

Minutes

January 19, 2022

BOARD OF TRUSTEES: Sara Irish, President; Donna La France, Vice President; Antoinette Craig, Trustee; Joseph Colón, Trustee; Andrea Cobb, Trustee

ATTENDANCE

Board of Trustees: Sara Irish, President; Donna LaFrance, Vice President; Andrea Cobb, Trustee, and Joseph Colón, Trustee

Unexcused: Toni Craig, Trustee

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

Tacoma Public Library Staff: Gabby Fuentes, Melissa Fitzgerald, Niamh McDonald, Sam Benscoter, Rodney Croston, Zac Matthews, Jacob Durham, Lisa Bitney, Mariesa Bus and Latasha Ware

City of Tacoma Staff: Shelby Fritz, Human Resources Manager

Two members of the public attended the virtual January 19, 2022 Board Meeting.

CALL TO ORDER – 5:34pm

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE

Kate Larsen – We work to break down barriers of access. Our commitment to racial equity and social justice guides our work, allowing us to learn about and respond to Tacoma's diverse communities' needs and opportunities

INTRODUCTIONS – 5:37pm

Trustee Andrea Cobb introduced themselves to the Board and Public. Remaining Trustees and TPL Directors introduced themselves to Trustee Cobb.

CONSENT AGENDA – 5:42pm

RESOLUTION 22001

1. Minutes of the December 15, 2021 Board Meeting
2. Preliminary Financial Report for December 2021
3. HR Report for December 2021
4. Library Services Report for December 2021

Motion, Seconded, and Passed

PAYMENT OF BILLS

RESOLUTION 22002: 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.

Motion, Seconded, and Passed

RESOLUTION 22003: Ratify Recurring Monthly Expenditures – Approval

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

Motion, Seconded, and Passed

PUBLIC COMMENTS

No public comments were received for the January 19, 2022 Tacoma Public Library Board of Trustees meeting.

STAFF RECOGNITION

Tacoma Public January anniversaries

DISCUSSION ITEMS

1. Mottet Updates - Kate Larsen, Library Director; Amita Lonial, Assistant Library Director; Gabby Fuentes, Neighborhood Services Manager

Provided the Board of Trustees with updates regarding service changes at the Mottet library due to suspected criminal activity. Service hours remain the same for curbside pick-up only until further notice from TPL Director.

2. Tacoma Reads 2021 Report out - Mariesa Bus, Library Public Information Officer

Provided the Board of Trustees on a briefing of Tacoma Reads Events during year 2021.

NEW BUSINESS

RESOLUTION 22004: Request that the Board adopt the amended 2022 TPL holiday closures.

Motion, Seconded, and Passed

RESOLUTION 22005: Request that the Board adopt the proposed Fines and Charges Policy 10.13.

Motion, Seconded, and Passed

RESOLUTION 22006: Request that the Board authorize staff to enter into a 24-month service agreement with the Tacoma Tool Library.

Motion, Seconded, and Passed

RESOLUTION 22007: Request that the Board approve a sole-source waiver and award a contract to Innovative Interfaces, Inc for Sierra, TPL's integrated library software (ILS) for up to \$349,649 plus applicable taxes for a term of March 1, 2022, through February 28, 2027.

Motion, Seconded, and Passed

RESOLUTION 22008: Request that the Board accept a \$23,574.38 donation from the estate of Beverly Smith for use by the NW Room.

Motion, Seconded, and Passed

DIRECTOR'S REPORT – 6:34pm

Services Update

- December 2021 Snapshot
 - Small trend of downturn in users during December 2021
 - Digital Checkouts – continued growth throughout the pandemic
- December 2021 Spotlight
 - 10, 227 Covid Test kits distributed

Feasibility Study Update

- Community Engagement began in Fall 2021
 - Community Partner-hosted engagements (both virtual and in-person events)
 - Online survey
 - Interviews (community members and stakeholders)
 - Community Engagement extended into 2022
 - Library Visioning Workshops
 - Designed to complement the input efforts of 2021
 - In person events will feature food, and fun, interactives activities for all ages
 - Spanish language facilitation available
 - Saturday, January 22, 2022: Virtual Workshop
 - Saturday, January 29, 2022: In-person workshop at Tacoma Community House
 - Saturday, February 5, 2022: In-person workshop at Eastside Community Center
 - Thursday, February 10, 2022: Virtual workshop

Public Library Association Conference

- March 23rd - 25th, 2022
- In Portland, OR (Hybrid this year)
- Trustees invited to attend

Miscellaneous Updates

- 2023-2024 budget planning this year
- Main 2nd floor project: cost estimator results delayed due to COVID-19
- TPL employee shortage due to misc. exposures to COVID

Mark Your Calendars

- Vice-President LaFrance requested that a resolution be brought forth to reschedule the December 21, 2022, meeting to December 14, 2022
 - Board agreed to vote on this at the February 16, 2022 meeting

TRUSTEES REPORT – 6:50pm

NA

EXECUTIVE SESSION: 7:00pm – 7:30pm

Performance Evaluation of a Public Employee: Rodney Croston, Human Resources Manager and Shelby Fritz,
City of Tacoma Human Resources Director

ADJOURNMENT – 7:32pm

The next Board Meeting will be February 16, 2022 at 5:30 p.m.

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Sara Irish

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Sara Irish

President

Tacoma Public Library Board

DocuSigned by:

Kate Larsen

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Kate Larsen

Library Director and Secretary to the

Tacoma Public Library Board