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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  
January 16, 2019

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## CALL TO ORDER

The regular meeting was held at South Tacoma Library located at 3411 S. 56<sup>th</sup>. President Wayne Williams called the meeting to order at 5:34 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; Assistant Library Director Amita Lonial; Business Manager Sue Calhoun; HR Manager Kathleen Earl; Fern Hill and Mottet Branch Manager Susan Marihugh; Kobetich Branch Manager Lisa Bitney; South Tacoma and Swasey Branch Manager Cheryl Towne; Library Associate JoLyn Reisdorf; Custodian Jeremy Beavers; Page John King; and Confidential Assistant Karen Meyer were present.

**City of Tacoma:** Community Liaison Officer Mike Sbory

**Public:** Hayes Alexander, III; Don Lackey; Natalia Lialina; Justin Donie; Anna Tsou; and Jo Davies were present.

**PLEDGE OF ALLEGIANCE** – Trustee John Hines

## APPROVAL OF MINUTES

**RESOLVED**, That the Board approves the Minutes of the December 19, 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 December 2018

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

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

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

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

## PAYMENT OF BILLS

### **RESOLUTION 19000: 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 19001: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the December 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 were recognized.

## PRESENTATIONS

Mission Moment: Kobetich Branch Manager Lisa Bitney (Russian author/bilingual books – Natalia Lialina)

Sector 3 Report: Community Liaison Officer Mike Sbory

## NEW BUSINESS

**RESOLUTION 19002: Request that the Board approves the contract with Wayne’s Roofing to replace Fern Hill’s roof at a cost not to exceed \$196,234.63 including tax and Swasey’s roof at a cost not to exceed \$296,834.00 including tax.**

**Resolved**, That the Board approves contracting with Wayne’s Roofing to replace Fern Hill’s roof at a cost not to exceed \$196,234.63 including tax and Swasey’s roof at a cost not to exceed \$296,834.00 including tax.

The motion was moved, seconded, and passed.

**RESOLUTION 19005: Request that the Board approves hiring Cascade Masonry Restoration to clean the brick on the Carnegie building at the Main Branch at a cost of \$27,877.32 including sales tax.**

**Resolved**, That the Board approves hiring Cascade Masonry Restoration to clean the brick on the Carnegie at a cost of \$27,877.32 including sales tax.

The motion was moved, seconded, and passed.

**RESOLUTION 19003: Request that the Board change the non-resident fee to \$67 annually (\$33.50 for six months) per Policy 10.13 guidelines. [The Biennial Budget \$28,209,623 divided by 2 = \$14,104,811.50 divided by the population of Tacoma 209,100 = \$67.45 rounded = \$67.00.] (The 2017-18 biennium non-resident fee was \$59.)**

**Resolved,** That the Board approves the 2019-20 biennium non-resident fee of \$67 annually per Policy 10.13 beginning March 1, 2019.

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

**RESOLUTION 19006: Authorization to declare items for surplus and to consign items for sale or recycling. – Approval**

**Resolved,** That the Board declares the items in the attached list as surplus to the needs of the Tacoma Public Library and 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 19004: Request that the Board accepts the following donations:**

**\$100 from Burkhart Dental Supply and Wellness Task Force**

**\$150 from Christel Bitz for Wheelock Branch**

**Resolved,** That the Board accepts the above donations as stated.

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

## **DIRECTOR'S REPORT**

Kate introduced new Assistant Library Director Amita Lonial, who made brief introductory remarks.

Sunday Hours began January 6. A regional power outage due to a windstorm caused Moore to close 1/6, but so far, people are beginning to learn the libraries are open and usage seems to be steadily increasing.

Kate reported that as is usual for this time of year, the budget office is focusing on EOY processes. Facilities has started to work on contracting for the 2019 Capital improvements/repairs. The Microlibraries project is moving forward with the Eastside Community Center. While a Hilltop location has not been finalized, the library will pursue a public art process for both kiosk wraps. The library's next recruitment will be for the Outreach Librarian who will be working closely with the Eastside and Hilltop communities to organize programs and activities, and to shape the collections offered at each microlibrary.

The initial work to begin the Feasibility Study for library services on the Hilltop and the Eastside will begin shortly.

There is a Community Listening Session about future library services with Kate, Councilmember Blocker, and Parks director Shon Sylvia at People's Community Center, 6:30 p.m. on February 21.

Kate reported that the Teamsters 117 Contract Negotiations bargaining agreement negotiations are ongoing, in weekly, [almost] full day meetings.

Tacoma Reads – Mayor Woodards hopes to announce the title at her State of the City address. She has appointed a small committee to work on selecting 2019's title. Both the Library and the Mayor's office are excited to explore wider partnerships for 2020's Tacoma Reads.

The IT Manager vacancy announcement will be posted Friday. There were 88 applicants for the Public Information Officer vacancy; interviews will be in February.

Kate reported on several new exciting additions to TPL's digital/electronic services:  
Rosetta Stone (now 5 levels)  
Kanopy (streaming video "Netflix for libraries")  
Coming this week:  
CreativeBug ("Lynda.com for crafters" – TPL is the first library in WA to offer this)  
Small Business Builder (planning tool for starting, managing, & optimizing a business or non-profit)  
Scholastic Teachables (worksheets, resources, printables for the classroom)  
Newsbank – the most comprehensive collection of full text Washington state newspapers online.

Kate provided a list of upcoming meetings:  
5:30 p.m. February 6, Main branch Board Room  
Study Session, Library Board of Trustees

5:30 p.m. February 20, Center at Norpoint, Cascade Hall  
Library Board of Trustees

6 p.m. February 21, People's Center  
Library services coming to the Hilltop, with CM Blocker, MetroParks Director Shon Sylvia, and Kate Larsen

5:30 p.m. February 27, Main branch Board Room  
Library Trustee Training, Carolyn Petersen, Washington State Library

6 p.m. March 6, UPS  
Mayor Woodards, State of the City Address and Tacoma Reads reveal

4:30 p.m. March 14, Tacoma Municipal Building Rm. 248  
Annual Report to the Community Vitality & Safety (CVS) Committee

## TRUSTEES' REPORT

Trustee Hines reported that he had attended the North End Neighborhood Council and informed them that we have Sunday hours at Kobetich, Moore, and Wheelock for the school year.

Trustee LaFrance asked how staff were responding to Sunday hours.

President Williams applauded the spirit of Library staff regarding Sunday hours.

## ADJOURNMENT

The meeting adjourned at 6:25 p.m. The next regular Board Meeting will be held February 20 at the Center at Norpoint.

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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