

# Minutes

December 16, 2020

BOARD OF TRUSTEES: Wayne Williams, President; Sara Irish, Vice President; Donna LaFrance, Trustee; Toni Craig, Trustee; Joseph Colón, Trustee

## ATTENDANCE

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

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

**Tacoma Public Library Staff:** Angelo Defazio, Cheryl Towne, JoLyn Reisdorf, Latasha Ware, Lisa Bitney, Mariesa Bus, Rodney Croston, Shannon Rich, Susan Marihugh, and Zac Matthews

## CALL TO ORDER

The regular meeting was held as a virtual zoom meeting. President Wayne Williams called the meeting to order at 5:30 p.m.

## PLEDGE OF ALLEGIANCE

At approximately 5:31 p.m., President Wayne Williams invited fellow board members and meeting participants to join him in reciting the Pledge of Allegiance.

## CONSENT ITEMS

### RESOLUTION 20066

1. Minutes of the November 18, 2020 Board Meeting – Approval
2. Financial Report for November 2020 – Approval
3. HR Report for November 2020 – Approval
4. Library Services Report for November 2020 – Approval

**Resolved,** the board approved Consent Items 1- 4, as presented. **The motion was moved, seconded, and passed.**

## PAYMENT OF BILLS

### RESOLUTION 20067: 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 20068: Ratify Recurring Monthly Expenditures – Approval  
**Resolved**, That the Board approves and ratifies the November 2020 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

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

### **PUBLIC COMMENTS**

Due to the limitations of online meetings, public comment was accepted via written format only. Comments are requested to be submitted to [info@tacomalibrary.org](mailto:info@tacomalibrary.org) from 4-5 p.m. on the night of the meeting. No comments were received for the meeting of December 16, 2020.

### **STAFF RECOGNITION**

The Board recognized employees with an anniversary date in December.

### **DISCUSSION ITEMS**

Director Larsen provided the Board with a review of the 2020 budget process and an update on the City Council approved budget for 2021-22.

- City Council adopted a revised budget including the reduction of the impact to TPL; final reduction is \$1.1M, down from \$2.2M. In an effort to avoid layoffs:
  - TPL designed its own retirement incentive, limited to three people.
  - TPL staff will take unpaid furloughs two weeks a year, both years of the biennium. The Library will be closed during these furloughs, one week at a time.
  - TPL's Labor partners and management worked together and agreed on a "sliding scale" approach to furloughs/pay reductions.
    - Most staff will incur the equivalent of a 4% pay reduction throughout the biennium
    - Pages will not incur a pay reduction
    - Higher wage earners, including the director and all other non-represented staff, as well as a portion of represented staff) will take a third week of furlough (equivalent to a 6% cut in pay).

### **NEW BUSINESS**

RESOLUTION 20069: Request that the Board approve the updated City of Tacoma Family and Medical Leave Policy as TPL's Family and Medical Leave Policy #40.30  
**RESOLVED**, That the Board approves the updated Family and Medical Leave Policy as Presented.

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

RESOLUTION 20070: Request that the Board approves the 2021 Board Meeting Schedule as presented.

**RESOLVED**, That the Board approves the 2021 Board Meeting schedule as presented.

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



RESOLUTION 20071: Request that the Board approves the 2021 holiday closures as presented.

**RESOLVED**, That the Board approves the 2021 holiday closures as presented.

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

RESOLUTION 20072: Request that the Board approves the following closures for all Tacoma Public Library locations (10 a.m. – 6 p.m.) for Staff In-service days as presented.

**RESOLVED**, That the Board approves the In-Service Day closures as presented.

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

RESOLUTION 20073: Request that the Board approves the attached Study Session, Trustee Training, and Trustee Retreat Schedule as presented.

**RESOLVED**, That the Board approves the attached Study Session, Trustee Training, and Trustee Retreat Schedule as presented.

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

RESOLUTION 20074: Request that the Board approve a Preferred Vendors list for Library Materials costing more than \$50,000 per vendor per year for fiscal year 2021.

**RESOLVED**, That the Board approves the attached list of the Preferred Vendors for Library Materials for more than \$50,000 per vendor per year for fiscal year 2021 as presented.

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

RESOLUTION 20075: Request that the Board approve the Open Purchase Order List for 2021.

**RESOLVED**, That the Board approves the attached list of Open Purchase Orders from fiscal year 2021 as presented.

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

RESOLUTION 20076: Request that the Board accepts the 2021-2022 Biennial Budget in the amount of \$29,366,297 including the Biennial Trust Fund Budget as presented.

General Fund: \$28,571,808

Trust Funds: \$794,489

**RESOLVED**, That the Board approves the 2021-2022 Biennial Budget, including the Biennial Trust Fund Budget as presented.

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

RESOLUTION 20077: Request that the Board accepts the 2021 Annual Budget in the amount of \$14,453,329 including the Annual Trust Fund Budget as presented.

General Fund: \$14,060,153

Trust Funds: \$393,176

**RESOLVED**, That the Board approves the 2021 Annual Budget in the amount of \$14,453,329 including the Annual Trust Fund Budget as presented.

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

RESOLUTION 20078: Request that the Board approves an extension of the contract with Blue Sky Landscaping Services, Inc. for landscaping care and grounds maintenance at all Tacoma Public Library locations for January 1, 2021– December 31, 2021 for the amount of \$34,200 including tax. (This is the first of four possible extensions.)

**RESOLVED**, That the Board approves the extension of the contract with Blue Sky Landscaping Services, Inc. for landscaping care and grounds maintenance at all Tacoma Public Library locations for the year 2021 as presented.

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

RESOLUTION 20079: Request that the Board approves an extension of the contract with American Custodial, Inc. for maintenance and custodial services at all Tacoma Public Library locations (except Main) for December 1, 2021– November 30, 2021 for the amount of \$135,163 including tax. (This is the last of four possible extensions.)

**RESOLVED**, That the Board approves the extension of the contract with American Custodial, Inc. for maintenance and custodial services at all Tacoma Public Library locations (except Main) for December 1, 2021– November 30, 2021 as presented.

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

RESOLUTION 20080: Request that the Board approve the attached Cost of Living Adjustments (COLA) as presented, effective January 1, 2021.

**RESOLVED**, That the Board approves the attached Cost of Living Adjustments (COLA) as presented, effective January 1, 2021.

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

RESOLUTION 20081: Request that the Board approve the attached Minimum Wage Adjustments for the classification of Administrative Intern as presented, effective January 1, 2021.

**RESOLVED**, That the Board approves Minimum Wage Adjustments for the classification of Administrative Intern as presented.

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

RESOLUTION 20082: Request that the Board approve the 2021-2022 Budget Mitigation Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 and Teamsters Local 117 as presented.

**RESOLVED**, That the Board approves the 2021-2022 Budget Mitigation Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 and Teamsters Local 117 as presented.

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



RESOLUTION 20083: Request that the Board approve 2021 Temporary Pay Reductions proposed to mitigate the 2021 budget shortfall, as presented.  
**RESOLVED**, That the Board approves the 2021 Temporary Pay Reductions as presented.

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

#### **DIRECTOR'S REPORT**

- **Honored 4 retirees**
  - Beverly Choltco-Devlin – Library Service 7 years and 5 months
  - Cheryl Towne – Library Service 14 years and 4 months
  - Marla Klein-Tafoya – Library Service 23 years and 9 months
  - Karen Stearns – Library Service 27 years and 2 months
    - *Combined service of 72 years and 8 months*
- **TPL Foundation**
  - To Date the Library Director has completed the following task regarding the revival of the foundation:
    - Legal notification of Board term expiration to “current” (2007) members
    - Review of existing documentation (Bylaws, minutes, etc.)
    - Networking for recruitment referrals
    - Exploratory meetings with interested parties (5 committed, 1 tentative, 2 more meetings)
  - At the January 2021 Board meeting, the board can expect to see a resolution come forth regarding the revival of the foundation
- **Tacoma Reads**
  - 6 p.m. January 9 – Tacoma Reads: A Conversation with Marcelo Hernandez Castillo hosted by Mayor Woodards (Zoom). Participants may register on the event webpage.

#### **TRUSTEES REPORT**

- **Joseph Colón, Trustee: N/A**
- **Sara Irish, Vice President: N/A**
- **Donna LaFrance, Trustee: N/A**
- **Toni Craig: N/A**
- **Wayne Williams, President: N/A**

#### **ADJOURNMENT**

The meeting adjourned at 6:25 p.m.

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

The next Board Meeting will be January 20, 2021 at 5:30 p.m.

## Wayne Williams

---

Wayne Williams  
President  
Tacoma Public Library Board

## Kate Larsen

---

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

Signature: *kate larsen*  
kate larsen (Jan 21, 2021 12:56 PST)

Email: klarsen@tacomalibrary.org

Signature: *Wayno Williams*  
Wayne Williams (Jan 21, 2021 14:19 PST)

Email: mww11@juno.com









# 2020.12.16\_Minutes

Final Audit Report

2021-01-21

Created:	2021-01-21
By:	Tasha Ware (LWare1@tacomalibrary.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAANxxNHT9sMyBr8MGbLZqw5fZ5IKrJVkh6

## "2020.12.16\_Minutes" History

-  Document created by Tasha Ware (LWare1@tacomalibrary.org)  
2021-01-21 - 8:54:12 PM GMT- IP address: 165.225.50.181
-  Document emailed to kate larsen (klarsen@tacomalibrary.org) for signature  
2021-01-21 - 8:54:51 PM GMT
-  Email viewed by kate larsen (klarsen@tacomalibrary.org)  
2021-01-21 - 8:55:15 PM GMT- IP address: 165.225.50.178
-  Document e-signed by kate larsen (klarsen@tacomalibrary.org)  
Signature Date: 2021-01-21 - 8:56:50 PM GMT - Time Source: server- IP address: 165.225.50.182
-  Document emailed to Wayne Williams (mww11@juno.com) for signature  
2021-01-21 - 8:56:51 PM GMT
-  Email viewed by Wayne Williams (mww11@juno.com)  
2021-01-21 - 10:18:09 PM GMT- IP address: 67.185.15.52
-  Document e-signed by Wayne Williams (mww11@juno.com)  
Signature Date: 2021-01-21 - 10:19:33 PM GMT - Time Source: server- IP address: 67.185.15.52
-  Agreement completed.  
2021-01-21 - 10:19:33 PM GMT