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BOARD OF TRUSTEES:

John R. (Jack) Connelly, Jr., President  
Wayne Williams, Vice President  
Sara Irish, Trustee  
Donna LaFrance, Trustee  
John Hines, Trustee

MINUTES  
April 18, 2018

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**CALL TO ORDER**

The regular meeting was held at the Main Library (Board Room) located at 1102 Tacoma Avenue S., Tacoma. Vice President Wayne Williams called the meeting to order at 5:30 p.m.

**ATTENDANCE**

**Library Board:** Vice President Wayne Williams; Sara Irish; Donna LaFrance; and John Hines were present. President Jack Connelly was absent.

**Library Staff:** Library Director Kate Larsen; Business Manager Sue Calhoun; Main Manager Beverly Choltco-Devlin; Main Supervisor Shannon Rich; Kobetich Branch Manager Lisa Bitney; Fern Hill and Mottet Branch Manager Susan Marihugh; Library Associate JoLyn Reisdorf; IT Manager Christine Bassett; HR Manager Kathleen Earl; Maintenance Worker Andrew Meyer; Maintenance Worker Roy Probst; Acting Library Assistant Regyna Frazier; and Confidential Assistant Karen Meyer were present.

**Public:** Interpreter Dawn Piegdon; Hayes Alexander, III and Don Lackey were present.

**PLEDGE OF ALLEGIANCE** – Vice President Williams

**APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the March 21, 2018 Regular Board Meeting.

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

**CONSENT ITEMS**

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

1. Financial Reports for March 2018

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

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

2. HR Reports for March 2018
3. Circulation Summaries for March 2018

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

**PAYMENT OF BILLS**

**RESOLUTION 18023: 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 18024: Ratify Recurring Monthly Expenditures – Approval**

*RESOLVED*, That the Board approves and ratifies the March 2018 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 April were recognized.

**PRESENTATION**

Mission Moment: – Kristi Fennell with Interpreter Dawn Piegdon– Tacoma Winterfest at Star Center

**NEW BUSINESS**

**RESOLUTION 18025: Authorization to Declare Items for Surplus – Approval**

*RESOLVED*, That the Board declares as surplus to the needs of the Tacoma Public Library, as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 18026: Authorization to Consign Items for Sale or Recycling - Approval**

*RESOLVED*, That the Board authorizes the Library Director, or her designee, to consign the presented items to be auctioned or recycled at the earliest possible date.

The motion was moved, seconded, and passed.

**RESOLUTION 18027: Request that the Board approves hiring NPM Construction to complete the first phase of the South Tacoma Remodel at a cost of \$29,360.37 including state sales tax.**

*RESOLVED*, That the Board approves hiring NPM Construction at a cost of \$29,360.37 including state sales tax to complete the first phase of the South Tacoma Remodel.

The motion was moved, seconded, and passed.

**RESOLUTION 18028: Request that the Board approves the one day closure of Mottet and South Tacoma branches for the annual Summer Reading Club Zoo Party on Saturday, August 18, 2018.**

**RESOLVED**, That the Board approves the one day closure of Mottet and South Tacoma branches for the Zoo Party on August 18, 2018. The staff at Mottet and South Tacoma will be re-assigned to provide coverage at the Mayor's Award Celebration for the Summer Reading Club at the Point Defiance Zoo and Aquarium and to other branches as needed.

The motion was moved, seconded, and passed.

**RESOLUTION 18029: Request that the Board accepts the 2018 Annual Budget of \$14,056,075. (\$399,644 from Trust Funds and \$13,656,431 from General Fund.)**

**RESOLVED**, That the Board accepts the 2018 Annual Budget of \$14,056,075.

The motion was moved, seconded, and passed.

**DIRECTOR'S REPORT**

Kate reported on the success of the T-Town event, and announced the CRO position has been posted.

Kate reported that the library had no lasting service interruption after the most recent power outage; the new uninterruptible power system will be installed next week.

Kate provided the board with an update on the Friends of the Library; their regular meeting is this coming Saturday, April 21.

Kate provided the board with an update on the 4 capital budget asks she will be submitting to the City.

Kate provided the board with an historical analysis of circulation statistics.

**TRUSTEES' REPORT**

Vice President Williams participated in the Washington State Library presentation regarding engaging communities – *Libraries Transforming Communities*.

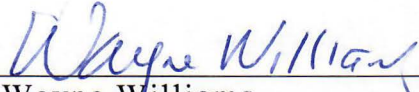
Trustee Hines heard a colleague talking about how expensive Lynda.com is. He brought his colleague to the Library to get a card, which gives her access to Lynda for free.

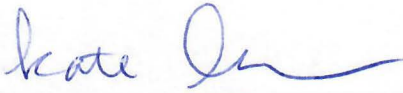
Trustee Hines was also pleased that he could get Washington State History Museum passes for free with his Library card. He and his son enjoyed the Toytopia exhibit.

**EXECUTIVE SESSION to discuss Library Director's review began at 6:45 and ended at 8:11 p.m.**

**ADJOURNMENT**

The meeting adjourned at 8:12 p.m. The next regular Board Meeting will be held May 16, 2018 at 5:30 p.m. at Swasey.

  
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Wayne Williams  
Vice President  
Tacoma Public Library Board

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