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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  
July 18, 2018

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**CALL TO ORDER**

The regular meeting was held at the Moore Library located at 215 S. 56<sup>th</sup> St., Tacoma. Vice President Wayne Williams called the meeting to order at 5:37 p.m.

**ATTENDANCE**

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

**Library Staff:** Library Director Kate Larsen; Business Manager Sue Calhoun; HR Manager Kathleen Earl; IT Manager Christine Bassett; Main Supervisor Shannon Rich; Fern Hill and Mottet Branch Manager Susan Marihugh; Kobetich Branch Manager Lisa Bitney; Moore Manager Melissa Fitzgerald; Library Associate Tracy Cornelius; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** Assistant City Manager Tadd Wille; Training and Development Manager Cathy Journey and Compensation and Sr. Benefits Manager Kari Louie.

**Public:** Don Lackey; Hayes Alexander, III; Jacob Torgerson and Jennine Trachier were present.

**SUSPENSION OF RULES TO ADOPT REVISED AGENDA**

***RESOLVED***, That the Board does hereby suspend the rules in order to adopt the Revised Agenda for the Regular Board Meeting July 18, 2018.

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

**ADOPTION OF THE REVISED AGENDA**

***RESOLVED***, That the Board does hereby adopt the Revised Agenda for the Regular Board Meeting July 18, 2018.

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

**PLEDGE OF ALLEGIANCE** – President Jack Connelly presided over the rest of the meeting.

(Break for Trustee photos until 5:50 p.m.)

## **APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the June 20, 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 June 2018

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

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

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

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

## **PAYMENT OF BILLS**

### **RESOLUTION 18041: 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 18042: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the May 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** Hayes Alexander, III

**STAFF RECOGNITION** Employees with an anniversary date in July and August were recognized.

## **PRESENTATION**

Mission and Program Moments: IT Manager Christine Bassett (NWR/Mayflower/DAR)

## OLD BUSINESS

**RESOLUTION 18040: Request that the Board accepts the revision to Policy 10-18 Meeting Room Policy as presented.**

**RESOLVED**, That the Board does accept Policy 10-18 (Meeting Room Policy) as presented.

The motion was moved, seconded, and passed.

## NEW BUSINESS

**RESOLUTION 18043: Request that the Board cancels the regular August Board meeting (August 15, 2018) and encourages Trustees to attend the Mayor's Summer Reading Club Celebration at Point Defiance Zoo on Saturday, August 18, 2018.**

**RESOLVED**, That the Board cancels the August Board meeting (August 15, 2018).

The motion was moved, seconded, and passed.

**RESOLUTION 18044: Request that the Board approves the closure of South Tacoma Branch from Tuesday, September 4 – Friday, November 30, 2018 to complete the renovation process. (If the process is finished prior to November 30, the branch will re-open sooner.)**

**RESOLVED**, That the Board approves the closure of South Tacoma Branch from September 4 – November 30, 2018.

The motion was moved, seconded, and passed.

**RESOLUTION 18045: Request that the Board approves changing the venue for the September 19, 2018 Board Meeting from South Tacoma (which will be closed for renovation if Resolution 18044 is passed) to Fern Hill.**

**RESOLVED**, That the Board approves the September 19, 2018 venue change to Fern Hill.

The motion was moved, seconded, and passed.

**RESOLUTION 18046: 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 18047: 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 18048: Request that the Board approves hiring Workpointe to install walls at Wheelock Branch to enclose the new materials sorter. This will cost \$22,420.69 including tax and is part of the RFID Project.**

**RESOLVED**, That the Board approves hiring Workpointe to install walls at Wheelock to enclose the new materials sorter at a cost of \$22,420.69 including tax.

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

**RESOLUTION 18049: Request that the Board approves hiring Clements General Construction, Inc. to complete Phase II of the interior remodel of South Tacoma Branch at an estimated cost of \$54,231.96 including state sales tax.**

**RESOLVED**, That the Board approves hiring Clements General Construction, Inc. to complete Phase II of the interior remodel of South Tacoma Branch at an estimated cost of \$54,231.96 including state sales tax.

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

## **DIRECTOR'S REPORT**

Kate reiterated that circulation is trending positive, and that materials processing time continues to improve. She thanked all of the staff involved for their hard work.

Kate and Business Manager Sue Calhoun will meet with the City Manager next week to review the Library's budget enhancement and capital projects requests for the 2019-2020 biennium.

The Libraries Transform Tacoma meeting at Associated Ministries was very well attended (standing room only) and the participants were engaged. There are currently nine more meetings scheduled throughout the summer and into the fall.

Kate had a productive meeting with Police Chief Ramsdell on a variety of topics related to Library issues and needs. The Chief confirmed the department would be able to send an officer to report at (roughly) every-other Board meeting.

Kate reported on the American Library Annual conference. She reminded the Board that the ALA's midwinter meeting, which is not a full conference, is in Seattle in January and will offer sessions geared specifically for Trustees and Friends groups.

Kate has offered a professional development opportunity for up to three staff to attend the upcoming Harwood Institute's Public Innovators Lab for Libraries. The Harwood Institute helped develop the Libraries Transforming Communities model, and this lab will allow more staff to receive extensive training on it.

## **TRUSTEES' REPORT (None)**

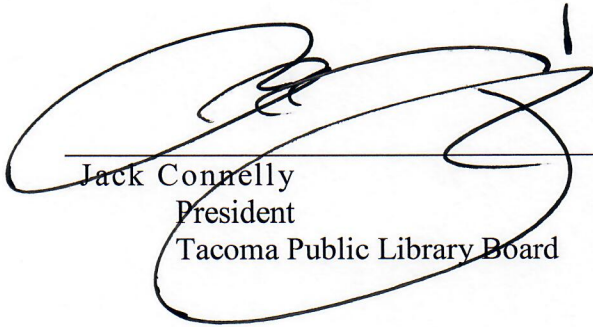
## **EXECUTIVE SESSION**

**To discuss Library Director's review began at 6:22 and ended at 8:10 p.m.**

**The Board meeting re-convened at 8:10 p.m. The Board praised the Director for meeting or exceeding competencies and, following the Library's Personnel Policy, voted to award a salary increase.**

**ADJOURNMENT**

The meeting adjourned at 8:17 p.m. The next regular Board Meeting will be held September 19 at Fern Hill.



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Jack Connelly  
President  
Tacoma Public Library Board



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