
BOARD OF TRUSTEES:

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

MINUTES
March 21, 2018

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 5:32 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 Supervisor Shannon Rich; Library Associate JoLyn Reisdorf; IT Manager Christine Bassett; HR Manager Kathleen Earl; Library Assistant Patty Miller; Page Cindy Cody-Blank; Page Jim Peterson; Acting Library Assistant Regyna Frazier; and Confidential Assistant Karen Meyer were present.

City Staff: Deputy City Attorney Debra Casparian and Operations Manager Eric Huseby were present.

Public: Jennine Trachier and Don Lackey were present.

PLEDGE OF ALLEGIANCE – Trustee Sara Irish

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the February 21 Regular Board Meeting and the Minutes March 14 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 February 2018

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 18016: 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 18017: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the February 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 January, February, and March were recognized.

PRESENTATION

Signing Vouchers – Deputy City Attorney Debra Casparian

NEW BUSINESS

RESOLUTION 18018: In keeping with the Rules and Regulations of the Board of Trustees, specifically Section IV,

“...the Director shall be responsible for the operation of the library under the financial conditions set forth in the annual budget. The Director shall submit a monthly report to the Board indicating the financial situation of the libraries.”

and, in keeping with current, standard practice in municipal libraries across Washington state; the Board authorizes the Library Director to assess, approve, and sign all vouchers for payment of Library funds.

RESOLVED, That the Board authorizes the Library Director to assess, approve, and sign all vouchers for payment of Library funds.

The motion was moved, seconded, and passed.

MORE PRESENTATIONS

Parking around Tacoma Public Library – COT Operations Manager Eric Huseby

MORE NEW BUSINESS

RESOLUTION 18019: Request that the Board approves a one day closure of all Tacoma Public Library locations (9 a.m. – 6p.m.) for strategic planning activities on Thursday, June 7, 2018.

RESOLVED, That the Board approves a one day closure for all Tacoma Public Library locations on Thursday, June 7, 2018 for strategic planning activities.
The motion was moved, seconded, and passed.

RESOLUTION 18021: 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 18022: 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 18020: Request that the Board accepts the donation of \$25 from Doris Gadley in memory of Vivian Hanson to be used toward the purchase of books for Fern Hill.

RESOLVED, That the Board accepts the donation of \$25 from Doris Gadley in memory of Vivian Hanson to be used toward the purchase of books for Fern Hill.
The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

- Kate summarized for the board the nature and general content of the meetings she attended since the last board meeting, which included three all-day meetings: the Library's all-staff day, a City Council & directors retreat, and a City directors retreat.
- Kate alerted the Trustees to two library-related items that appeared on March's Joint Municipal Action Committee's agenda.
- Kate and Georgia Lomax, director of the Pierce County Library System, are coordinating a joint presentation to City Club at their April 18 luncheon; Trustees are invited to purchase a ticket to attend.
- Kate invited the Trustees to T-Town, which is happening March 24th at the Tacoma Dome.
- Kate provided an update to the City IT/Library IT assessment project.
- Kate provided the Trustees with clarifying questions around the director's performance appraisal, in addition to examples of two different formats for the appraisal. She also provided director salary data for City directors, neighboring library directors, and a history of the previous director's salary. She also provided data on a known salary compression issue at the Library.

TRUSTEES' REPORT

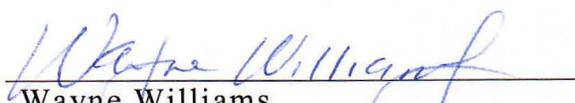
Trustee Irish thanked the Moore staff for their helpfulness at a recent program at Moore. She also suggested that the Trustees advocate to change the parking regulations around the Main library.

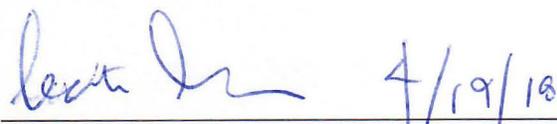
Trustee Hines mentioned a March 19, 2018 article in the Seattle Times about the Seattle Public Library checking out WiFi Hotspots to residents in tent cities. He also mentioned that advocating for library parking was one way the Trustees could have a positive impact on library services.

Trustee Williams wanted to acknowledge Kate for the great job she's been doing. He also mentioned the importance of being proactive in shaping important conversations such as the one about parking at the Main branch.

ADJOURNMENT

The meeting adjourned at 7:45 p.m. The next regular Board Meeting will be held April 18, 2018 at 5:30 p.m. at Main (Board Room).


Wayne Williams
Vice President
Tacoma Public Library Board


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