demonstrated great resiliency as they endured temporary layoffs for 90 days which in great part generated the savings Tacoma Library is now able to return to the City of Tacoma, and

WHEREAS The Board of Trustees would like to acknowledge Tacoma Library Staff for stepping up to provide essential services to the Tacoma community throughout the pandemic, as increases to services between March 2020 and September 2020 have vastly exceeded prior averages; now, THEREFORE

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES, the return of \$891,724 Library Budget dollars to the City of Tacoma's General Fund.

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

**Discussion:** Board requested additional information on how the return of funds were determined as feasible and how that correlates to the upcoming budget impacts. Business Manager Sam Benscoter and Director Kate Larsen explained the decision to return the \$891,724 to City of Tacoma was made early in the emergency response efforts and are separate from the 2.2 million proposed budget cuts for year 2021-22.

**DIRECTOR'S REPORT  
BUDGET UPDATE**

- 7.5 % Reduction
- 22 people were notified their jobs are at risk of elimination
- We remain hopeful we can avoid significant job loss; some combination of layoffs and furloughs is likely
- Budget information campaign is going well with high community response, and Trustee/Director engagement with City Council

## CITY COUNCIL BUDGET TIMELINE

- Happening now – City Council Budget Town Hall
- October 27 – Library budget presentation to City Council\*\*\* joint presentation with Public Works, and Tacoma Venue & Events
- October 27 & November 10 – City Council budget hearings
- November 17 – First reading
- November 24 – Adoption

## SERVICES IMPACT REPORT

- Partnered Peace Community Center and Greater Tacoma Community Foundation to provide Wi-Fi hotspots, laptops, and tablets to community members
- Wi-Fi hotspots now being distributed from Tacoma Rescue Mission
- Updated tpl To Go hours:
  - Tuesday & Wednesday: 12pm – 2pm and 5pm – 7pm
  - Thursday, Friday, & Saturday: 10am – 12pm and 3pm – 5pm
- Deployed a Tacoma Public Library program survey to library card holders
- City of Tacoma Community Survey
  - Public Library Services showed high levels of community satisfaction

## TRUSTEES REPORT

N/A

## ADJOURNMENT

The board will hold its annual strategic retreat on November 7, 2020 @ 10:30 a.m.  
The next Board Meeting will be November 18, 2020 at 5:30 p.m.

*Wayne Williams*

[Wayne Williams \(Nov 23, 2020 11:56 PST\)](#)

Wayne Williams

President

Tacoma Public Library Board

*Kate Larson*

[kate larsen \(Nov 23, 2020 12:21 PST\)](#)

Kate Larsen

Library Director and Secretary to the

Tacoma Public Library Board