

---

BOARD OF TRUSTEES:

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

MINUTES  
February 21, 2018

---

**CALL TO ORDER**

The regular meeting was held at the Main Library (Olympic Room) located at 1102 Tacoma Avenue S., Tacoma. President Jack Connelly called the meeting to order at 5:35 p.m.

**ATTENDANCE**

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

**Library Staff:** Library Director Kate Larsen; Business Manager Sue Calhoun; Fern Hill and Mottet Branch Manager Susan Marihugh; Main Manager Beverly Choltco-Devlin; Main Supervisor Shannon Rich; Library Associate JoLyn Reisdorf; Collection Development Manager Kelda Vath; Reference Librarian Rhonda Kristoff; Kobetich Branch Manager Lisa Bitney; IT Manager Christine Bassett; and Confidential Assistant Karen Meyer were present.

**City Staff:** International Program Development Specialist, Community and Economic Development Department Debbie Bingham and HR Training and Development Manager Cathy Journey were present.

**Labor Management:** Union Representative Teamsters Local 117 Julie Yust was present.

**Public:** Hayes Alexander, III, and Don Lackey were present.

**PLEDGE OF ALLEGIANCE** – Trustee John Hines

**APPROVAL OF MINUTES**

***RESOLVED***, That the Board approves the Minutes of the January 17 Regular Board Meeting and the Minutes of the January 30, Special 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 January 2018

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

## PAYMENT OF BILLS

### **RESOLUTION 18004: 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 18005: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the January 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)

## PRESENTATIONS

Mission Moment – Reference Librarian Rhonda Kristoff – Microsoft Office Specialist and Microsoft Imagine

Update on building project on parking lot site – COT International Program Development Specialist, Community and Economic Development Department Debbie Bingham

Continuous Improvement Project Report – Collection Development Manager Kelda Vath

## NEW BUSINESS

**RESOLUTION 18006: Request that the Board authorizes the Library Director to approve all classification specifications.**

*RESOLVED*, That the Board authorizes the Library Director to approve all classification specifications.

**Motion was moved, seconded, and passed.**

**RESOLUTION 18007: Request that the Board contract with MENG Analysis to provide a Facility Condition Assessment for all eight Tacoma Public Library locations at a cost not to exceed \$39,150.**

*RESOLVED*, That the Board contracts with MENG Analysis to provide a Facility Condition Assessment for all eight locations at a cost not to exceed \$39,150.

**Motion was moved, seconded, and passed.**

**RESOLUTION 18010: Authorization to Declare Items for Surplus – Approval**

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

**Motion was moved, seconded, and passed.**

**RESOLUTION 18011: 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.

**Motion was moved, seconded, and passed.**

**RESOLUTION 18012: Special Board Meeting – Approval**

*RESOLVED*, That the Board and Library Director will meet Wednesday, March 14, 2018 in the Board Room at Main from 5:30 – 7:30 pm to discuss *Libraries Transforming Communities*.

**Motion was moved, seconded, and passed.**

**RESOLUTION 18013: Request that the Board discontinues the procedure of producing audio recordings of Board meetings which began in 2000 per Resolution 00068.**

*RESOLVED*, That the Board no longer requires Board meetings to be recorded on audio devices.

**Motion was moved, seconded, and failed.**

**RESOLUTION 18014: Request that the Board approves the building insurance policy and premium payment of \$53,856 to Hanover Company for coverage from March 1, 2018 – February 28, 2019.**

*RESOLVED*, That the Board approves the building insurance policy and premium payment of \$53,856 to Hanover Company for coverage from March 1, 2018 – February 28, 2019.

**Motion was moved, seconded, and passed.**

**RESOLUTION 18015: Request that the Board contracts with HULTZ BHU Engineers, Inc. to provide plans and specifications for permitting and competitive bidding for modernization of the Dover passenger elevator serving the Main Library at a proposed fee of \$26,237.**

*RESOLVED*, That the Board approves the contract with HULTZ BHU Engineers, Inc. for plans and specifications to modernize the Dover passenger elevator at Main at a proposed fee of \$26,237.

**Motion was moved, seconded, and passed.**

**RESOLUTION 18008: Request that the Board accepts the donation of \$250 from Jonathan Kell and Christel Bitz for Wheelock.**

*RESOLVED*, That the Board accepts the \$250 donation from Jonathan Kell and Christel Bitz for Wheelock.

**Motion was moved, seconded, and passed.**

**RESOLUTION 18009: Request that the Board accepts the donation of \$742 from Tacoma-Pierce Genealogical Society for the purchase of an annual subscription to FindMyPast database.**

*RESOLVED*, That the Board accepts the donation of \$742 from Tacoma-Pierce Genealogical Society for the purchase of an annual subscription to FindMyPast database.

**Motion was moved, seconded, and passed.**

## **DIRECTOR'S REPORT**

- Kate shared with the Board that the Main branch had, in recent weeks, received several bedbug-infested materials from 3 patrons. Main staff acted rapidly to contain our exposure, but upon further investigation some infested material was found on the shelves. During this discussion, the Board agreed with Kate's recommendation that the branch be immediately closed to the public, from Thursday, February 22 – Saturday, February 24) in order to limit potential exposure and allow time for a pest control inspection.
- Kate summarized for the board the nature and general content of the meetings she attended since the last board meeting, including detailed highlights from the Washington

State Public Library Directors Winter meeting, and reminded them of her February 1 appearance on Tacoma TV.

- Kate had an information-gathering meeting with Tacoma Housing Authority (THA) staff around the National Book Foundation's Book Rich Environment (BRE) initiative. The Library will be partnering with the THA on at least 3 BRE events (to be announced at a later date) and possibly others that relate to the THA's robust education initiative.
- City of Tacoma IT is beginning its assessment of the Library's IT environment.
- Kate provided copies of and briefly reviewed the results from the City of Tacoma's recent community survey where related to the Library.
- Kate provided each Trustee with their own Libraries Transforming Communities booklet, which will be reviewed in detail at the special Board of Trustees meeting on March 14.

### TRUSTEES' REPORT

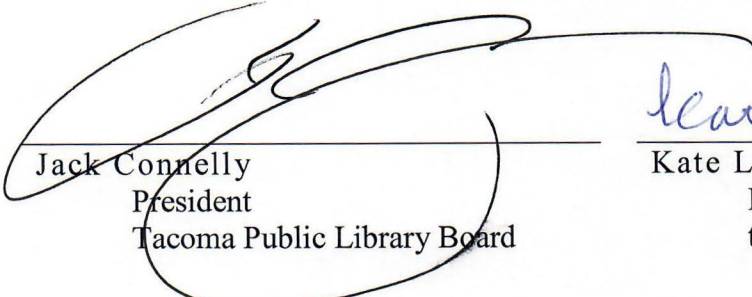
President Connelly said that 93 days is too long for a materials-processing backlog because processing time likely drives circulation and affects the total operation of the Library.

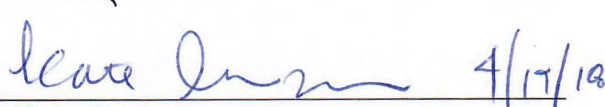
### EXECUTIVE SESSION (Cathy Journey) (8-8:35 pm)

To discuss Library Director's evaluation process

### ADJOURNMENT

The meeting adjourned at 8:35 p.m. The next regular Board Meeting will be held March 21, 2018 at 5:30 p.m. at Main (Board Room).

  
\_\_\_\_\_  
Jack Connelly  
President  
Tacoma Public Library Board

 4/17/18  
\_\_\_\_\_  
Kate Larsen  
Library Director and Secretary to  
the Tacoma Public Library Board