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**BOARD OF TRUSTEES:**

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

**MINUTES**  
**December 18, 2019**

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**CALL TO ORDER**

The regular meeting was held at Main (Board Room – 3<sup>rd</sup> floor) located at 1102 Tacoma Ave. S.; Tacoma. President Wayne Williams called the meeting to order at 5:30 p.m.

**SUSPENSION OF RULES TO ADOPT REVISED AGENDA**

**RESOLVED**, That the Board does hereby suspend the rules in order to adopt the Revised Agenda for the Regular Board Meeting December 18, 2019 **The motion was moved, seconded, and passed.**

**ADOPTION OF THE REVISED AGENDA**

**RESOLVED**, That the Board does hereby adopt the Revised Agenda for the Regular Board Meeting December 18, 2019.  
**The motion was moved, seconded, and passed.**

**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; Assistant Library Director Amita Lonial; Business Manager Sue Calhoun; HR Manager Rodney Croston; IT Manager Zac Matthews; Main Manager Beverly Choltco-Devlin; Main Library Supervisor Shannon Rich; Library Associate Tiffany Rapozo; Graphic Arts Public Information Specialist Faith Stevens; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** Senior Human Resources Manager Cathy Journey

**Public:** Jennine Trachier; Don Lackey; Hayes Alexander III; and Mitchell Shook

**PLEDGE OF ALLEGIANCE** – President Wayne Williams

**APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the November 20, 2019  
**The motion was moved, seconded, and passed .**

## CONSENT ITEMS

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

1. Financial Reports for November 2019

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

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

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

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

## PAYMENT OF BILLS

### **RESOLUTION 19072: 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 19073: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the November 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 - Mitchell Shook

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

## NEW BUSINESS

**RESOLUTION 19074: 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 in 2020: April 24, September 25, and December 11.**

**RESOLVED**, That the Board approves the following closures for all Tacoma Public Library locations for in-service days for 2020: April 24, September 25, and December 11.

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

**RESOLUTION 19075: Request that the Board approves a cost of living wage increase of three percent (3%) for all non-represented classifications beginning January 1, 2020 and reflected in the Friday, January 10, 2020 paycheck.**

**RESOLVED**, That the Board approves a cost of living wage increase of 3% for all non-represented classifications beginning January 1, 2020.

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

**RESOLUTION 19076: Request that the Board approves the attached Study Session, Trustee Training, and Retreat Schedule as presented.**

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

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

**RESOLUTION 19077: Request that the Board approves an expenditure not to exceed \$500,000 from the 1200 A-SINK Trust Fund for the Library IT Onboarding project.**

**RESOLVED**, That the Board approves an expenditure not to exceed \$500,000 from the 1200 A-SINK Trust Fund for the Library IT Onboarding project.

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

**RESOLUTION 19079: Request that the Board approves the Preferred Vendors for Library Materials for more than \$50,000 per vendor per year for fiscal year 2020 as presented.**

**RESOLVED**, That the Board approves the Preferred Vendors for Library Materials for more than \$50,000 as presented.

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

**RESOLUTION 19080: Request that the Board adopts the Open Purchase Order List for 2020 as presented.**

**RESOLVED**, That the Board approves the Open Purchase Order List for 2020 as presented.

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

**RESOLUTION 19078: The Board expresses heartfelt appreciation and gratitude to John Hines for his years of service as Trustee of the Board of Trustees of the Tacoma Public Library.**

Whereas, John Hines was appointed to the Board of Trustees of the Tacoma Public Library on September 13, 2016 by Mayor Marilyn Strickland, to complete John Wallace's term, and,

Whereas, John Hines was appointed to the Board of Trustees of the Tacoma Public Library on June 6, 2017 by Mayor Marilyn Strickland, and,

Whereas, John Hines, working together with the other members of the Library's Board of Trustees, confidently guided the Tacoma Public Library

through budget challenges, technological change, program developments, new partnerships and Library refurbishments, including

- The 2018 refurbishment of South Tacoma Library creating more user-friendly and attractive library, and increasing the number of computers available to the public;
- The restoration of the Assistant Library Director position in 2019; the addition of a new Graphic Arts and Public Information Specialist position
- Introduction of Sunday hours at Kobetich, Moore, and Wheelock in 2019;
- Capital improvements to Main, Swasey, and Fern Hill in 2019, with more planned in 2020;
- Funding to overhaul the Library's IT environment in 2019-20;
- Providing increased access to library programs and materials with the opening of the Microlibrary at Eastside Community Center in August 2019;
- Continued partnership with the Washington State Library, including
  - Utilization of professional development funding in 2018-19
  - Tripling of numbers of people benefitting from the Microsoft Imagine Academy, providing technology skills and certifications needed to succeed in today's workforce
  - 2018 grant award funding the Thomas Handforth digitization project; and
- The development of a new strategic plan on the growth of library services and programs.

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

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

## **DIRECTOR'S REPORT**

Strategic Plan update – The community survey launched December 6 and will run through January 11. In the week and a half since, there are 238 electronic responses as well as paper surveys coming in. The consultant team spent two hours at staff in-service day working on a visioning and core values exercise, and recapping the staff survey. Kate asked the Board to share the community survey with their networks.

Policy Review – HR Manager Rodney Croston and Kate reviewed all 54 library policies and identified those that need to be revised urgently, those that need revision, those that can be rescinded or converted to procedure, and others that need further review. All will be revised to incorporate a regular review cycle. Rodney is working on a project timeline and will map out a process for the revisions.

Feasibility Study for future library services on Hilltop and Eastside – we received two proposals for this complex study. The advisory team convened last week and will be moving forward with scheduling interviews this week.

TV Tacoma Appearance – Kate will be on TV Tacoma’s CityLine program December 19 for the Eastside Microlibrary.

Website upgrade – Technical Services staffer Tracie Goodrick worked feverishly to migrate the website to the current version of BiblioCommons. It’s much cleaner and easier to use.

## TRUSTEES’ REPORT

Trustee Irish was asked to attend the Pierce County Homeless Coalition meeting; she reached out to Director Larsen and Assistant Director Lonial who attended the meeting with Main Manager Choltco-Devlin. Three library systems were represented on a panel discussion on libraries and homelessness: Pierce County, Tacoma, and King County.

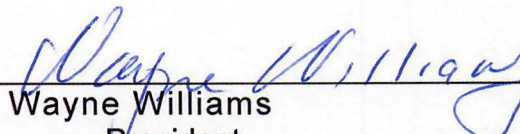
## BREAK (6:18 – 6:30 pm)

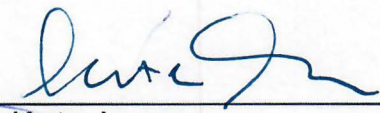
## EXECUTIVE SESSION (6:30 pm – 9:45 pm)

Director’s evaluation – Senior Human Resources Manager Cathy Journey

## ADJOURNMENT

The meeting adjourned at 9:45 p.m. The next Board Meeting will be held January 15, 2019 in the Board Room at Main (3<sup>rd</sup> floor).

  
Wayne Williams  
President  
Tacoma Public Library Board

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