
BOARD OF TRUSTEES:

Wayne Williams, President
Sara Irish, Vice President
Donna LaFrance, Trustee
Toni Craig, Trustee

MINUTES
January 15, 2020

CALL TO ORDER

The regular meeting was held at Main (Board Room – 3rd floor) located at 1102 Tacoma Ave. S.; Tacoma. President Wayne Williams called the meeting to order at 5:30 p.m.

ATTENDANCE

Library Board: President Wayne Williams; Vice President Sara Irish; Donna LaFrance; and Toni Craig were present.

Library Staff: Library Director Kate Larsen; Assistant Library Director Amita Lonial; Business Manager Sue Calhoun; HR Manager Rodney Croston; IT Manager Zac Matthews; Main Manager Beverly Choltco-Devlin; Public Information Officer Mariesa Bus; Fern Hill and Mottet Branch Manager Susan Marihugh; Library Associate JoLyn Reisdorf; Page John King; and Confidential Assistant Karen Meyer were present.

City of Tacoma: Senior Human Resources Manager Cathy Journey and Senior Human Resources Manager Compensation and Benefits Kari Louie were present.

Public: Don Lackey and Hayes Alexander III were present.

PLEDGE OF ALLEGIANCE – President Wayne Williams

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the December 20, 2019

The motion was moved, seconded, and passed .

CONSENT ITEMS

RESOLVED, That the Board approves Consent Item #1, as presented.

1. Financial Reports for December 2019

The motion was moved, seconded, and passed.

2. HR Report for December 2019
3. Circulation Summaries for December 2019

RESOLVED, That the Board approves Consent Items #2 and #3, as presented.

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 20000: 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 20001: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the December 2019 payments for the City of Tacoma services provided to the Tacoma Public Library as presented in Attachment B.

The motion was moved, seconded, and passed.

PUBLIC COMMENTS - None

STAFF RECOGNITION Employees with an anniversary date in January were recognized.

NEW BUSINESS

RESOLUTION 20002: Request that the Board approves the following time corrections for the Study Sessions on March 21 and May 9, 2020. The Strategic Retreat will be from noon to 4 p.m. on March 21. The time for the Training and Team Building will be from 9 a.m. to 4 p.m. on May 9.

RESOLVED, That the Board approves the following time corrections of noon – 4 p.m. on Saturday, March 21 and 9 a.m. – 4 p.m. on Saturday, May 9, 2020.

The motion was moved, seconded, and passed.

RESOLUTION 20003: Request that the Board approves an expenditure not to exceed \$500,000, as allocated from the City of Tacoma General Fund to the Library IT Onboarding project in the 2019-2020 budget Fund.

RESOLVED, That the Board approves an expenditure not to exceed \$500,000, as allocated from the City of Tacoma General Fund to the Library IT Onboarding project in the 2019-2020 library budget.

The motion was moved, seconded, and passed.

RESOLUTION 20004: Request that the Board amends the Library's compensation plan to include the Librarian II class specification and salary range, as presented.

RESOLVED, That the Board amends the Library's compensation plan to include the Librarian II class specification and salary range, as presented.

The motion was moved, seconded, and passed.

RESOLUTION 20005: Request that the Board accepts the Letter of Agreement with AFSCME Local 120 increasing Page starting compensation to \$13.50 per hour per State minimum wage requirements retroactive to January 1, 2020.

RESOLVED, That the Board accepts the Letter of Agreement with AFSCME Local 120 increasing Page base rate compensation to \$13.50 per hour retroactive to January 1, 2020.

The motion was moved, seconded, and passed.

RESOLUTION 20006: Request that the Board approves to contract with Blue Sky Landscaping at the cost of \$37,688.40 including tax for one year from January 1, 2020 through December 31, 2020.

RESOLVED, That the Board approves the contract with Blue Sky Landscaping for one year at the cost of \$37,688.40 including tax from January 1, 2020 through December 31, 2020.

The motion was moved, seconded, and passed.

RESOLUTION 20009: Request that the Board change the non-resident fee to \$59 annually (\$29.50 for six months) per Policy 10.13 guidelines. [The Biennial Budget minus capital funds and assessments is \$25,458,078.14 divided by 2 = \$12,729,039.07 divided by the population of Tacoma 216,279 = \$58.85 rounded = \$59.00.]

RESOLVED, That the Board approves the 2020 non-resident fee of \$59 annually per Policy 10.13 beginning February 1, 2020.

The motion was moved, seconded, and passed.

RESOLUTION 20007: Request that the Board accepts the donation of \$150 from Gary and Cynthia Crose.

RESOLVED, That the Board accepts the \$150 donation from Gary and Cynthia Crose.

The motion was moved, seconded, and passed.

RESOLUTION 20008: Request that the Board accepts the donation of \$375,000 from the estate of Richard F. Banghart.

RESOLVED, That the Board accepts the \$375,000 donation from Richard F. Banghart's estate.

The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

The interviews and reference checks to select a firm to do the feasibility study for library services on the Hilltop and Eastside were finalized this month. Kate provided a brief description of the proposed phases of the project.

The Strategic Plan's Community Survey has closed with close to 1,000 responses at last count. The Strategic Plan Steering Committee meets January 29, where they will vet a preliminary draft of a plan outline and vision/mission statements. The consulting team has made travel arrangements to present the plan to the Board of Trustees at their March 21 Study Session.

Kate passed on an update regarding the Haley building. The City reports that loans for the project should close on January 29. Based on that timeline, the City estimates July 31, 2021 to be the new completion date.

Kate reminded the Board of several upcoming meeting dates including the Joint City Council/Library Board meeting at 12 p.m. on Tuesday February 18 in the Tacoma Municipal Building – North.

TRUSTEES' REPORT

Vice President Irish said she saw Public Information Officer Mariesa Bus on a recent CityLine episode and that she did a wonderful job representing the Library. She was also glad to see that Tacoma Public Library is a donation site for the Pierce County Point in Time Count.


BREAK (6:12 – 6:20 pm)

EXECUTIVE SESSION (6:20 pm – 9:15 pm)

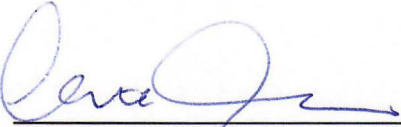
Director's evaluation – Senior Human Resources Manager Cathy Journey and Senior Human Resources Manager Compensation and Benefits Kari Louie.

ADJOURNMENT

The meeting adjourned at 9:15 p.m. The next Board Meeting will be held February 19, 2020 at Swasey (7001 6th Ave.).



Wayne Williams
President
Tacoma Public Library Board



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