

# Minutes

June 17, 2020

BOARD OF TRUSTEES: Wayne Williams, President; Sara Irish, Vice President; Donna LaFrance, Trustee; Toni Craig, Trustee; Joseph Colón, Trustee

## CALL TO ORDER

The regular meeting was held online through Zoom. 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 virtually present.

*Library Staff:* Library Director Kate Larsen; Assistant Library Director Amita Lonial; HR Manager Rodney Croston; IT Manager Zac Matthews; Public Information Officer Mariesa Bus; Confidential Assistant Faith Stevens; Collection Development Manager Kelda Vath; Kobetich Branch Manager Lisa Bitney; Moore Branch Manager Melissa Fitzgerald and numerous other staff were in attendance. Other attendees included Hayes Alexander, Don Lackey, Jolyn Reisdorf, Marla Klein-Tafoya, and Susan Micono (the latter 3 are currently furloughed staff).

## Pledge of Allegiance

President Wayne Williams

## CONSENT ITEMS

### RESOLUTION 20031

1. Minutes of the May 20, 2020 Board Meeting
2. Financial Report for May 2020
3. HR Reports for May 2020
4. Circulation Summaries for May 2020

*Resolved,* That the Board approves Resolution 20031 items as presented.

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

## PAYMENT OF BILLS

### RESOLUTION 20032: 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 20033: Ratify Recurring Monthly Expenditures – Approval  
*Resolved*, That the Board approves and ratifies the May 2020 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.  
**The motion was moved, seconded, and passed.**

#### **PUBLIC COMMENTS**

None

#### **STAFF RECOGNITION**

Employees with an anniversary date in June were recognized.

#### **NEW BUSINESS**

RESOLUTION 20034: Request that the Board approves adding 2 more internet service lines and the equipment with Rainier Connect, the new operators of Click. Service will begin on July 1, 2020 and go through June 30, 2021. This is an addition to our current service which also ends on June 30, 2021. The total amount we are requesting in this resolution is \$27,800 plus any applicable taxes, as presented.

*Resolved*, That the board approves adding 2 internet service connections and the equipment with Rainier Connect.

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

RESOLUTION 20035: Request that the Board approves a call for Bids on the Main Elevator Modernization Project. We just received the engineered specifications and are ready to request for bids. This is part of the Capital Project we received funding for in the 2019-2020 Budget.

*Resolved*, That the board approves a call for Bids on the Main Elevator Modernization Project, as presented.

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

RESOLUTION 20036: Request that the Board approves a contract with ThyssenKrupp for Elevator maintenance at the Main Library Branch for the period of July 1, 2020 through December 31, 2025 a total of five years for the amount of \$32,745. This contractor was hired from the Washington State Contract.

*Resolved*, That the board approves a contract with ThyssenKrupp for Elevator maintenance at the Main Library Branch for the period of July 1, 2020 through December 31, 2025, as presented.

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

#### **DIRECTOR'S REPORT**

Director Larsen began the meeting by reading the Library's statement in support of Black Lives Matter, and shared with the Board a sampling of public feedback the Library has received in response to that statement. Larsen reviewed the Equity & Inclusion report she delivered at the February meeting, with some updates.

Director Larsen reviewed TPL's response to COVID-19, and provided updates to the Library's Return to Service plan.

Director Larsen reviewed the IT Onboarding project, which has hit several major milestones in recent weeks.

Director Larsen reviewed the electronic usage/circulation highlights; these resources continue to see strong growth while the Library is closed to the public.

Director Larsen provided a high-level review of the first stage of the Finance Manager hiring process.

Director Larsen highlighted the work of the Library's Facilities team, which has been working very hard on improvement projects as well as increased encampment mitigation in recent months.

### TRUSTEES REPORTS

The Board of Trustees had nothing to report at this time.

### ADJOURNMENT

At approximately 5:55 p.m. the meeting was hacked and terminated

The meeting was restarted at 6:09 p.m.

The meeting adjourned at 6:52 p.m.

The next Board Meeting will be July 15, 2020 at 5:30 p.m.

*Wayne Williams*

Wayne Williams (Jul 16, 2020 14:36 PDT)

Wayne Williams

President

Tacoma Public Library Board

Kate Larsen

Kate Larsen

Library Director and Secretary to the

Tacoma Public Library Board

Signature:

*Kate Larsen*

Kate Larsen (Aug 4, 2020 11:52 PDT)

Email: [klarsen@tacomalibrary.org](mailto:klarsen@tacomalibrary.org)