

Minutes

December 15, 2021

BOARD OF TRUSTEES: Sara Irish, President; Donna La France, Vice President; Wayne Williams, Trustee; Antoinette Craig, Trustee; Joseph Colón, Trustee

ATTENDANCE

Board of Trustees: Sara Irish, President; Donna LaFrance, Vice President; Wayne Williams, Trustee; and Toni Craig, Trustee

Excused: Joseph Colón, Trustee

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

Tacoma Public Library Staff: Sam Benscoter, Rodney Croston, Zac Matthews, Jacob Durham, Lisa Bitney, Mariesa Bus and Latasha Ware

City of Tacoma Staff: Shelby Fritz, Human Resources Manager and Kari Louie, Assistant Human Resources Manager

One member of the public attended the virtual December 15, 2021 Board Meeting.

CALL TO ORDER – 5:33PM

Motion, Seconded, and Passed

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE

Kate Larsen – We work to break down barriers of access. Our commitment to racial equity and social justice guides our work, allowing us to learn about and respond to Tacoma’s diverse communities’ needs and opportunities

CONSENT AGENDA

RESOLUTION 21084

1. Minutes of the November 6, 2021 Board Study Session
2. Minutes of the November 17, 2021 Board Meeting
3. Minutes of the November 27, 2021 Board Special meeting
4. Financial Report for November 2021
5. HR Report for November 2021
6. Library Services Report for November 2021

Motion, Seconded, and Passed

PAYMENT OF BILLS

RESOLUTION 21085: 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.

Motion, Seconded, and Passed

RESOLUTION 21086: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the November 2021 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

Motion, Seconded, and Passed

PUBLIC COMMENTS

No public comments were received for the December 15, 2021 Library Board of Trustees Meeting.

STAFF RECOGNITION

Recognition of TPL staff with work anniversaries for the month of December

DISCUSSION ITEMS

- 1. Information and Technology updates – *Please see attached report*
Presented by: Zac Matthews, TPL Information and Technology Manager
- 2. Mottet Safety Concerns - *Please see attached report (included in Director’s Report)*
Presented by: Kate Larsen, Library Director

NEW BUSINESS

RESOLUTION 21087: Request that the Board amend the 2021-2022 Biennial Budget (and incorporated annual budgets) to the amount of \$32,374,126 including the Biennial Trust Fund Budget as presented.

	2021	2022	TOTAL
General Fund	\$15,594,915	\$15,605,977	\$31,200,892
Trust Funds	\$403,276	\$769,958	\$1,173,234
TOTAL	\$15,998,191	\$16,375,935	\$32,374,126

Motion, Seconded, and Passed

RESOLUTION 21088: Request that the Board accept the donation of camera equipment from Maria and Rory Shackles for the Digital Media Lab.

Motion, Seconded, and Passed

RESOLUTION 21089: Request that the Board accept the donation of Autotune Unlimited licenses from Kord Taylor for the Digital Media Lab.

Motion, Seconded, and Passed

RESOLUTION 21090: Request that the Board adopt the proposed Purchasing Policy 23.00.
Motion, Seconded, and Passed with a friendly amendment to update the background section of the updated Purchasing Policy.

RESOLUTION 21091: Request that the Board rescind all former versions of Purchasing Policy 23.00, including: Purchasing Policy 23.00 – Open Account Vendors, Purchasing Policy 23.00 – Preferred Vendors for Library Materials, Purchasing Policy 23.00 – Management Services Policy, and Policy #23.02 Procurement Card Program Guidelines.
Motion, Seconded, and Passed

RESOLUTION 21092: Request that the Board approve the Vendors list for Library Materials costing more than \$100,000 per vendor per year for fiscal year 2022.
Motion, Seconded, and Passed

RESOLUTION 21093: Request that the Board approve the 2022 Regular Board Meeting Schedule as presented.
Motion, Seconded, and Passed

RESOLUTION 21094: Request that the Board approve the attached 2022 Study Session, Trustee Training, and Trustee Retreat Schedule as presented.
Motion, Seconded, and Passed

RESOLUTION 21095: Request that the Board approve the 2022 holiday closures as presented.
Motion, Seconded, and Passed

RESOLUTION 21096: Request that the Board approve the 2022 closures for all Tacoma Public Library locations for 2022 Staff In-service/training days as presented.
Motion, Seconded, and Passed

RESOLUTION 21097: Request that the Board approve the attached wage increases as presented effective January 1, 2022.
Motion, Seconded, and Passed

RESOLUTION 21098: Request that the Board approve the Juneteenth Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 as presented.
Motion, Seconded, and Passed

RESOLUTION 21099: Request that the Board approve adding June 19th “Juneteenth” as a paid holiday as presented.
Motion, Seconded, and Passed

RESOLUTION 21100: The Board expresses heartfelt appreciation and gratitude to Wayne Williams for his ten years of service as a Trustee on the Board of Trustees of the Tacoma Public Library.

Whereas, Wayne Williams was appointed to the Board of Trustees of the Tacoma Public Library on September 27, 2011 by Mayor Marilyn Strickland, and,

Whereas, Wayne Williams was re - appointed to the Board of Trustees of the Tacoma Public Library on September 28, 2016 by Mayor Marilyn Strickland, and,

Whereas, Wayne Williams's second term was extended for three months on July 27, 2021 by Mayor Victoria Woodards and,

Whereas, he has confidently guided the Tacoma Public Library Board of Trustees as Vice President of the Board from May 2015 – September 2018, and,

Whereas, he led the Tacoma Public Library Board of Trustees as President from September 2018, serving in that role through September 2020 and,

Whereas, Wayne Williams worked together with the Board of Trustees through budget challenges and triumphs, technological changes, policy development, community engagement, strengthened partnerships, and a worldwide pandemic, including, but not limited to:

- The refurbishment of the Kobetich, Mottet, Moore, and South Tacoma Libraries, creating more user-friendly and attractive spaces and increasing the number of computers available to patrons;
- Providing convenient library access to all Tacoma Public Schools students through the establishment of the Pathway Card partnership;
- Meeting the challenges of significant technological change, including the transition to a new ILS (Integrated Library System) and VOIP (Voice Over IP) telephone services, the development of a mobile app, and in 2020, a complete technological overhaul, bringing modern and more efficient computing to TPL staff and community;
- The largest grant award TPL had ever received, for the equity-focused Community Archives Center project;
- Providing increased access to library materials through reciprocal agreements with the Pierce County Library System and the Puyallup Public Library in 2013 and with Seattle Public Library in 2021, providing Tacoma residents with access to neighboring library systems;
- Participating in many of 2018's 15 Libraries Transform Tacoma public input meetings, whose outcome served as the foundation to a new, comprehensive, community focused strategic plan to guide library services through 2025, adopted July 2020;
- TPL becoming an equity-focused organization, joining the Government Alliance on Race and Equity (GARE) in 2019; implementing Normalizing Conversations about Race; and Increasing diversity of hires; modifying policies and practices using an equity lens;
- The restoration of the Assistant Library Director position; and in 2019, Sunday hours at Kobetich, Moore, and Wheelock;
- Strengthened relationships with stakeholders and partners, including the City of Tacoma;
- Increased awareness of library services through effective Social and Traditional Media presence;
- Restoration of the Tacoma Public Library Foundation and its Board of Directors;
- Visits by national dignitaries Michelle Obama and United States Senator Patty Murray;
- The start of a Feasibility Study for the Restoration of Eastside and Hilltop library service, whose branches were closed in 2011 due to budget cuts;
- The suspension of Overdue Fines & Fees; and
- The immense challenge of a global pandemic.

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby extend its great appreciation and gratitude to Wayne Williams for his work as a member of the Board and for his commitment to exemplary library service for the citizens of Tacoma.

Motion, Seconded, and Passed

DIRECTOR'S REPORT

See Attached Report

TRUSTEES REPORT

Sara Irish: NA

Wayne Williams: NA

Donna LaFrance: NA

Toni Craig: NA

EXECUTIVE SESSION:

Executive Session Call to Order: 7:05PM

Board of Trustees: Sara Irish, President; Donna LaFrance, Vice President; Wayne Williams, Trustee; and Toni Craig, Trustee

Excused: Joseph Colón, Trustee

City of Tacoma Staff: Shelby Fritz, Human Resources Manager and Kari Louie, Assistant Human Resources Manager

TPL Staff: Rodney Croston, Human Resources Manager

Discussion Topic: The performance review of a public employee

Executive Session Adjournment: 8:00PM

ADJOURNMENT – 8:02PM

The next regular Board Meeting will be February 16, 2022 at 5:30 p.m.

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Sara Irish

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Sara Irish, President
Tacoma Public Library Board

DocuSigned by:

Kate Larsen

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Kate Larsen, Library Director
Secretary to the Library Board