

Minutes

February 21, 2024

BOARD OF TRUSTEES: Andrea Cobb, President; Sara Irish, Vice President; Theresa Pan Hosley, Trustee; J. Manny Santiago, Trustee, Elizabeth Bowman, Trustee

MEETING LOCATION

Fern Hill Library, 765 South 84TH Street, Tacoma, WA 98444

CALL TO ORDER The meeting was called to order at 5:32 p.m.

Present: Andrea Cobb, Sarah Irish, Elizabeth Bowman, Kate Larsen

Absent: J. Manny Santiago, Theresa Hosley

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 24009

1. Minutes of the January 17, 2024, Board Meeting
2. Financial Report for January 2024
3. HR Report for January 2024
4. Library Services Report for January 2024

Motioned, seconded, approved

PAYMENT OF BILLS

RESOLUTION 24010: Payment of Bills Per Vouchers – Authorization

The Board authorizes the payment of bills per voucher as presented, and further, the Board approves and ratifies the checks issued in January 2024 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Motioned, seconded, approved

RESOLUTION 24011 Ratify Recurring Monthly Expenditures – Approval

The Board approves and ratifies the January 2024 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

Motioned, seconded, approved

Trustee Santiago arrives at 5:36pm

PUBLIC COMMENTS

The Library Board of Trustees accepts written by email and verbal public comments during the meeting.

Written comments may be submitted to trustees@tacomalibrary.org until 5 p.m. on the day of the scheduled board meeting.

Those wishing to comment in person must be present at the Board meeting and sign up for public comment. Commenters are allotted three minutes to speak.

There were no public comments.

STAFF RECOGNITION – February Staff Anniversaries

DISCUSSION ITEMS

1. Partnerships
 - a. Tacoma Tool Library – Sharayah Kinney, Executive Director
 - i. Trustee Hosley arrives at 5:41pm
 - ii. Reviewed program offerings, partnership with Tacoma Public Library, and plans for programming after completion of move into newly renovated Main building.

NEW BUSINESS

RESOLUTION 24012: Request that the Board authorize a sole-source purchase up to \$30,000 from Bibliotheca for RFID tags, barcodes, and related supplies between Jan 1, 2024 and Dec 31, 2024.

Motioned, seconded, approved

RESOLUTION 24013: Request that the Board award a sole-source contract to Bibliotheca, LLC for support and maintenance of TPL’s automated material handlers for \$43,500 plus applicable taxes for a five-year term of January 1, 2024 through February 2, 2029.

Motioned, seconded, approved

RESOLUTION 24014: Request that the Board authorize staff to amend the contract (CW2261563) with Neeley Construction for the Main Library remodel by up to 15% (\$685,650) for change orders not covered in the original contract, for a maximum total compensation of \$5,256,650 plus applicable taxes.

- I. Discussion: The contingency included in the current budget is to address surprises that come up during the construction process. Contingencies haven’t affected construction timeline yet - major delay is from glass storefront delivery. Construction is still coming in under budget, this will just give TPL the authority to use contingency that was built in.

Motion, seconded, approved

RESOLUTION 24015: Request that the Board approve the Tacoma News Tribune Photo Archive Project position of special limited duration, lasting for an 18-month period not to exceed the expiration of December 31, 2026.

Motioned, seconded, approved

DIRECTOR’S REPORT

Director Larsen:

- Review of TPL snapshot – huge increases in usership. Digital checkouts have had astronomical increases.
- Pierce County Council has invited various library directors, including TPL’s, to present a statement for Read

Across America Week on why libraries are important. Meeting on Tuesday, Feb. 27th – board members and staff are welcome to join.

- South End Neighborhood Council partnership proposal – Approached TPL wanting to complete a mural at the Fern Hill branch. Will consist of a book themed mural on bricks outside on retaining wall with yarn art on trees. This project is dependent on a Challenge Grant that is due in April.
- Aunt Flow dispensers – free menstruation products in branches. Will start seeing them in all public restrooms. May need to look for outside funding moving forward, but right now it is in TPL budget.
- Main Branch Construction updates. Haven't found anything to extend project further. Dept. Mayor Hines came by for hard hat tour and to check on the progress.

TRUSTEES REPORT

- **Irish:** Has seen TPL staff at several community events. The Lunar New Years events were so busy that they couldn't even say hi. Hope to see TPL Saturday at the Tacoma Dome.
- **Hosley:** City of Destiny Festival – saw staff there and did a wonderful job interacting with the public.
- **Cobb:** City of Tacoma survey was sent out- hoping that for our joint meeting with city council, we will be able learn about their survey results, especially relating to the library question. Branding is unclear- doesn't clearly state it is coming from City of Tacoma, so people may have missed the poll.

EXECUTIVE SESSION – Closed Session to Discuss Labor Strategy (RCW 42.30.140(4)(b))

Enter Executive Session at 6:20 p.m.

Leave Executive Session at 7:09 p.m.

ADJOURNMENT The meeting was adjourned at 7:10pm

The next regular Board meeting is Wednesday, March 20, 2024, at 5:30 p.m. at the South Tacoma Library, 3411 South 56th Street; Tacoma, WA 98409