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BOARD OF TRUSTEES:

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

MINUTES  
December 19, 2018

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**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; Vice President Sara Irish; Jack Connelly; Donna LaFrance; and John Hines were present.

**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; Moore Branch Manager Melissa Fitzgerald; Wheelock Branch Manager Maria Shackles; Training Supervisor Julie Cicarelli; Library Associate Adam Sripranaratanakul; Library Associate Jed Slaughter; Library Associate Laura Hutchins; Page Kate Lewis; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** Assistant City Manager Tadd Wille; Sr. HR Program Manager Cathy Journey; and Sr. Comp. and Benefits Manager Kari Louie were present.

**Public:** Hayes Alexander, III; Don Lackey; Jenine Trachier; and Glenn Hurlburt 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 December 19, 2018

The 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 December 19, 2018

The motion was moved, seconded, and passed.

**PLEDGE OF ALLEGIANCE** – President Wayne Williams

## APPROVAL OF MINUTES

**RESOLVED**, That the Board approves the Minutes of the November 14, 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 November 2018

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

## PAYMENT OF BILLS

### **RESOLUTION 18081: 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 18082: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the November 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** Glenn Hurlburt

**STAFF RECOGNITION** Employees with an anniversary date in December were recognized.

## PRESENTATIONS

Mission Moment: Acting Library Associate Adam Sripranaratanakul

Program Moment: Wheelock Branch Manager Maria Shackles

## NEW BUSINESS

**RESOLUTION 18083: Request that the Board approves the 2019 Holiday closures as corrected.**

**Resolved,** That the Board approves the 2019 Holiday closures as corrected. (This is a correction to Resolution 18052 which was passed on October 17, 2018.)

The motion was moved, seconded, and passed.

**RESOLUTION 18089: Request that the Board approves the venue and dates of the 2019 Study Sessions for the Library Board of Trustees as presented.**

**Resolved,** That the Board approves the 2019 Study Sessions schedule as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 18084: Request that the Board adopt the Open Purchase Order List for 2019 as presented.**

**Resolved,** That the Board approves the Open Purchase Order List for 2019 as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 18085: Request approval of the Preferred Vendors for Library Materials for more than \$50,000 per vendor per year for fiscal year 2019 as presented.**

**Resolved,** That the Board approves the Preferred Vendors for Library Materials for more than \$50,000 as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 18086: Request that the Board accepts the 2019/2020 Biennial Budget in the amount of \$ 29,506,333.81 including the Biennial Trust Fund Budget as presented.**

**Resolved,** That the Board accepts the 2019/20 Biennial Budget in the amount of \$ 29,506,333.81 as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 18087: Request that the Board accepts the 2019/20 Capital Improvement Funds in the amount of \$1,786,000 as presented.**

**Resolved,** That the Board accepts the 2019/20 Capital Improvement Funds in the amount of \$ 1,786,000 as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 18088: Request that the Board accepts the 2019 Annual Budget in the amount of \$ 14,753,166.91 including the Annual Trust Fund Budget as presented.**

**Resolved,** That the Board accepts the 2019 Annual Budget in the amount of \$ 14,753,166.91 as presented.

The motion was moved, seconded, and passed.

**RESOLUTION 18093: Request that the Board approves a 3% cost of living increase for non-represented employees for 2019 beginning January 1<sup>st</sup>.**

**RESOLVED,** that the Board approves a 3% cost of living increase for non-represented employees for 2019 beginning January 1<sup>st</sup>.

The motion was moved, seconded, and passed.

**RESOLUTION 18094: Request that the Board approves the following market adjustment salary increases for non-represented positions:**

**Confidential Assistant: 4%**

**Business Manager: 6%**

**RESOLVED,** that the Board approves the market adjustment salary increases for the non-represented classifications Confidential Assistant and Business Manager beginning January 1<sup>st</sup>.

The motion was moved, seconded, and passed.

**RESOLUTION 18091: Request that the Board approves an extension of the contract with Blue Sky Landscaping Services, Inc. for landscaping care and grounds maintenance at all Tacoma Public Library locations for January 1, 2019 – December 31, 2019 for the amount of \$33,690.61 including tax. (This is the fifth year of five possible extensions.)**

**Resolved,** That the Board accepts the contract extension with Blue Sky Landscaping Services, Inc. for January 1, 2019 – December 31, 2019 for the amount of \$33,690.61 including tax.

The motion was moved, seconded, and passed.

**RESOLUTION 18092: Request that the Board approves a two year extension of the contract (November 1, 2018 – October 31, 2020) with American Custodial, Inc. for building maintenance in the seven branch library locations at a cost of \$11,263.60 per month plus \$284.97 for each Sunday we are open.**

**Resolved,** That the Board accepts the two year contract extension with American Custodial, Inc. for November 1, 2018 – October 31, 2020 at a cost of \$11,263.60 per month plus \$284.97 for each Sunday we are open.

The motion was moved, seconded, and passed.

**RESOLUTION 18095: Request that the Board approves the purchase of 2 dispensers (self-service kiosks), software subscriptions, packaging, shipping, onsite installation and training from mk Solutions, Inc. for a cost of \$401,644.80 including sales tax.**

**Resolved,** That the Board approves the purchase of the above listed self-service kiosk items from mk Solutions, Inc. for a cost of \$401,644.80 including sales tax. The motion was moved, seconded, and passed.

**RESOLUTION 18096: Approval – Collective Bargaining Agreement between Tacoma Public Library and The Washington State Council Of County And City Employees (AFSCME—Local 120) for the period January 1, 2019 through December 31, 2019. (This is a one year extension of the current contract including a 2.75% pay increase for the employees in this union and has been ratified by its members.)**

**Resolved:** That the Board of Trustees of the Tacoma Public Library does hereby approve the one year extension of the contract between the Library and AFSCME Local 120 for the period January 1, 2019 through December 31, 2019. The motion was moved, seconded, and passed.

**RESOLUTION 18090: Expressing support for a whole child approach to education and recognizing the role of parents, educators, and community members in providing a whole child approach to education for each student.**

**Whereas,** the Tacoma School Board of Directors has proclaimed January 2019 as Tacoma Whole Child Month;

**Whereas,** each student deserves to be challenged academically, exposed to a comprehensive education that promotes critical thinking and creativity, and prepared for higher education, meaningful employment in our global economy, and lifelong success;

**Whereas,** each student deserves to be supported by qualified, caring adults and receive access to personalized learning;

**Whereas,** each student deserves to learn about and practice a healthy lifestyle;

**Whereas,** each student deserves to learn in an environment that is physically and emotionally safe;

**Whereas,** each student deserves to be actively engaged in learning and connected to the school and broader community;

**Whereas,** many Tacoma community partners have come together to create a network of social emotional support for students outside the school day;

**Whereas,** the average graduation rate for Tacoma Public Schools students has increased steadily since 2010;

**Whereas,** according to the Centers for Disease Control and Prevention, most United States youth do not get the recommended amount of daily physical activity, and students who lack the food and resources for healthy living are less likely to be attentive in school and have higher absenteeism, which can lead to lower academic performance;

**Whereas, students who feel unsafe in school are more prone to truancy and disruptive behaviors, have lower grades, and may drop out of school entirely, and**

**Now**, therefore, be it resolved by the Board of Trustees of Tacoma Public Library that the Board supports a whole child approach to education; recognizes the benefit of ensuring students are challenged, supported, healthy, safe, and engaged; encourages parents, educators, and community members to support a whole child approach to education for each student; and encourages Tacoma Public Library to identify opportunities among local, state, and national agencies to coordinate the education, health, and social service sectors serving youth in Tacoma.

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

## **DIRECTOR'S REPORT**

Amita Lonial was selected for the Assistant Library Director position from a very competitive pool of candidates. She starts January 10, 2019.

The Library is making necessary preparations to staff the new Sunday hours at Wheelock, Moore, and Kobetich, which begin on January 6, 2019. The libraries will be open Sundays on non-holiday weekends during the Tacoma Public School year.

South Tacoma reopened November 27 following a 3-month closure for a refresh.

Kate reported that she served on the Pierce County Homeless Programs Unit's Application Evaluation Committee for Homeless Housing Funding.

The Library is exploring additional collaborations with MetroParks, including their upcoming 'OceanFest' in April 2019.

Kate told the board about the upcoming 'Love My Library' 2019 regional advocacy and fundraising campaign, being spearheaded by neighboring Library Foundations.

Kate shared a list of stakeholder meetings and provided an overview of significant projects for 2019.

In response to public feedback, the Library is working to create a separate Biography collection. Currently, biographies are interfiled with all non-fiction items.

The Collection Development department will explore adding a 'Lucky Day' – type collection this year, also in response to multiple requests from the public.

## TRUSTEES' REPORT

Trustee Connelly was glad that libraries will be open on Sundays.  
Trustee Hines said that it was a wonderful re-opening at South Tacoma Branch. His son got to help cut the ribbon and get his first library card.  
Vice President Irish said she heard a lot of positive comments from the public regarding South Tacoma's re-opening.  
Trustee LaFrance appreciated the Library staff's tenacity, confidence, empowerment and encouraged staff to keep dreaming and sharing with Director Larsen regarding Mission and Program Moments. All get to share with Staff and Trustees. Libraries are the center of what community is and what it can do.  
President Williams appreciated positive, unsolicited feedback and asked Trustees to submit names to him of people who might be good trustee replacements by Monday, January 7.

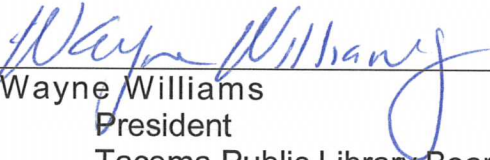
**BREAK** (7:03-7:10 p.m.)

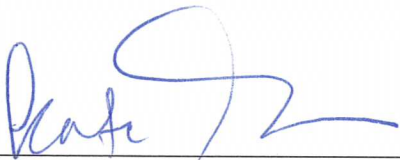
## EXECUTIVE SESSION

(Director's evaluation – 7:10-9:27 p.m.)

## ADJOURNMENT

The meeting adjourned at 9:28 p.m. The next regular Board Meeting will be held January 16 at South Tacoma.

  
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Wayne Williams  
President  
Tacoma Public Library Board

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

