

# Minutes

**October 19, 2022**

**BOARD OF TRUSTEES:** Sara Irish, President; Andrea Cobb, Vice President, Theresa Pan Hosley, Trustee; Donna La France, Trustee; Manny J. Santiago, Trustee

## **ATTENDANCE**

**Board of Trustees:** All Trustees Present

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

**Tacoma Public Library Staff:** dindria barrow, Jolyn Reisdorf, Mariesa Bus, Rodney Croston, Zac Matthews, and Sam Benscoter.

**Two members of the public attended the October 19, 2022, Board Meeting.**

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## **CALL TO ORDER – 5:30 PM**

## **LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE**

**WELCOME NEW TRUSTEE MANNY SANTIAGO** — the Board and Library staff introduced themselves and welcomed Trustee Santiago.

## **CONSENT AGENDA**

### **RESOLUTION 22079**

1. Minutes of the September 21, 2022, Board Meeting
2. Financial Report for September 2022
3. HR Report for September 2022
4. Library Services Report for September 2022

## **PAYMENT OF BILLS**

### **RESOLUTION 22080: Payment of Bills Per Vouchers – Authorization**

The Board authorizes the payment of bills per voucher as presented, and further, the Board approves and ratifies the checks issued in September 2022 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

### **RESOLUTION 22081: Ratify Recurring Monthly Expenditures – Approval**

The Board approves and ratifies the September 2022 payments for the City of Tacoma services provided to the Tacoma Public Library, as presented.

## **PUBLIC COMMENTS**

No public comments for the October 19, 2022, TPL Board of Trustees meeting.

## STAFF RECOGNITION

The Board of Trustees recognized TPL employees with October work anniversaries.

## DISCUSSION ITEMS

### 1. *Human Resources Annual Report - Rodney Croston, TPL Human Resources Manager*

- a. TPL's Human Resources Manager provided the board with an overview of HR's work, shared statistics, shared achievements and discussed challenges

### 2. *Information Technology Annual Report - Zac Matthews, TPL IT Manager*

- a. TPL's IT Manager provided the board with an overview of IT's work, including upgrades and projects completed in 2022, ongoing projects moving into 2023, shared achievements and discussed challenges

## NEW BUSINESS

**RESOLUTION 22082:** Request that the Board adopts the new Small & Attractive Asset Policy 25.01.

**Motioned, Seconded, Amended**

**RESOLUTION 22083:** Request that the Board recognizes the generous \$2,500.00 donation from Michael and Linda Sullivan for use by the NW Room.

**Motioned, Seconded, Amended**

**RESOLUTION 22084:** Request that the Board recognizes the generous \$218,486.04 donation from the Estate of former TPL employee Dorothy Hayden.

**Motioned, Seconded, Amended**

**RESOLUTION 22085:** Request that the Board adopts the Letter of Agreement By and Between Tacoma Public Library and Teamsters Local Union No. 117 for the Revised Library Web & ILS Supervisor Classification and New Library Information Technology Analyst Classification.

**Motioned, Seconded, Amended**

**RESOLUTION 22086:** Request that the Board adopts the revised Distribution of Free Materials and Public Posting Policy #10.02.

**Motioned, Seconded, Amended**

## DIRECTOR'S REPORT

- Director Larsen reviewed the **Programs & Services September Spotlights** in the Board packet
- Director Larsen reviewed the **2023-2024 City Manager's Approvals for the Library Budget** and reminded the Board about the Community participation/Balancing Act tool <http://tacomawa.abalancingact.com/city-of-tacomamas-balancing-act-english>
- **Naloxone Vending Machine** – TPL is partnering with Tacoma Needle Exchange to install a Naloxone vending machine at the Moore library. The Naloxone will be available free of charge to anyone who wants it and TNE will restock the supply, and provide in-building peer navigators for a few hours each month.
- **Main Refresh Update** Director Larsen reviewed the planned community input for the fixtures, furniture, and equipment at Main.
- **Director Annual Evaluation** *\*revised since September meeting*
  - **October 19** – Formal Timeline Review with full Library Board of Trustees (LBOT)
  - **By November 14** – LBOT receives blank evaluation form; last year's evaluation; Library director's annual report & self-evaluation; 360° review summary
  - **November 14-December 2** – LBOT reviews the above material on their own
  - **December 7** – LBOT & HR Manager Rodney Croston, assisted by COT HR, discuss the director's performance in an executive session study session. Korn Ferry representative provides an overview of 360

- **By December 9** – the Board's evaluation is sent to the director
  - **December 14** – The Board meets with the director to discuss her performance and compensation in an executive session following the LBOT's regular meeting
- **Mark Your Calendars**
    - **A conversation with Julia Alvarez, Hosted by Mayor Woodards** – Saturday, November 5, 2022, @ 1:00 PM. **Registration Required @ [tacomalibrary.org/tacomareads](https://tacomalibrary.org/tacomareads)**

**TRUSTEES REPORT**

**Donna LaFrance:** attended and had a great time at a Tacoma Reads Event.

**ADJOURNMENT - 8:07 PM**

The next Board Meeting will be on **November 16, 2022**, at 5:30 p.m. at Graduate Tacoma (919 South 9<sup>th</sup> Street, Tacoma, WA 98405)

**December 14, 2022** - Wheelock Library meeting room, 3722 N 26th St, Tacoma, 98407 \*second Wednesday\*

The Board of Trustees will hold an executive session on Wednesday, **December 7th, 2022**, at 5:30 p.m.

*Andrea Cobb*  
Andrea Cobb (Dec 19, 2022 12:38 PST)

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Andrea Cobb  
 Vice- President  
 Tacoma Public Library Board

*Kate Larsen*

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