

---

**BOARD OF TRUSTEES:**

**Wayne Williams, President**  
**Sara Irish, Vice President**  
**Donna LaFrance, Trustee**  
**John Hines, Trustee**  
**Toni Craig, Trustee**

**MINUTES**  
**June 19, 2019**

---

**CALL TO ORDER**

The regular meeting was held at the Wheelock Branch located at 3722 N. 26<sup>th</sup>. President Wayne Williams called the meeting to order at 5:35 p.m.

**ATTENDANCE**

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

**Library Staff:** Library Director Kate Larsen; Assistant Library Director Amita Lonial; Business Manager Sue Calhoun; IT Manager Zac Matthews; Fern Hill and Mottet Branch Manager Susan Marihugh; Wheelock Branch Manager Maria Shackles; Main Library Supervisor Shannon Rich; Public Information Officer Mariesa Bus (and her daughter); Children's Librarian Jamie Mittan; Librarian Michelle Massero; Library Associate Tammy Taylor; Library Assistant JoLyn Reisdorf; Page Cody Bakken; and Confidential Assistant Karen Meyer were present.

**City of Tacoma Staff:** Assistant City Manager Tadd Wille; Labor Negotiator John Henry; and Police Officer Kelly Custis were present.

**Public:** Alyssa Tongue (and baby); Jennine Trachier; Don Lackey; and Hayes Alexander III were present.

**PLEDGE OF ALLEGIANCE** – Trustee John Hines

**APPROVAL OF MINUTES**

**RESOLVED**, That the Board approves the Minutes of the May 15, 2019 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 May 2019

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

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

2. HR Report for May 2019
3. Circulation Summaries for May 2019

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

## **PAYMENT OF BILLS**

### **RESOLUTION 19032: 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 19033: Ratify Recurring Monthly Expenditures – Approval**

**RESOLVED**, That the Board approves and ratifies the April 2019 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 June were recognized.

**MISSION MOMENT** – Director Larsen read a note thanking Kobetich Branch Manager Lisa Bitney for her help against domestic violence.

**PROGRAM MOMENT** – Children’s Librarian Jamie Mittan and Learning Experiences Director Alyssa Tongue (Children’s Museum of Tacoma) – joint Play and Learn Program at Moore.

## **NEW BUSINESS**

**RESOLUTION 19034:** Request that the Board approves the Janus Impacts LOU for WSCCCE, AFSCME, Local Union No. 120, replacing Article 8 of the 2019 Collective Bargaining Agreement.

**RESOLVED**, That the Board approves the Janus Impacts LOU for Local Union No. 120, replacing Article 8 of the 2019 Collective Bargaining Agreement as ratified by WSCCCE, AFSCME, Local Union No. 120.

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

## **DISCUSSION**

### **From Urban Libraries Council “Leadership Brief: Leadership Roles for Library Trustees”**

- Library Trustees as Advocates

## **DIRECTOR'S REPORT**

### **PROGRAMS**

Kate provided a Tacoma Reads status update including a list of new project partners: Pierce County Library System, Puyallup Public Library, UW Tacoma, Tacoma Public Schools, possibly Timberland Regional Library.

### **SERVICES**

The Library is starting a 'Resource Days' initiative. SEA-MAR is the first community partner. They are in the Main branch every Wednesday from 11-5. SEA-MAR can connect people with healthcare, food, housing, and many other services.

### **OPERATIONS & ORGANIZATIONAL DEVELOPMENT**

A new meeting structure is being introduced. It is hoped this new structure will allow the organization to function more collaboratively and efficiently.

Supervisors and managers have been participating in Korn Ferry "Leadership Architect" Competency Card Sort exercises. This is the first step to implementing a strategic goal setting and performance evaluation system.

HR Manager recruitment: applications are under review. The application pool is competitive and strong.

Teamsters Local 117 Contract negotiations are in their 8<sup>th</sup> month.

The first round of Sunday Hours has concluded successfully; those three libraries are closed Sundays through the summer.

### **WORKPLACE CULTURE**

Train the trainer GARE Cohort – Melissa Fitzgerald, Moore Branch Manager was selected to participate in a 9 month learning cohort whose membership represents organizations from all over WA and OR.

The City of Tacoma has provided the initial results of the general government staff survey.

June 7's in-service day included a 3 hour session on Cultural competency/humility; Points of Assistance; a retirement celebration; operational updates.

Meeting norms for use across the Library system are in development.

### **STRATEGY**

Libraries Transform Tacoma phase II – the first discussion boards are ready; the informational flyer to accompany them is in development.

Strategic planning consultant interviews are scheduled into July.

### **FACILITIES**

Review of Capital projects underway or about to begin: roofing at Swasey and Fern Hill is almost done; Carnegie building cleaning is scheduled; Main branch elevator, windows at Moore, Swasey, and Wheelock; Swasey, Fern Hill HVAC/boiler replacement remain to be scheduled.

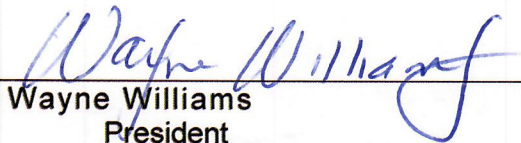
Card swipe and camera project – the contractor’s work is nearing completion.

Microlibraries – logistics planning work continues. Outreach librarian application review begins this week.

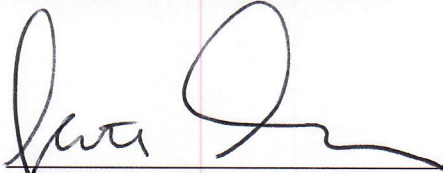
**TRUSTEES’ REPORT (None)**

**ADJOURNMENT**

The meeting adjourned at 6:39 p.m. The next Board Meeting will be held July 17, 2019 at Fern Hill.



Wayne Williams  
President  
Tacoma Public Library Board



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