

# Special Meeting Minutes

**April 17, 2023**

**BOARD OF TRUSTEES:** Sara Irish, President; Andrea Cobb, Vice President; Donna LaFrance, Trustee; Theresa Pan Hosley, Trustee; J. Manny Santiago, Trustee

## **MEETING LOCATION:**

**Virtual:** <https://us02web.zoom.us/j/81078136086>

**Physical:** Tacoma

Municipal Building (747 Market Street, Tacoma, WA 98402, Room 248)

## **ATTENDANCE**

**Board of Trustees:** Sara Irish, President; Andrea Cobb, Vice President; and Theresa Pan Hosley, Trustee.

**Excused:** J. Manny Santiago, Trustee, and Donna LaFrance, Trustee

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

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

One Member of the Public attended the Board of Trustees Special Meeting on April 17, 2023.

## **CALL TO ORDER – 3:03 PM**

## **CONSENT AGENDA**

### **RESOLUTION 23017**

1. Minutes of the February Board Meeting
2. Financial Report for February & March 2023
3. HR Report for February & March 2023
4. Library Services Report for February & March 2023

## **PAYMENT OF BILLS**

### **RESOLUTION 23018: Payment of Bills Per Vouchers – Authorization**

The Board authorizes the payment of bills per voucher as presented, and further, the Board approves and ratifies the checks issued in February & March of 2023 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

### **RESOLUTION 23019: Ratify Recurring Monthly Expenditures – Approval**

The Board approves and ratifies the February & March of 2023 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

## **PUBLIC COMMENTS**

There were no public comments at the special meeting of the Board of Trustees on April 17, 2023.

**NEW BUSINESS**

**RESOLUTION 23020:** Request the Board recognizes a generous donation of \$100.00 from Ann Philis Murphy.

**Motioned, Seconded, Recognized**

**RESOLUTION 23021:** Request that the Board approve a competitive solicitation waiver for and award a contract to Bridgeall Libraries, LTD, a material collection analytics provider, in the amount of \$22,842 plus applicable taxes for the term of February 21st, 2023, through February 21st, 2024.

**Motioned, Seconded, Approved**

**RESOLUTION 23022:** Request that the Board approve a competitive solicitation waiver for and award a contract to BiblioCommons, Inc, a library discovery layer and website provider, in the amount of \$289,882.65 plus applicable taxes for the term of April 22nd, 2023, through April 21st, 2026.

**Motioned, Seconded, Approved**

**RESOLUTION 23023:** Request that the Board approve amending the BuildingWork LLC contract by increasing the maximum compensation to \$531,186 and extending the period of performance to June 30, 2024.

**Motioned, Seconded, Approved**

**RESOLUTION 23024:** Request that the Board amends the 2023-2024 Biennial Budget to the amount of \$37,124,558 including the Biennial Trust Fund Budget as presented.

**General Fund: \$36,144,038 Trust Funds: \$980,520**

**Motioned, Seconded, Amendment Approved**

**FOR THE GOOD OF THE ORDER - NA**

**ADJOURNMENT – 3:16 PM**

A Library Board Strategic Retreat will occur on Saturday, April 29, 2023, @ 9 a.m. at the Center for Dialog and Resolution (location: 717 Tacoma Avenue S. Tacoma, WA 98402)

The next regular Board Meeting will occur on the second Wednesday, May 17, 2023, at 5:30 p.m. at the Moore Library (location: 215 S 56<sup>th</sup> Street, Tacoma, WA 98408)

*Sara Irish*  
Sara Irish (May 23, 2023 16:15 PDT)

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Sara Irish  
President  
Tacoma Public Library Board

*kate larsen*  
kate larsen (May 23, 2023 16:11 PDT)

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