

Minutes

November 17, 2021

BOARD OF TRUSTEES: Sara Irish, President; Donna La France, Vice President; Wayne Williams, Trustee; Antoinette Craig, Trustee; Joseph Colón, Trustee

ATTENDANCE

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

Unexcused: Toni Craig, Trustee

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

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

Two members of the public attended the virtual November 17, 2021 Board Meeting.

CALL TO ORDER

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE

ADOPTION OF AMENDED AGENDA

CONSENT AGENDA

RESOLUTION 21074

1. Minutes of the September 11, 2021 Board Study Session – Approved with amendment to correct date of the study session
2. Minutes of the October 20, 2021 Board Meeting - Approved
3. Financial Report for October 2021 – Approved
4. HR Report for October 2021 – Approved
5. Library Services Report for October 2021 – Approved

PAYMENT OF BILLS

RESOLUTION 21075: 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.

Moved, seconded, and passed

RESOLUTION 21076: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the October 2021 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

Moved, seconded, and passed

RESOLUTION 21077: Correction to Board Financial Reports by Program – Approval

Resolved, That the Board approves and ratifies the corrected Financial Reports by Program for the months of January 2021, February 2021, March 2021, April 2021, May 2021, June 2021, July 2021, August 2021, and September 2021 as presented.

Moved, seconded, and passed

PUBLIC COMMENTS

Due to the limitations of online meetings, public comment will be accepted via written form only. Comments may be submitted to info@tacomalibrary.org from 4-5 p.m. on the day of the scheduled Board meeting. Comments for this meeting were accepted until 5 p.m. on November 17, 2021.

STAFF RECOGNITION

November anniversaries

DISCUSSION ITEMS

1. Tacoma Public Library Facilities & Maintenance Updates
Presented by: Philip Torgerson, TPL Facilities & Maintenance Manager

NEW BUSINESS

RESOLUTION 21078: Request that the Board authorize Library staff to enter into a cooperative purchasing agreement with the City of Tacoma pursuant to RCW 39.34.

Moved, seconded, and passed

RESOLUTION 21079: Request that the Board authorize Library staff to award a contract to American Custodial Inc for custodial services for up to \$295,392.52 plus applicable taxes for the term January 1, 2022 through February 29, 2024.

Moved, seconded, and passed

RESOLUTION 21080: Request that the Board authorize Library staff to award a contract to Plantscapes, Inc for Landscaping Care and Grounds Maintenance Services for up to \$198,792.00 plus applicable taxes for the term January 1, 2022, through December 31, 2024.

Moved, seconded, and passed

RESOLUTION 21081: Request that the Board accept a \$100 donation from Steven K. Connolly & Mari Mikami for use by the NW Room.

Moved, seconded, and passed

RESOLUTION 21082: Request that the Board adopt the updated Security Camera Footage Policy #10.31 as presented.

Moved, seconded, and passed

RESOLUTION 21083: Request that the Board authorize the purchase of a Facilities/Maintenance Van from Washington State's Department of Enterprise Services contract at a cost of \$26,225 plus applicable taxes and fees.

Moved, seconded, and passed

DIRECTOR'S REPORT

See Attached Report

TRUSTEES REPORT

Sara Irish: Glad to see TPL at the LUSS Latinx Festival – excited to see a Spanish speaking employee who was able to communicate with the festival attendees.

Wayne Williams: NA

Donna LaFrance: Thank you to staff and the work they have done

Joseph Colón – Thanks to Marisa, Phil and Sam for staying late and helping the trustees understand what their work looks like

ADJOURNMENT

Board Special Meeting for Director's Evaluation on November 2, 2020 @ 10:30am (Executive Session due to evaluation of a public employee).

The next regular Board Meeting will be December 15, 2021 at 5:30 p.m.

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
Secretary to the Library Board