
BOARD OF TRUSTEES:

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

MINUTES
October 17, 2018

CALL TO ORDER

The regular meeting was held at the Main Library located at 1102 Tacoma Ave. S. Tacoma (Board Room – 3rd floor) President Wayne Williams called the meeting to order at 5:33 p.m.

ATTENDANCE

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

Library Staff: Library Director Kate Larsen; Business Manager Sue Calhoun; HR Manager Kathleen Earl; Main Branch Manager Beverly Choltco-Devlin; Main Supervisor Shannon Rich; Fern Hill and Mottet Branch Manager Susan Marihugh; Wheelock Branch Manager Maria Shackles; Kobetich Branch Manager Lisa Bitney; Teen Librarian Sara Holloway; Library Assistant Shellia Bartyzel; Page Precious Crawford; and Confidential Assistant Karen Meyer were present.

City of Tacoma: Assistant City Manager Tadd Wille and Management Analyst II Hayley Falk were present.

Public: Jennine Trachier, 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 September 19, 2018 Regular Board Meeting.

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

CONSENT ITEMS

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

1. Financial Reports for September 2018

The motion was moved, seconded, and passed.

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

2. HR Report for September 2018
3. Circulation Summaries for September 2018

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 18065: 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 18066: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the July and August 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

STAFF RECOGNITION Employees with an anniversary date in October were recognized.

PRESENTATIONS

Mission Moment: Atomicon – Teen Librarian Sara Holloway

Program Moment: “Books on Tap” – Wheelock Branch Manager Maria Shackles

Proposed Library Budget: Library Director Kate Larsen

NEW BUSINESS

RESOLUTION 18067: Request that the Board approves opening all branches at 11 a.m. on Thursday, November 1, 2018 to allow staff to participate in the Assistant Library Director candidate reception.

RESOLVED, That the Board approves opening all branches at 11 a.m. on Thursday, November 1, 2018 for the Assistant Library Director candidate reception.

The motion was moved, seconded, and passed.

RESOLUTION 18070: Request that the Board approves opening the Main branch at noon on Wednesday, November 7, 2018 for a Main branch staff meeting.

RESOLVED, That the Board approves opening Main at noon on Wednesday, November 7, 2018.

The motion was moved, seconded, and passed.

RESOLUTION 18052: Request that the Board approves the 2019 Holiday closures as presented.

RESOLVED, That the Board approves the 2019 Holiday closures as presented. The motion was moved, seconded, and passed.

RESOLUTION 18068: Request that the Board approves the venue and dates of the 2019 Board Meetings as presented.

RESOLVED, That the Board approves the 2019 Board Meeting schedule. The motion was moved, seconded, and passed.

RESOLUTION 18069: Request that the Board approves the following closures for all Tacoma Public Library locations (10 a.m. – 6 p.m.) for in-service days in 2019: March 1, June 7, September 27, and December 6.

RESOLVED, That the Board approves the following closures for all Tacoma Public Library locations for in-service days for 2019: March 1, June 7, September 27, and December 6.

The motion was moved, seconded, and passed.

RESOLUTION 18071: Request that the Board rescinds Policy #20.01 “Fee Schedule – Main Parking Lot” as the parking lot no longer exists.

RESOLVED, That the Board rescinds Policy #20.01 “Fee Schedule – Main Parking Lot”.

The motion was moved, seconded, and passed.

RESOLUTION 18072: Request that the Board rescind Policy #10.16 “Call Back Procedure and Use of Public Vehicle”; Policy #10.17.3 “Patron Re-Registration Procedure”; Policy #10.17.4 “Patron Name Change Procedures”; Policy #10.17.5 “Procedures For Renewal Of ‘Fee’ Cards”; Policy #10.17.6 “Patron Registration – Residence Addresses; and Policy #40.22 “Military Leave Procedures” as they are procedures, not policies.

RESOLVED, That the Board rescinds Policy #10.16, 10.17.3, 10.17.4, 10.17.5, 10.17.6, and 40.22.

The motion was moved, seconded, and passed.

RESOLUTION 18073: 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 18074: 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 18075: Request that the Board approves the revision of Policy #42.0 Classification Plan. Revision changing the title of position #90540 from Community Relations Officer to Public Information Officer following labor review.

RESOLVED, That the Board approves the revision to Policy #42.0 Classification Plan changing the title of #90540 Community Relations Officer to Public Information Officer.

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

DIRECTOR'S REPORT

Libraries Transform Tacoma – 3 of the 15 meetings remain. Meeting locations are Tacoma Community House (for TCH students only), Tacoma Community College, and the Wheelock branch.

Circulation numbers are continuing to trend up overall even though South Tacoma was closed during the month of September. Electronic material checkouts continue to see significant growth.

Materials processing time continues to hold steady at around ~7 business days.

Patrons now have a 3-day grace period after the due date to return items and avoid being charged. This is to compensate for the days the library is closed. If an item is returned within 3 days of the due date, no fees will be charged. However, if items are not returned by the 4th day, accounts are charged for all 4 days the item is overdue.

The Library has also improved access to public computing resources by changing the time expiration notices and greatly increasing the time allotted to guest pass users.

Three library staff attended the Harwood Institute's Public Innovators Lab for Libraries from October 9-11 in Salt Lake City. Their travel and participation was funded by a grant from the Washington State Library. The attendees will report on their experience at December's board meeting.

The South Tacoma refresh is on schedule. Shelving has been re-installed on new carpet, the large teen area is framed, fun new learning features will be installed soon in the children's area; most furniture in the public areas is being replaced. The tentative re-opening party is scheduled for Saturday, December 1.

The City has reported that construction on the Hailey building continues to be delayed. They are hoping for project completion in the first quarter of 2020.

Assistant Library Director interviews have been scheduled.

The United for Libraries Institute for Trustees, Friends and Foundations is on January 26, as part of the ALA's midwinter meeting in Seattle.

This summer, students from the South End neighborhood of Tacoma participated in the conception, design, and painting of a triptych mural depicting the life of local Native American Indian Henry and the trading trails that run through the South End of Tacoma. This project was sponsored by a grant from the South End Neighborhood Council in conjunction with Centro Latino of Tacoma and the Library.

Library Director Annual Review: Trustees should receive the 360 report before or by the November board meeting. Trustees will also receive a link to the standard evaluation form in November. Both the self-evaluation and the Trustee evaluations should be

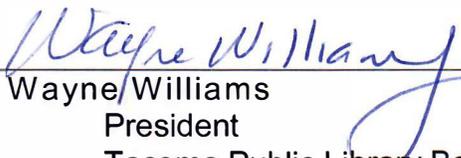
completed by December 7. The combined evaluations will be sent to the Board and the director on December 14, with the performance review in executive session at the December 19 Board of Trustee meeting.

TRUSTEES' REPORT

President Williams stated that he and Director Larsen will be attending a Hilltop Committee meeting on Thursday, October 25.

ADJOURNMENT

The meeting adjourned at 7:35 p.m. The next regular Board Meeting will be held November 14 at Main (Olympic Room).



Wayne Williams
President
Tacoma Public Library Board



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