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BOARD OF TRUSTEES:

**Wayne Williams, President**  
**Sara Irish, Vice President**  
**Donna LaFrance, Trustee**  
**Toni Craig, Trustee**

**MINUTES**  
**February 19, 2020**

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**CALL TO ORDER**

The regular meeting was held at Swasey located at 7001 6<sup>th</sup> Ave.; Tacoma.  
President Wayne Williams called the meeting to order at 5:33 p.m.

**ATTENDANCE**

**Library Board:** President Wayne Williams; Vice President Sara Irish; Donna LaFrance; and Toni Craig were present.

**Library Staff:** Library Director Kate Larsen; Assistant Library Director Amita Lonial; Business Manager Sue Calhoun; HR Manager Rodney Croston; IT Manager Zac Matthews; Public Information Officer Mariesa Bus; South Tacoma and Swasey Branch Manager Cheryl Towne; Main Library Supervisor Shannon Rich; Acting Library Associate Adam Sripranaratanakul; and Confidential Assistant Karen Meyer were present.

**Public:** Don Lackey; Jennine Trachier; and Hayes Alexander III were present.

**PLEDGE OF ALLEGIANCE** – President Wayne Williams

**APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the January 15, 2020  
**The motion was moved, seconded, and passed.**

**CONSENT ITEMS**

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

1. Financial Reports for January 2020

**The motion was moved, seconded, and passed.**

2. HR Report for January 2020

**RESOLVED**, That the Board approves Consent Item #2 as presented.

**The motion was moved, seconded, and passed.**

3. Circulation Summaries for January 2020 (tabled until March; reports were not available due to email issues)

## **PAYMENT OF BILLS**

### **RESOLUTION 20010: 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 20011: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the January 2020 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 February were recognized.

## **NEW BUSINESS**

**RESOLUTION 20012: Request that the Board approves the building, flood, and terrorism insurance policy and premium payment of \$57,957 to Hanover Company for coverage from March 1, 2020 – February 28, 2021.**

**RESOLVED**, That the Board approves the building, flood, and terrorism insurance policy and premium payment of \$57,957 to Hanover Company for coverage from March 1, 2020 – February 28, 2021.

**The motion was moved, seconded, and passed.**

**RESOLUTION 20013: Request that the Board approves payment to Innovative Interfaces, Inc. (III) for the Integrated Library System annual maintenance contract renewal for March 1, 2020 – February 28, 2021 and the SMS Messaging Service and Content Café subscriptions in the amount of \$69,479.43 including state sales tax.**

**RESOLVED**, That the Board pays \$69,479.43 including sales tax to Innovative Interfaces, Inc. for the annual maintenance contract and the SMS Messaging Service and Content Café subscriptions.

**The motion was moved, seconded, and passed.**

**RESOLUTION 20014: Request that the Board accepts the \$100 donation from Kenneth and Susan Cohen.**

**RESOLVED**, That the Board accepts the \$100 donation from Kenneth and Susan Cohen.

**The motion was moved, seconded, and passed.**

## **DIRECTOR'S REPORT**

**Equity & Inclusion At TPL** – Kate provided the Board with a comprehensive report on equity & inclusion work happening at the Library. The Library has been a member of Government Alliance on Race & Equity (GARE) since 2019 and sends staff (including the director and assistant director) to their annual meeting, participate in the Libraries interest group.

In addition, new hiring practices have resulted in 337.5% increase in black and Hispanic eligible candidates.

The Library's Leadership Team recently completed the comprehensive *Protocol for Culturally Responsive Organizations Assessment*. This protocol was created to help organizations and agencies serve communities of color, facilitate organizational transparency, improve consciousness about our work, resource allocations, and to improve planning for equity and cultural responsiveness.

**Hilltop Microlibrary** – Kate reported that a location announcement is coming soon.

**Email server outage** – The Library again experienced a significant email outage for more than a week. The server failed, in large part due to the way it had originally been configured; this also complicated the restoration of data. Fortunately, the Zimbra to Outlook 365 Mail migration is scheduled for April 29-30.

**Strategic plan** – The steering committee will review the first draft of the plan February 21; Formal presentation of the plan is planned for the March 21 Library Board of Trustees Study Session at the Main library. Trustees will have a full draft to review prior to March 21; Formal consideration for adoption is planned for the April 8 Board meeting.

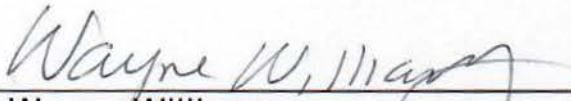
## **TRUSTEES' REPORT**

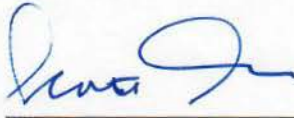
President Williams stated that he felt encouraged by the interest and engagement between the City Council, City Staff, and Library at the Joint City Council and Library Board of Trustees meeting on February 18.

He also announced that Joseph Colón, Special Assistant to the President of Tacoma Community College, will be appointed by Mayor Woodards to the Library Board of Trustees at the City Council meeting on Tuesday, March 3, 2020. Vice President Sara Irish will be re-appointed to a second term at the same meeting.

**ADJOURNMENT**

The meeting adjourned at 6:31 p.m. The next Board Meeting will be held March 18, 2020 at Moore (215 S. 56<sup>th</sup> St.).

  
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Wayne Williams  
President  
Tacoma Public Library Board

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