

# Agenda

**December 16, 2020**

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

## Meeting Access:

Please click the link below to join the webinar:

**Topic: Board of Trustees Meeting**

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## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

**ANNUAL MOMENT OF SILENCE** recognizing those that we have lost in the year 2020.

## CONSENT ITEMS

RESOLUTION 20066

1. Minutes of the November 18, 2020 Board Meeting – Approval
2. Financial Report for November 2020 – Approval
3. HR Report for November 2020 – Approval
4. Library Services Report for November 2020 – Approval

## PAYMENT OF BILLS

RESOLUTION 20067: 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.

S/D/V

RESOLUTION 20068: Ratify Recurring Monthly Expenditures – Approval

**Resolved**, That the Board approves and ratifies the November 2020 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

S/D/V

## PUBLIC COMMENTS

Due to the limitations of online meetings, public comment will be accepted via written form only. Comments may be submitted to [info@tacomalibrary.org](mailto:info@tacomalibrary.org) from 4-5 p.m. on the day of the scheduled Board meeting. Comments for this meeting were accepted until 5pm on December 16, 2020.

## STAFF RECOGNITION

December anniversaries

## DISCUSSION ITEMS

1. Budget – Council Approved Proposal November 24, 2020

## NEW BUSINESS

RESOLUTION 20069: Request that the Board approve the updated City of Tacoma Family and Medical Leave Policy as TPL's Family and Medical Leave Policy #40.30

**RESOLVED**, That the Board approves the updated Family and Medical Leave Policy as Presented.

S/D/V

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RESOLUTION 20070: Request that the Board approves the 2021 Board Meeting Schedule as presented.

**RESOLVED**, That the Board approves the 2021 Board Meeting schedule as presented.

S/D/V

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RESOLUTION 20071: Request that the Board approves the 2021 holiday closures as presented.

**RESOLVED**, That the Board approves the 2021 holiday closures as presented.

S/D/V

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RESOLUTION 20072: Request that the Board approves the following closures for all Tacoma Public Library locations (10 a.m. – 6 p.m.) for Staff In-service days as presented.

**RESOLVED**, That the Board approves the In-Service Day closures as presented.

S/D/V

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RESOLUTION 20073: Request that the Board approves the attached Study Session, Trustee Training, and Trustee Retreat Schedule as presented.

**RESOLVED**, That the Board approves the attached Study Session, Trustee Training, and Trustee Retreat Schedule as presented.

S/D/V

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RESOLUTION 20074: Request that the Board approve a Preferred Vendors list for Library Materials costing more than \$50,000 per vendor per year for fiscal year 2021.

**RESOLVED**, That the Board approves the attached list of the Preferred Vendors for Library Materials for more than \$50,000 per vendor per year for fiscal year 2021 as presented.

S/D/V

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RESOLUTION 20075: Request that the Board approve the Open Purchase Order List for 2021.

**RESOLVED**, That the Board approves the attached list of Open Purchase Orders from fiscal year 2021 as presented.

S/D/V

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RESOLUTION 20076: Request that the Board accepts the 2021-2022 Biennial Budget in the amount of \$29,366,297 including the Biennial Trust Fund Budget as presented.

General Fund: \$28,571,808

Trust Funds: \$794,489

**RESOLVED**, That the Board approves the 2021-2022 Biennial Budget, including the Biennial Trust Fund Budget as presented.

S/D/V

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RESOLUTION 20077: Request that the Board accepts the 2021 Annual Budget in the amount of \$14,453,329 including the Annual Trust Fund Budget as presented.

General Fund: \$14,060,153

Trust Funds: \$393,176

**RESOLVED**, That the Board approves the 2021 Annual Budget in the amount of \$14,453,329 including the Annual Trust Fund Budget as presented.

S/D/V

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RESOLUTION 20078: Request that the Board approves an extension of the contract with Blue Sky Landscaping Services, Inc. for landscaping care and grounds maintenance at all Tacoma Public Library locations for January 1, 2021– December 31, 2021 for the amount of \$34,200 including tax. (This is the first of four possible extensions.)

**RESOLVED**, That the Board approves the extension of the contract with Blue Sky Landscaping Services, Inc. for landscaping care and grounds maintenance at all Tacoma Public Library locations for the year 2021 as presented.

S/D/V

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RESOLUTION 20079: Request that the Board approves an extension of the contract with American Custodial, Inc. for maintenance and custodial services at all Tacoma Public Library locations (except Main) for December 1, 2021– November 30, 2021 for the amount of \$135,163 including tax. (This is the last of four possible extensions.)

**RESOLVED**, That the Board approves the extension of the contract with American Custodial, Inc. for maintenance and custodial services at all Tacoma Public Library locations (except Main) for December 1, 2021– November 30, 2021 as presented.

S/D/V

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RESOLUTION 20080: Request that the Board approve the attached Cost of Living Adjustments (COLA) as presented, effective January 1, 2021.

**RESOLVED**, That the Board approves the attached Cost of Living Adjustments (COLA) as presented, effective January 1, 2021.

S/D/V

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RESOLUTION 20081: Request that the Board approve the attached Minimum Wage Adjustments for the classification of Administrative Intern as presented, effective January 1, 2021.

**RESOLVED**, That the Board approves Minimum Wage Adjustments for the classification of Administrative Intern as presented.

S/D/V

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RESOLUTION 20082: Request that the Board approve the 2021-2022 Budget Mitigation Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 and Teamsters Local 117 as presented.

**RESOLVED**, That the Board approves the the 2021-2022 Budget Mitigation Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 and Teamsters Local 117 as presented

S/D/V

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RESOLUTION 20083: Request that the Board approve 2021 Temporary Pay Reductions proposed to mitigate the 2021 budget shortfall, as presented.

**RESOLVED**, That the Board approves the 2021 Temporary Pay Reductions as presented.

S/D/V

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## **DIRECTOR'S REPORT**

## **TRUSTEES REPORT**

### **EXECUTIVE SESSION – approximately 45 minutes**

Self-Evaluation of a Public Employee - Director Larsen and Cathy Journey, City of Tacoma  
Human Resources

## **ADJOURNMENT**

The next Board Meeting will be January 20, 2021 at 5:30 p.m.