

# July Minutes

July 21, 2021

**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 and Joseph Colón, Trustee.

**Excused:** Toni Craig; Trustee

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

**Tacoma Public Library Staff:** Anna Trammel, Sam Bencoter, Rodney Croston, Spencer Bowman, Zac Matthews, Mariesa Bus, and Latasha Ware

**Two members of the public attended the virtual July 21, 2021 Board Meeting.**

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## 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.

## LAND ACKNOWLEDGEMENT

At approximately 5:32 p.m., Director Larsen gave an overview of the land acknowledgement and monthly common history statements to be implemented to the monthly Board meeting agenda.

## PLEDGE OF ALLEGIANCE

At approximately 5:38 p.m., President Wayne Williams invited fellow board members and meeting participants to join him in reciting the Pledge of Allegiance.

## CONSENT AGENDA

### RESOLUTION 21037

1. Minutes of the June 16, 2021 Board Meeting – Approval
2. Financial Report for June 2021 – Approval
3. HR Report for June 2021 – Approval
4. Library Services Report for June 2021 – Approval

**Resolved,** the board approved Consent Items 1- 4, as presented. **Moved, seconded, and passed**

## **PAYMENT OF BILLS**

RESOLUTION 21047: 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 21048: Ratify Recurring Monthly Expenditures – Approval

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

**Moved, seconded, and passed**

## **PUBLIC COMMENTS**

For the meeting of July 21, 2021, the Library Board of Trustees received no public comments.

## **STAFF RECOGNITION**

The board recognized TPL staff members with a hire date during the month of July.

## **DISCUSSION ITEMS**

1. **Northwest Room Updates** – Anna Trammel, Northwest Room Librarian  
Gave an overview of the Northwest Room's work, and provided updates on current and upcoming initiatives and projects.
2. **Finance Office Report** – Sam Benscoter, Finance Manager  
Gave an overview the Finance Office's work, provided updates on current and upcoming initiatives and projects, and an overview of the results of 2019's State Audit.

## **NEW BUSINESS**

**RESOLUTION 21049**: Adoption of the Executive Assistant & Policy Analyst wages retroactive to August 1, 2020, as presented.

**Moved, seconded, and passed**

**RESOLUTION 21050**: Request that the Board award a contract to Bibliocommons, Inc for BiblioEmail, an email newsletter service, for \$15,050 plus applicable taxes for a term of August 1, 2021 through July 31, 2022.

**Moved, seconded, and passed**

**RESOLUTION 21051**: Request that the Board award a contract to OCLC, Inc for FirstSearch, a database search and integration tool, for \$10,647.78 plus applicable taxes for a term of July 1, 2021 through June 30, 2022.

**Moved, seconded, and passed**

**RESOLUTION 21052**: Request that the Board award a contract to Orbis Cascade Alliance for interlibrary courier services for \$5,722 plus applicable taxes for a term of July 1, 2021 through June 30, 2022.

**Moved, seconded, and passed**

**RESOLUTION 21053**: Request that the Board accepts a \$7,500 donation from Charles Joy.

**Moved, seconded, and passed**

**RESOLUTION 21054:** Request that the Board accepts a \$1,000 donation from the Northeast Neighborhood Council.

**Moved, seconded, and passed**

**RESOLUTION 21055:** Request that the Board award a contract to Berk Consulting, Inc. for the Hilltop and Eastside Library Feasibility Study for \$340,495 plus applicable taxes for an initial term of May 1, 2021 through December 31, 2022.

**Moved, seconded, and passed**

## **DIRECTOR'S REPORT**

- **2021 Return to Service**
  - July 14 – All locations (except for Main) are open for continuous service!
  - Masks are still required to enter our building
  - Eliminated high-risk hours
  - Outdoor programming throughout the summer
  - Main continues to offer lobby services and appointments for Digital Media Lab and Northwest Room
  - In June there were 7179 visits at the 8 locations
  
- **Going forward:**
  - Limited in-building adult programming this fall
  - Aiming to offer in-building youth programming this winter
  - Accepting materials donations August 1
  - Reintroduce interlibrary loan services
  
- Assistant Director Lonial provided an overview of **Neighborhood Service Manager Location and Strategic Priority assignments.**
  
- **Budget Update:**
  - Restored:
    - Staff salaries (furloughs, budget closures canceled)
    - Feasibility Study for the future of library service on the Eastside and Hilltop
    - 5 Vacant Page positions (= 1 FTE) (this item is new since last month)
  - Not restored (\$473,277):
    - Branch Supervisor (1 FTE)
    - Private Security funding
  
- **Main Library Renovation Project:**
  - Current: Expecting third version of the spatial relationship drawings by close of the week
  - Next Steps: Engaging engineering contractors
  
- **Open Public Meetings Act (OPMA) Guidance** Since TPL is unable to offer a “hybrid” (both virtual and in-person) meeting experience, Director Larsen recommends the Library Board continue to meet virtually through the end of the year

- **Mark your calendars:**

- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
  - August 18
  - September 15 (Officer Elections)
  - October 20
- Library Board of Trustees Study Session, 10:30 a.m. Saturdays:
  - September 11
  - November 6
- Tacoma Reads Marquee Event with Author Isabel Wilkerson, hosted by Mayor Woodards, 3 p.m. Saturday, November 6 (Zoom; pre-registration required)

## TRUSTEES REPORT

- **Joseph Colón, Trustee:** NA
- **Donna LaFrance, Trustee:** Would like to connect Department of Child, Family, and Youth (DCYF) work with opportunities for TPL. On August 1, more CARES ACT funding becomes available for potential collaborations
- **Sara Irish, Vice President:** Recently worked on Land Acknowledgement with President and Director; is very proud of TPL for participating in community spaces such as the Coalition to End Homelessness
- **Wayne Williams, President:** NA

## EXECUTIVE SESSION

At approximately 07:36 p.m., the Board entered Executive Session to discuss potential litigation

## ADJOURNMENT

The meeting adjourned at 7:50 p.m.

The next Board Meeting will be August 18, 2021 at 5:30 p.m.

  
[wayne williams \(Oct 11, 2021 14:53 PDT\)](#)

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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









# 1. 2021.07.21\_July\_MinutesFINAL

Final Audit Report

2021-10-11

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