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**BOARD OF TRUSTEES:**

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

**MINUTES**  
**August 21, 2019**

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**CALL TO ORDER**

The regular meeting was held at the Swasey Branch located at 7001 6<sup>th</sup> Ave. President Wayne Williams called the meeting to order at 5:30 p.m.

**ATTENDANCE**

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

**Library Staff:** Library Director Kate Larsen; Assistant Library Director Amita Lonial; IT Manager Zac Matthews; HR Manager Rodney Croston; Public Information Officer Mariesa Bus; Swasey and South Tacoma Branch Manager Cheryl Towne; Fern Hill and Mottet Branch Manager Susan Marihugh; Main Supervisor Shannon Rich; Library Associate Monique Piegdon; Acting Library Associate Andy Bartels; Acting Library Associate Angelo DeFazio; Librarian Michelle Massero; and Confidential Assistant Karen Meyer were present.

**Public:** Suzette McCleary; Andrea Burns; Zoe Bucher; Jennine Trachier; Don Lackey; and Hayes Alexander, III were present.

**PLEDGE OF ALLEGIANCE** – President Wayne Williams

**APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the July 17, 2019 Board Meeting and the Minutes of the August 7, 2019 Study Session.  
**The motion was moved, seconded, and passed.**

**CONSENT ITEMS**

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

1. Financial Reports for July 2019

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

**RESOLVED**, That the Board approves Consent Items #2 and #3, as presented.

2. HR Report for July 2019
3. Circulation Summaries for July 2019

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

**PAYMENT OF BILLS**

**RESOLUTION 19044: 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 19045: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the July 2019 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 August were recognized.

**MISSION MOMENTS** – Suzette McCleary (used Library resources to obtain a job)  
Andrea Burns and Zoe Bucher (Benevolent Blankets)

**PROGRAM MOMENT** – Block Party/Summer Reading Club

**NEW BUSINESS**

**RESOLUTION 19046: Request that the Board accepts the donation of \$100 from Madonna B. Hanna.**

**RESOLVED**, That the Board accepts the donation of \$100 from Madonna B. Hanna.

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

**DISCUSSION**

**From Urban Libraries Council “Leadership Brief: Leadership Roles for Library Trustees”**

- Library Trustee as Connector

## **DIRECTOR'S REPORT**

### **Tacoma Reads**

Circulation activity is growing substantially; the author event is "sold out." People are highly encouraged to sign up for the waitlist, which is done simply by calling the Rialto, and also to line up the day of the event. Programs designed to continue the conversation are still being added. Thanks to the support of the Puyallup Tribe, TPL is a sponsor of the Native American short film series at Tacoma Film Festival, programmed by film director Tracy Rector. The sponsorship includes library ads that will run before 20 film screenings (or more).

### **Feasibility Study RFP Advisory Team**

The team is comprised community members and City of Tacoma staff who have an interest in or who have experience in community organizing. They are working collaboratively, and making excellent progress. Kate expects the RFP draft will be turned into the City's Purchasing department by the end of September or before.

### **New Partnerships**

Starting September 10, every second Tuesday of every month, Pierce County Aids Foundation joins the Resource Days effort; they will provide free, confidential HIV testing at the Main branch.

### **New Continuous Improvement Process**

Following on the heels of the successful CI process in Technical Services last year, the Library is working with the City of Tacoma's CI staff on two new projects involving materials delivery across the system and the process by which returned materials make it back onto the shelves.

### **New Senior Leadership Staff**

Kate introduced Rodney Croston, Library HR Manager. Rodney brings a combination of a strong HR background, having worked in an HR capacity with the City of Tacoma and TPU for the last 17 years, and a progressive, but data-driven approach, and a demonstrated commitment to equity and diversity.

### **New Microlibrary Staff**

Jamie Gilmore, TPL Page since 2015 has been promoted into the new position of Outreach Librarian. The Outreach Librarian is responsible for providing services and programs to the two Microlibraries.

### **Eastside Microlibrary update**

Staff have been busy working out the many technological "kinks" during this soft launch of the kiosk service. An analog book drop will also be installed at the front of the Eastside Community Center building to provide a way to return materials that are not in the kiosk inventory.

The artist selected to design the wrap has experienced a recent family tragedy. Staff are working with them to try to meet the official launch deadline, which is on Saturday, September 28 from 11-1.

### **Strategic Plan Launch**

Following the introduction of Harvey M. Associates to the Trustees at a recent study session, and a whirlwind half-day of in-person meetings with key Library personnel and two Trustees, the planning process has officially launched. Some next steps are; gathering all requested data, and setting aside dates for community and staff engagement. The goal is still to be concluding or near concluding in March 2020.

**Director Performance Review**

At September’s meeting, we will discuss this year’s performance review process for the Library Director. Like last year, the goal is to complete the process by the December 18 board meeting (or sooner).

**Upcoming Meetings and Dates Of Interest**

5:30 p.m. Wednesday, September 18, Library Board of Trustees meeting, Moore branch, 215 S. 56th

6:30 p.m. Friday, September 20, Tacoma Reads: A Conversation with Tommy Orange hosted by Mayor Woodards, Rialto Theater. Seats have been reserved for all Trustees.

11 a.m. Saturday, September 28, Eastside Microlibrary launch celebration, Eastside Community Center, 1721 E 56th St

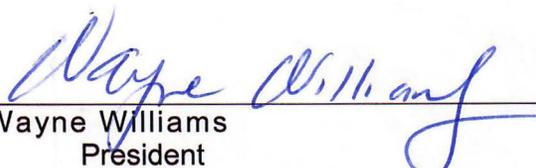
**TRUSTEES’ REPORT**

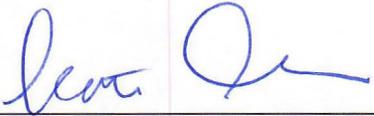
Vice President Irish said the Strategic Planning Consultants asked what the Board wants to see in their community and in the library. The consultants have experience with diverse communities including non-English speaking communities.

President Williams said the Consultants will be talking with each Trustee to get their direct input.

**ADJOURNMENT**

The meeting adjourned at 6:39 p.m. The next Board Meeting will be held September 18, 2019 at 5:30 pm at Moore.

  
Wayne Williams  
President  
Tacoma Public Library Board

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