
BOARD OF TRUSTEES:

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

MINUTES
June 20, 2018

CALL TO ORDER

The regular meeting was held at the Wheelock Library located at 3722 N. 26th, Tacoma. President Jack Connelly called the meeting to order at 5:37 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; Main Supervisor Shannon Rich; Fern Hill and Mottet Branch Manager Susan Marihugh; South Tacoma and Swasey Branch Manager Cheryl Towne; Wheelock Manager Maria Shackles; Library Associate JoLyn Reisdorf and Confidential Assistant Karen Meyer were present.

City of Tacoma: Assistant City Manager Tadd Wille; Senior Financial Manager Katie Johnston; Management Analyst II Hayley Falk; Training and Development Manager Cathy Journey and Compensation and Benefits Manager, Sr. Kari Louie.

Public: Don Lackey and Jennine Trachier; were present.

PLEDGE OF ALLEGIANCE – Trustee Sara Irish

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the May 16, 2018 Regular Board Meeting.

The motion was moved, seconded, and passed.

CONSENT ITEMS

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

1. Financial Reports for May 2018

The motion was moved, seconded, and passed.

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

2. HR Reports for May 2018
3. Circulation Summaries for May 2018

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 18037: 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 18038: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the May 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 None

STAFF RECOGNITION Employees with an anniversary date in June were recognized.

PRESENTATION

Mission and Program Moments: – South Tacoma and Swasey Branch Manager Cheryl Towne – Head Start outreach to ECAP and administrative staff – shared Library services and free resources available to families

Budget 101 – Senior Financial Manager Katie Johnston and Management Analyst II Hayley Falk

NEW BUSINESS

RESOLUTION 18039: Request the Board to hire Sunset Air to remove and replace three existing air handlers and outdoor heat pumps with three new high efficient air handlers and heat pumps at South Tacoma Branch Library for a cost of \$49,434.90 including state sales tax.

RESOLVED, That the Board does hereby hire Sunset Air to remove and replace three air handlers and outdoor heat pumps at South Tacoma Library for a cost of \$49,434.90 including state sales tax.

The motion was moved, seconded, and passed.

RESOLUTION 18040: Request that the Board accepts the revision to Policy 10-18 Meeting Room Policy as presented.

RESOLVED, That the Board does accept Policy 10-18 (Meeting Room Policy) as presented.

The motion was tabled.

DIRECTOR'S REPORT

Kate reported on a three-day phone service outage that occurred near the beginning of June.

Kate gave the Board an update on the next biennium's budgeting process; initial review of the Library's proposals takes place June 28.

Kate provided an update to the CRO search process.

Kate provided an update for the Libraries Transform Tacoma process. The first meeting was very successful, with 27 people, representing a wide range of neighborhoods, attending the meeting at Bates Technical College's Central Campus. There are currently 10 additional meetings scheduled with more likely to come. Kate encouraged each of the trustees to attend or even facilitate one.

Kate reported that Technical Services no longer has a backlog, thanks to the hard work of that department's staff and help from the City's Continuous Improvement Process staff. Kate thanked Assistant City Manager Tadd Wille for his support for this and other Library projects.

Kate reported on the dismantling of a large encampment behind the Main branch. The Library is building relationships with Tacoma Police and the City's Human Services Division around these and other issues affecting the library's services and the people who use them.

Kate asked if the Trustees would like to cancel the August board meeting in lieu of Trustee participation at the end of summer reading celebration (Zoo Party) on August 18. This will be an action item on the next agenda.

Kate reported she will be attending the American Library Association annual conference from June 21-25.

TRUSTEES' REPORT

Trustees LaFrance and Williams asked for a quarterly report from neighborhood police officer liaison.

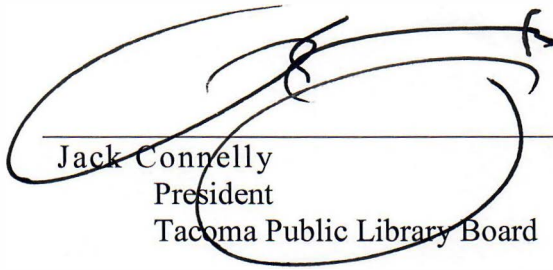
Trustee LaFrance said we need to educate the public in order to minimize the fear of being around homeless people.

Trustee Hines mentioned "Bringing Libraries to WIC," a recent article in the June edition of American Libraries magazine. Kate commented that, were the Main branch feasibility study to be approved, co-locating services there could become a reality.

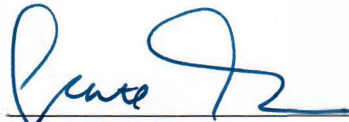
EXECUTIVE SESSION to discuss Library Director's review began at 7:00 and ended at 8:17 p.m.

ADJOURNMENT

The meeting adjourned at 8:17 p.m. The next regular Board Meeting will be held July 18, 2018 at 5:30 p.m. at Moore.



Jack Connelly
President
Tacoma Public Library Board



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