

Minutes

August 19, 2020

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

ATTENDANCE

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

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

Tacoma Public Library Staff: Angelo DeFazio, Beverly Choltco-Devlin, Carrie Carriveau, Cheryl Towne, Faith Stevens, Jamie Gilmore, Jamie Lila Mittan; Janice San Nicolas, Jed Slaughter, JoLyn Reisdorf, Kristien Kaup, Latasha Ware, Lisa Bitney, Mariesa Bus, Melissa Fitzgerald, Rodney Croston, Susan Micono, Shannon Rich, Susan Marihugh, Tracy Cornelius, Wendy Zeitner

CALL TO ORDER

The regular meeting was held as a virtual zoom meeting. President Wayne Williams called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

At approximately 5:32 p.m., President Wayne Williams invited fellow board members and meeting participants to join him in reciting the Pledge of Allegiance.

EXECUTIVE SESSION

At approximately 5:33 p.m. board members moved into Executive Session for discussion of a personnel matter. Board members returned from Executive Session at approximately 5:39 p.m.

CONSENT ITEMS

RESOLUTION 20042

1. Minutes of the July 15, 2020 Board Meeting – Approval
2. Financial Report for June and July 2020 – Approval
3. HR Report for July 2020 – Approval
4. Circulation Summaries for July 2020 – Approval

Resolved, the board approved Consent Items 1-4, as presented. **The motion was moved, seconded, and passed.**

PAYMENT OF BILLS

RESOLUTION 20043: 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 20044: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the July 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

Due to the limitations of online meetings, public comment was accepted via written format only. Comments were submitted to info@tacomalibrary.org from 4-5 p.m. on August 19, 2020. The board received one public comment regarding the Tacoma Library Foundation.

STAFF RECOGNITION

The board recognized employees with an anniversary date in August.

DISCUSSION ITEMS

Library Finance Manager, Sam Benscoter, invited the board to engage in on-going dialogue of the format of the monthly finance report.

NEW BUSINESS

RESOLUTION 20045: Request that the Board approves a new contract with Rainier Connect for \$112,500 from September 2020 – June 2021.

Resolved, That the Board approves a new contract with Rainier Connect, as presented.

The motion was moved, seconded, and passed

RESOLUTION 20046: Request that the Board approves payment to Ricoh for providing Library printing services. The contract term is for 60 months, beginning in October 2020. Total combined cost of the contract and projected usage is \$495,630.

Resolved, That the Board approves payment to Ricoh, as presented.

The motion was moved, seconded, and passed

RESOLUTION 20047: Request that the Board approves payment to Bibliotheca for service and maintenance/extended warranties on 21 kiosks. The contract term is for September 1, 2020 through August 31, 2021. The total of the invoice is \$33,052.95 not including sales tax.

Resolved, That the Board approves payment to Bibliotheca, as presented.

The motion was moved, seconded, and passed

RESOLUTION 20048: Request that the Board accepts the donation of \$5,000 from Tacoma Education Association.

Resolved, That the Board accepts the \$5,000 donation from Tacoma Education Association.

The motion was moved, seconded, and passed

DIRECTOR'S REPORT

Budget Timeline Update

- Budget still in flux – lots of economic uncertainty still
- Major efforts across the City to avoid layoffs
- If Council enacts budget changes, there will be considerable time to enact changes
 - October – Library budget presentation to Council and Trustees
 - November 10th & 17th – City Council budget hearings
- Suggest that a portion of the upcoming Trustee study session is designated to budget planning

Electronic/Virtual Update

- Began TPL to Go Services – piloted with select libraries
 - All locations activated on August 18, 2020
- Digital collection access stats continue to rise throughout Pandemic
- Online library card applications are helping to connect TPL resources to new users during Pandemic

Return to Operations Update

- July 25th all furloughed staff returned to active status
- July 28th –TPL to Go launched at 3 locations
- Aug. 11th – All locations opened book drops
- Aug. 18th – All locations available for TPL to Go

Hiring Update

Director Larsen introduced new Executive Assistant/Policy Analyst, Latasha Ware

TRUSTEES REPORT

- **Joseph Colón, Trustee:** N/A
- **Sara Irish, Vice President:** N/A

- **Donna LaFrance, Trustee:** Asked for updates and clarification on:
 - Macmillan Publishing
 - If all library staff are back to work
 - If the library as a response plan in the event a staff member contracts COVID-19

Trustee LaFrance concluded statements by thanking staff for service and expressing satisfaction in the performance of library staff during the pandemic.

- **Toni Craig, Trustee:** N/A
- **Wayne Williams, President:** Expressed gratitude for staff performance and flexibility during COVID and offered words of encouragement.

ADJOURNMENT

The meeting adjourned at 6:42 p.m.

The next Board Meeting will be September 16, 2020 at 5:30 p.m.

The next Board Study Session will be September 30, 2020 at 5:30 p.m.

Wayne Williams

Wayne Williams (Aug 21, 2020 16:35 PDT)

Wayne Williams

President

Tacoma Public Library Board

Kate Larsen

Kate Larsen (Aug 21, 2020 16:11 PDT)

Kate Larsen

Library Director and Secretary to the

Tacoma Public Library Board