

# Minutes

**December 14, 2022**

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

**MEETING LOCATION:**

Wheelock Library, 3722 N 26th St, Tacoma, WA 98407

**ATTENDANCE**

**Board of Trustees:** Sara Irish, President; Andrea Cobb Vice President; Theresa Pan Hosley, Trustee; Donna LaFrance, Trustee.

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

**City of Tacoma Staff:** Shelby Fritz, City of Tacoma Human Resources Manager

**Tacoma Public Library Staff:** Jolyn Reisdorf, Mariesa Bus, Rodney Croston, Zac Matthews, Sam Benscoter, Latasha Ware, Manny Sandoval, Eli Boyd, and Maria Shackles.

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**CALL TO ORDER – 5:30 PM**

**LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

RESOLUTION 22087

1. Amended Minutes of October 15, 2022, Board Study Session (minutes amended to reflect true resolution numbers)
2. Amended Minutes of October 19, 2022, Board Regular Meeting (minutes amended to reflect true resolution numbers)
3. Financial Report for October, and November 2022
4. HR Report for October 2022, and November 2022
5. Library Services Report for October 2022, and November 2022

**PAYMENT OF BILLS**

RESOLUTION 22088: Payment of Bills Per Vouchers – Authorization

The Board authorized the payment of bills per voucher as presented, and further, the Board approves and ratifies the checks issued in October and November 2022 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

RESOLUTION 22089: Ratify Recurring Monthly Expenditures – Approval

The Board approved and ratified the October and November 2022 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

## **PUBLIC COMMENTS**

The Library Board of Trustees accepts written and verbal public comments.

Written comments may be submitted to [lware1@tacomalibrary.org](mailto:lware1@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.

## **STAFF RECOGNITION**

November and December 2022 anniversaries

## **DISCUSSION ITEMS**

1. The City of Tacoma Classification and Compensation Study – Shelby Fritz, Human Resources Director, City of Tacoma

The city of Tacoma's HR Director presented the new City of Tacoma compensation plan.

## **NEW BUSINESS**

**RESOLUTION 22090:** Request the Board recognized a generous donation of \$170.00 from Rod and Tracy Koon for use by the NW Room.

**Motioned, Seconded, Recognized**

**RESOLUTION 22091:** Requested the Board approve a Preferred Vendors list for Library Materials costing more than \$100,000 per vendor per year for the fiscal year 2023.

**Motioned, Seconded, Approved**

**RESOLUTION 22092:** Requested the Board approve the 2023 Regular Board Meeting Schedule, as presented.

**Motioned, Seconded, Approved**

**RESOLUTION 22093:** Requested the Board approve the 2023 holiday closures, as presented.

**Motioned, Seconded, Approved**

**RESOLUTION 22094:** Requested the Board approve the 2023 systemwide closures for TPL All Staff In-Service Training Days, as presented.

**Motioned, Seconded, Approved**

**RESOLUTION 22095:** Requested the Board adopts the 2023-2024 Biennial Budget and incorporated annual budgets in the amount of \$35,515,754, including the Biennial Trust Fund Budget, as presented.

**Motioned, Seconded, Adopted**

**RESOLUTION 22096:** Requested the Board approve wage increases for classifications represented by Teamsters Local 117, as presented.

**Motioned, Seconded, Approved**

**RESOLUTION 21097:** Requested the Board adopt the letter of agreement between Tacoma Public Library and Teamsters Local 117 for wage adjustments for Network & Systems Administrator and Information Technology Manager classifications as presented.

**Motioned, Seconded, Approved**

**RESOLUTION 21098:** Request the Board adopt the revised Compensation Plan for Non-Represented Classifications, as presented (#10.09), effective Jan 2, 2023

**Motioned, Seconded, Approved**

**RESOLUTION 21099:** Request the Board adopts the 2023 Non-Represented Wage Scales (Exhibit A) and authorizes staff to transition current staff members to the proposed structure by:

- Placing staff at the step closest to and higher than their current step, effective Jan 2, 2023.
- Authorizing a one-time lump sum payment for eligible employees who will receive less than a 5% increase in pay as of January 2, 2023.
- Maintaining staff anniversary dates as-is for the purpose of annual step considerations

**Motioned, Seconded, Approved**

## **DIRECTOR'S REPORT**

### **October and November Services Update & Program Spotlight Review**

#### **2023 Study Sessions Discussion**

Director Larsen presented findings from a Board survey sent to members regarding Trustees' preferences for the number of study sessions and training in 2023.

The director will send the Board meeting polls to plan the strategic retreat, the joint meeting with City Council, and the 2023 study sessions. Vice President Cobb and Trustee Santiago will meet with Director to plan the retreat.

## **TRUSTEES REPORT - NA**

**EXECUTIVE SESSION:** Evaluation of a public employee **7:00 PM – 7:30 PM**

**ADJOURNMENT: 7:30 PM**

The next regular Board Meeting will occur on Wednesday, January 18, 2023, at 5:30 p.m. at the Moore Library, 215 South 56<sup>th</sup> Street, Tacoma, WA 98408.

*Andrea Cobb*

Andrea Cobb (Jan 31, 2023 11:47 PST)

Andrea Cobb  
Vice President  
Tacoma Public Library Board

*Kate Larsen*

kate larsen (Feb 1, 2023 11:21 PST)

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