

# Minutes

**April 13, 2022**

**BOARD OF TRUSTEES:** Sara Irish, President; Donna La France, Vice President; Antoinette Craig, Trustee; Joseph Colón, Trustee; Andrea Cobb, Trustee

## **ATTENDANCE**

**Board of Trustees:** Sara Irish, President; Donna LaFrance, Vice President; and Joseph Colón, Trustee;

**Excused:** Antoinette Craig, Trustee, and Andrea Cobb, Trustee

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

**Tacoma Public Library Staff:** Sam Benscoter, Rodney Croston, Zac Matthews, Mariesa Bus, and Latasha Ware

**Subject Matter Expert:** David Boe, BOE Architects

Two members of the public attended the virtual April 13, 2022 Board Meeting.

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## **CALL TO ORDER – 5:41 PM**

## **LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE**

## **CONSENT AGENDA**

### **RESOLUTION 22021**

1. Minutes of the March 12, 2022, Board Study Session
2. Minutes of the March 16, 2022, Board Meeting
3. Financial Report for March 2022
4. HR Report for March 2022
5. Library Services Report for March 2022

***Motion, Seconded and Passed***

## **PAYMENT OF BILLS**

### **RESOLUTION 22022: 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.

***Motion, Seconded and Passed***

### **RESOLUTION 22023: Ratify Recurring Monthly Expenditures – Approval**

**Resolved,** That the Board approves and ratifies the March 2022 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

***Motion, Seconded and Passed***

## **PUBLIC COMMENTS**

No public comments were received for April 13, 2022, Tacoma Public Library Board of Trustees meeting.

## **STAFF RECOGNITION**

TPL staff with work anniversaries in April recognized by the Board of Trustees

## **DISCUSSION ITEMS**

1. Library Director Kate Larsen and David Boe of Boe Architects gave a presentation on the results of the spatial relationship and engineering study for the Main library project opening up the second floor to non-profit / grassroots partners
2. Mariesa Bus, Public Information Officer, provided an update on the 2022 Library Giving Day donation results.

## **NEW BUSINESS**

**RESOLUTION 22024:** Request that the board adopt the proposed revision of policy #10.49, *Exclusion or Suspension from Library Premises*.  
**Motion, Seconded and Passed**

**RESOLUTION 22025:** Request that the Board approve and award a sole-source contract to OCLC for the CONTENTdm platform and cloud storage solution for up to \$12,013.09 plus applicable taxes for an term of April 1, 2022, through March 31, 2023.  
**Motion, Seconded and Passed**

## **DIRECTOR'S REPORT UPDATES**

- Ceasing off-duty TPD coverage at Mottet
- TPL to install an Entry Gate at the South Tacoma location (to prevent damage due to fires and vandalism)
- Publishing 2021 Annual Report
- Tacoma-Pierce County Health Department posted a thank you to TPL for distributing 32,000 COVID test kits

## **MARK YOUR CALENDARS**

- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
  - May 18
  - June 15 Final Feasibility Study Report
  - July 20
- Library Board of Trustees Study Session
  - 10:30 a.m. Saturday May 14
- TPL at Community, Vitality and Safety City Council Committee
  - 4 p.m. Thursday, June 23 (virtual or hybrid) ; BERK presents final Feasibility Study report

## **TRUSTEES REPORT**

**Sara Irish** – Unable to attend June 15, 2022, Board Meeting

**Donna LaFrance** – NA

**Joseph Colón** - NA

## **ADJOURNMENT - 7:11 PM**

The next Board Meeting will be on May 18, 2022, at 5:30 p.m. (location TBD)

DocuSigned by:

*Sara Irish*

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Sara Irish

President

Tacoma Public Library Board

DocuSigned by:

*Kate Larsen*

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Kate Larsen

Library Director and Secretary to the  
Tacoma Public Library Board