

# Minutes

**May 17, 2023**

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

**MEETING LOCATION:**

Moore (location: 215 S. 56<sup>th</sup> Street, Tacoma, WA 98408)

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**ATTENDANCE**

**Board of Trustees:** Sara Irish, President; Andrea Cobb Vice President; Theresa Pan Hosley, Trustee; Donna LaFrance, Trustee; and J. Manny Santiago, Trustee

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

**City of Tacoma Staff:** Shelby Fritz, City of Tacoma Human Resources Manager

**Tacoma Public Library Staff:** Gabby Fuentes, Mariesa Bus, Rodney Croston, Zac Matthews, Sam Benscoter, JoLyn Reisdorf, and Eli Boyd.

Other organizations: Kate Weiland, BuildingWork

Two Members of the public attended the May 17, 2023, board meeting.

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**CALL TO ORDER – 5:34 PM**

**LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

RESOLUTION 23025

1. Minutes of April 19, 2023, Special Board Meeting and April 29, 2023, Strategic Retreat
2. Financial Report for April 2023
3. HR Report for April 2023
4. Library Services Report for April 2023

**PAYMENT OF BILLS**

RESOLUTION 23026: 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 April of 2023 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

RESOLUTION 23027: Ratify Recurring Monthly Expenditures – Approval

The Board approves and ratifies the April 2023 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

## **PUBLIC COMMENTS**

1. dindria barrow spoke about the Hilltop Storyfest that took place on May 6. Over 140 people attended the event which also included wonderful local performers.

## **STAFF RECOGNITION**

The board recognized Library staff with work anniversaries in the months of March, April, and May.

## **DISCUSSION ITEMS**

1. **TPL Mission Moment: Birdhouse Gourd Making** – *Cathy Oden, Librarian 1 at the Mottet location*  
Cathy Oden presented her program on building birdhouse gourds. She personally grew 87 gourds for the program that was a partnership with the Galluci Learning Center and the Tacoma Tool Library
2. **Main Library Construction Project Update** – *External Building Colors, Kate Weiland, Partner, BuildingWork*  
Kate Weiland reviewed color options for painting the exterior of Main.
3. **Planning Process for Library Director Evaluations** – *Shelby Fritz, City of Tacoma Human Resources Director*  
Shelby Fritz provided an overview of the steps for the Library Director Evaluation process and facilitated conversation regarding timeline for this year and how to streamline the process this year.
4. **Meals and Refreshments** - *Board of Trustees*  
Reviewed guidance from City of Tacoma legal department regarding policy for food and refreshments. Board of Trustees designated Trustee J. Manny Santiago to work alongside Director Larsen to refine food purchasing practices for board meetings.

## **NEW BUSINESS**

**RESOLUTION 23028:** Request that the Board of Trustees adopt a revised Disposal of Surplus Property Policy #23.03.

**Motioned, Seconded, Adopted**

**RESOLUTION 23029:** Request that the Board recognize the generous \$100.00 donation from Mike and Marjorie Corsco (in memory of Rudy Henry and John McCluskey) for use by the NW Room.

**Motioned, Seconded, recognized as amended to include Rudy Henry's full name**

**RESOLUTION 23030:** Request that the Board recognize the generous \$100.00 donation from Cynthia A Ashbaugh for staff appreciation.

**Motioned, Seconded, Recognized**

**RESOLUTION 23031:** Request the Board adopt the revised version of the Staff Service Awards Policy # 40.18.

**Motioned, Seconded, Adopted**

## DIRECTOR'S REPORT

**2023 Rhythm of Business** – Kate reviewed the recent updates to the ROB and signaled to the Board that a reworking of the 'Areas of Focus' is underway, in order to adjust for the two regular meeting cancellations and in response to recent feedback/interests of the Board.

**Grant Award:** The Library's Northwest Room was awarded a \$140,000 National Historical Publications and Records Commission, part of the National Archives and Records Administration to digitize and preserve 8,000 records from the Tacoma News Tribune photo & clippings archive that TPL acquired in 2021.

**State Capital Budget Update:** TPL's application for \$2M (the maximum award) for Library Capital Improvement Funding from Washington State Department of Commerce for the Main project was approved in the regular legislative session. This funding requires the project to be certified LEED Silver.

## TRUSTEES REPORT

1. **Sara Irish, President:** Attended the City's 40 Celebration of the Tacoma Dome, "T-Town", and was proud of the library's booth display.
2. **Andrea Cobb, Vice-President:** Enjoyed the Board of Trustees Strategic Retreat and noted there is "a lot of great work ahead".
3. **Donna LaFrance, Trustee:** Enjoyed the Board of Trustees Strategic Retreat.
4. **Theresa Pan Hosley, Trustee:** NA
5. **J. Manny Santiago, Trustee:** NA

## ADJOURNMENT

The next regular Board Meeting is Wednesday, June 21, 2023, at 5:30 p.m. at the South Tacoma location (3411 S. 56<sup>th</sup> Street, Tacoma, WA 98409)

*Sara Irish*

Sara Irish (Jun 26, 2023 10:59 PDT)

Sara Irish  
President  
Tacoma Public Library Board

*kate larsen*

kate larsen (Jun 22, 2023 21:35 CDT)

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