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BOARD OF TRUSTEES:

John R. (Jack) Connelly, Jr., President  
Wayne Williams, Vice President  
Sara Irish, Trustee  
Donna LaFrance, Trustee  
John Hines, Trustee

MINUTES  
September 19, 2018

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**CALL TO ORDER**

The regular meeting was held at the Fern Hill Library located at 765 S. 84<sup>th</sup> St., Tacoma. President Jack Connelly called the meeting to order at 5:45 p.m.

**ATTENDANCE**

**Library Board:** President Jack Connelly; Vice President Wayne Williams; Sara Irish; John Hines and Donna LaFrance were present.

**Library Staff:** Library Director Kate Larsen; Business Manager Sue Calhoun; HR Manager Kathleen Earl; Fern Hill and Mottet Branch Manager Susan Marihugh; Kobetich Branch Manager Lisa Bitney; Moore Manager Melissa Fitzgerald; Facilities Manager Phil Torgerson; NW Room Supervisor Brian Kamens; Network Manager Steve Hjelmstad; Librarian Michelle Massero; Library Associate JoLyn Reisdorf; Library Assistant Jonii Bryant; Digital Instructor John Hargis; Page Jonathan Allen; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** City Councilman Keith Blocker

**Public:** Hayes Alexander, III; Jennine Trachier; and Minnie Johnson were present.

**PLEDGE OF ALLEGIANCE** – Trustee Donna LaFrance

**APPROVAL OF MINUTES**

***RESOLVED***, That the Board approves the Minutes of the July 20, 2018 Regular Board Meeting and the Minutes of the September 5, 2018 Special Board Meeting.  
**The motion was moved, seconded, corrected, and passed.**

**CONSENT ITEMS**

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

1. Financial Reports for July and August 2018

**The motion was moved, seconded, and passed.**

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

2. HR Reports for July and August 2018
3. Circulation Summaries for July and August 2018

**The motion was moved, seconded, and passed.**

**PAYMENT OF BILLS**

**RESOLUTION 18050: 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 18051: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the July and August 2018 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** Jennine Trachier

**STAFF RECOGNITION** Employees with an anniversary date in September were recognized.

**DISCUSSION**

**Add Metro Parks locations for Board Meetings**

**NEW BUSINESS**

**RESOLUTION 18056: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – PRESIDENT**

*RESOLVED*, That the Board does hereby NOMINATE WAYNE WILLIAMS as President of the Board of Trustees.

The motion was moved, seconded, and passed.

**RESOLUTION 18057: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT**

*RESOLVED*, That the Board does hereby ELECT WAYNE WILLIAMS as President of the Board of Trustees.

The motion was moved, seconded, and passed.

**RESOLUTION 18058: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – VICE PRESIDENT**

*RESOLVED*, That the Board does hereby NOMINATE SARA IRISH as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed.

**RESOLUTION 18059: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – VICE PRESIDENT**

*RESOLVED*, That the Board does hereby ELECT SARA IRISH as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed.

**RESOLUTION 18061: Request that the Board approves a one day closure of all Tacoma Public Library locations (9 a.m. – 6p.m.) for training purposes for an in-service day on Friday, November 2, 2018.**

*RESOLVED*, That the Board approves a one day closure for all Tacoma Public Library locations on Friday, November 2, 2018 for in-service training.

The motion was moved, seconded, and passed.

**RESOLUTION 18062: Request that the Board approves Personnel Rules Policy #41.0, Rule 2: General Provisions Section 2:3 Appointive Position as presented.**

*RESOLVED*, That the Board approves the revision of Personnel Rules Policy #41.0, Rule 2: General Provisions Section 2:3 Appointive Position as revised.

The motion was moved, seconded, and passed.

**RESOLUTION 18063: Request that the Board approves contracting with Johnson Controls to purchase and install access control and security cameras in all eight locations for a cost of \$329,789.21 including sales tax.**

*RESOLVED*, That the Board approves contracting with Johnson Controls to purchase and install access control and security cameras in all eight locations for a cost of \$329,789.21 including sales tax.

The motion was moved, seconded, and passed.

**RESOLUTION 18055: Request that the Board approves contracting with Bibliotheca for service and maintenance/extended warranties for 32 kiosks for September 1, 2018 – August 31, 2019 in an amount of \$52,812.77 including sales tax.**

**RESOLVED**, That the Board approves contracting with Bibliotheca for service and maintenance/extended warranties for 32 kiosks for September 1, 2018 – August 31, 2019 in an amount of \$52,812.77 including sales tax.

**The motion was moved, seconded, and passed.**

**RESOLUTION 18064: Request that the Board approves purchasing 20 Automatic Material Handler (AMH) book bins from Bibliotheca for our RFID book drops for a cost of \$40,164.48 including sales tax.**

**RESOLVED**, That the Board approves purchasing 20 Automatic Material Handler (AMH) book bins from Bibliotheca for a cost of \$40,164.48 including sales tax.

**The motion was moved, seconded, and passed.**

**RESOLUTION 18054: Request that the Board accepts the donation of \$20 from Tomi Kent Smith for Northwest Room research.**

**RESOLVED**, That the Board accepts the donation of \$20 from Tomi Kent Smith for Northwest Room Research.

**The motion was moved, seconded, and passed.**

**RESOLUTION 18065: Request that the Board accepts the donation of \$200 from Sarah and Harlan Smith in memory of Karen Kay Dasher.**

**RESOLVED**, That the Board accepts the donation of \$200 from Sarah and Harlan Smith in memory of Karen K. Dasher.

**The motion was moved, seconded, and passed.**

**RESOLUTION 18053: Request that the Board accepts the donation of \$1,360 to the Northwest Room from Tacoma Historical Society (proceeds from the 2018 Living History Cemetery Tour).**

**RESOLVED**, That the Board accepts the donation of \$1,360 to the Northwest Room from Tacoma Historical Society.

**The motion was moved, seconded, and passed.**

## **PRESENTATIONS**

Mission Moment: Digital Instructor John Hargis and Minnie Johnson (“Faded Love” song by Minnie)

Program Moment: Branch Manager Susan Marihugh (Fern Hill)

## DIRECTOR'S REPORT

- Libraries Transform Tacoma – 7 meetings since the July Board meeting. There are 6 more between tomorrow and November 13. Added meeting locations are Norpoint, Tacoma Community House (for TCH students only), Wheelock, and Swasey.
- Circulation numbers are still trending up (overall) in July (5.28%) and August (12.09%). Hoopla and Overdrive, our primary digital materials vendors, are seeing significant growth.
- Materials processing time continues to hold steady at around ~7 business days.
- The South Tacoma refresh is on schedule. Materials have been moved off shelves and they're preparing to change their orientation for better sightlines, and install carpet.
- Kate submitted a preliminary application seeking the opportunity to be invited to apply for funding for an IMLS National Leadership planning grant, for a Community Archives Center for Tacoma.

In May, we applied for a Washington Digital Heritage grant through the Washington State Library, and our grant application was successful! We were awarded the maximum amount, \$8,000, to create a Thomas S. Handforth digital gallery which will be hosted on our CONTENTdm platform. (*Strategic Goals: Access to the Library, Digital Equity & Access*)

- In August the Library was awarded the maximum amount of the Tacoma Children's Museum Scooter Grant, to purchase a Cubetto Educational set for our STEAM programming. The grant's purpose is to honor children as members of our community and infuse play into their day-to-day environments.
- The Assistant Director job announcement was posted Monday, September 10, 2018
- The Library is currently working with a COT Management Fellow who is looking at the Library's statistics and data collection. The Library is looking to create a more streamlined process to create the Board and other reports.
- Kate reminded the Board of the timeline for the annual review process. Upon receiving the results of the 360 evaluation, the Board will start to conduct their review in November, with the goal of delivering the result at the December board meeting.

## TRUSTEES' REPORT

President Connelly welcomed City Councilman Keith Blocker.

President elect Williams thanked President Connelly for his progressive leadership.

President Connelly said, "The LTT meetings gave the Library a chance to interact with the community and for the community to be heard." He said, "The Library presented itself very well" (at the LTT meetings) and he appreciated the Board being active, cooperative, and listening to each other. Trustees Williams and Irish will be outstanding officers.

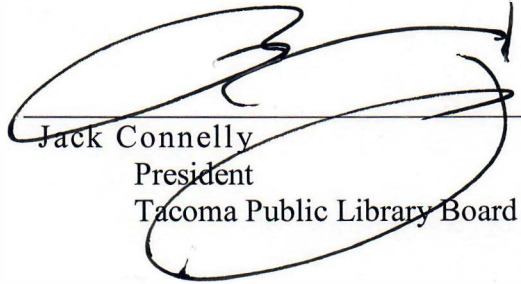
President Elect Williams said that the LTT is a launch point for things to come and very exciting.

Trustee Hines referred to an article "To Restore Civil Society Starts at the Library" and encouraged other Trustees to read it.

Trustee Irish and Director Larsen will be attending Equity 101 tomorrow (September 20).


**ADJOURNMENT**

The meeting adjourned at 6:55 p.m. The next regular Board Meeting will be held October 17 at Main (Board Room).



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Jack Connelly  
President  
Tacoma Public Library Board



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