
BOARD OF TRUSTEES:

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

MINUTES
November 20, 2019

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; John Hines; and Toni Craig were present.

Library Staff: Library Director Kate Larsen; HR Manager Rodney Croston; IT Manager Zac Matthews; Public Information Officer Mariesa Bus; Main Manager Beverly Choltco-Devlin; Main Library Supervisor Shannon Rich; and Confidential Assistant Karen Meyer were present.

City of Tacoma: Assistant City Manager Tadd Wille

Public: Jennine Trachier; Don Lackey; and Hayes Alexander III

PLEDGE OF ALLEGIANCE – Vice President Sara Irish

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the September 18, 2019 and October 16, 2019 Board Meetings, the Minutes of the November 6, 2019 Study Session, and the Minutes of the November 9, 2019 Board Retreat.
The motion was moved, seconded, and passed with correction to September 18 to include policy numbers with Resolutions 19055 and 19056.

CONSENT ITEMS

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

1. Financial Reports for October 2019

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 19062: 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 19063: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the August 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 November were recognized.

NEW BUSINESS

RESOLUTION 19065: Request that the Board authorizes payment to Bibliotheca to upgrade 20 self-check machines to Windows 10 for a total not to exceed \$43,000 including sales tax. Bibliotheca is a sole source provider.

RESOLVED, That the Board authorizes payment not to exceed \$43,000 to Bibliotheca for upgrade on 20 self-checks to Windows 10.

The motion was moved, seconded, and passed.

RESOLUTION 19066: Request that the Board approves payment to OCLC for cataloging subscription in an amount not to exceed \$50,000 including sales tax. (OCLC is a sole source vendor. This covers Cataloging & Metadata, Resource Sharing, and Overdrive record delivery.)

RESOLVED, That the Board approves payment to OCLC for cataloging subscription in an amount not to exceed \$50,000.

The motion was moved, seconded, and passed.

RESOLUTION 19071: Request that the Board approves an extension of the contract with Pacific Security for security services at the Main Library Branch for the period of December 1, 2019 through November 30, 2020 for the amount of \$121,664.34. (The cost increase is due to the minimum wage increase. This will be the second of five possible extensions for this contract.)

RESOLVED, That the Board approves the contract with Pacific Security for security services at Main for December 1, 2019 through November 30, 2020 for the amount of \$121,664.34.

The motion was moved, seconded, and passed.

RESOLUTION 19068: Request that the Board approves aligning Main's operating hours with those for all other branches; Tuesday-Wednesday 12-8 p.m., Thursday-Saturday 10 a.m.-6p.m. beginning January 2, 2020.

RESOLVED, That the Board approves the above operating schedule for Main, beginning January 2, 2020.

The motion was moved, seconded, and passed.

RESOLUTION 19069: Request that the Board approves the attached Venue schedule for Board Meetings for 2020 as presented.

RESOLVED, That the Board approves the 2020 Board Meetings as presented.

The motion was moved, seconded, and passed.

RESOLUTION 19070: Request that the Board approves the 2020 holiday closures as presented.

RESOLVED, That the Board approves the 2020 holiday closures as presented.

The motion was moved, seconded, and passed.

RESOLUTION 19064: Request that the Board accepts the following donations:

\$100 from M. B. Hanna

\$100 from Burkhart Dental

\$100 from Joy Macnulty

\$100 from Madonna Hanna

\$500 from Grit City Magazine

RESOLVED, That the Board accepts the above donations as stated.

DIRECTOR'S REPORT

Mariesa Bus, Public Information Officer, Quarterly Report

Mariesa reported on the success of various social media campaigns the library has undertaken since late March, when she started at TPL. She also discussed why social media is a critical place for a marketing presence, and reviewed use metrics and their meaning. Mariesa also discussed branding efforts, what has been done so far and what is planned.

Kate handed out a proposed 2020 study session schedule and talking points for the "1 system one schedule" campaign. She presented the format for the Trustee photos that will be posted in each branch. Kate also provided an industry response update to the MacMillan e-book embargo.

President Williams and Vice President Irish will be at the Staff Awards at 9:25 a.m. on Friday, December 6 at Tacoma Public Utilities. Other Trustees will join if their schedules allow.

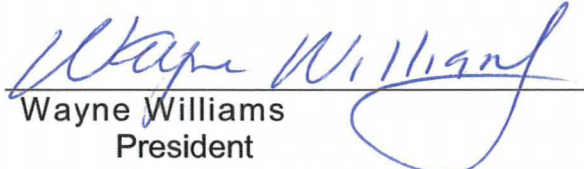
TRUSTEES' REPORT

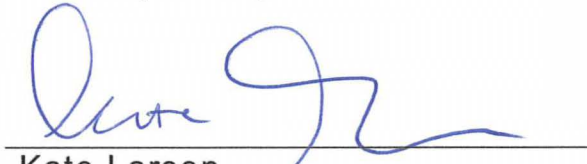
President Williams commented that the Trustees were very engaged at the Board Retreat.

Vice President Irish said that she recorded instructions in Spanish for the microlibrary.

ADJOURNMENT

The meeting adjourned at 7:10 p.m. The next Board Meeting will be held December 18, 2019 in the Board Room at Main (3rd floor).


Wayne Williams
President
Tacoma Public Library Board


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