
BOARD OF TRUSTEES:

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

MINUTES
September 18, 2019

CALL TO ORDER

The regular meeting was held at Moore Branch located at 215 S. 56th Street Tacoma. President Wayne Williams called the meeting to order at 5:32 p.m.

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 September 18, 2019
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 September 18, 2019.
The motion was moved, seconded, and passed.

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; HR Manager Rodney Croston; Collection Development Manager Kelda Vath; IT Manager Zac Matthews; Public Information Officer Mariesa Bus; Facilities Manager Phil Torgerson; and Kobetich Branch Manager Lisa Bitney were present.

City of Tacoma: Sr. HR Manager Cathy Journey; Management Analyst III Olivia Polynice.

Public: Jennine Trachier

PLEDGE OF ALLEGIANCE – President Wayne Williams

APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the August 21, 2019 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 August 2019

The motion was moved, seconded, and passed.

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

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

The motion was moved, seconded, and passed.

PAYMENT OF BILLS

RESOLUTION 19047: 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 19048: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the August 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 - Jennine Trachier

Ms. Trachier announced that the Friends of the Library voted to disband.

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

NEW BUSINESS

RESOLUTION 19053: Request that the Board authorizes opening Main Branch at 11 a.m. on Thursday, October 24 for a branch staff meeting.

RESOLVED, That the Board authorizes Main to open at 11 a.m. on October 24.

The motion was moved, seconded, and passed.

RESOLUTION 19054: Request that the Board amends the Library's compensation plan to include the Graphic Arts Specialist class specification and salary range, as presented.

RESOLVED: That the Board amends the Library's compensation plan to include the Graphic Arts Specialist class specification and salary range, as presented.
The motion was moved, seconded, and passed.

RESOLUTION 19055: Request that the Board adopts the City of Tacoma's Family Medical Leave Act (FMLA) as Tacoma Public Library's Policy 40.30.

RESOLVED: That the Board adopts the City of Tacoma's FMLA Policy – 40.30.
The motion was moved, seconded, and passed.

RESOLUTION 19056: Request that the Board adopts the City of Tacoma's Anti-Discrimination and Anti-Harassment Policy as Tacoma Public Library's Policy 44.00.

RESOLVED: That the Board adopts the City of Tacoma's Anti-Discrimination and Anti-Harassment Policy as Policy 44.00.
The motion was moved, seconded, and passed.

RESOLUTION 19057: Request that the Board rescinds the Tacoma Public Library's Policies #40.07 (Fair - Unfair Pre-Employment Inquiries) #40.16 Sexual Harassment Policy as they are now replaced by the City of Tacoma's Anti-Discrimination and Anti-Harassment Policy as adopted in Resolution 19056.

RESOLVED: That the Board rescinds Policies 40.07, 40.16.
The motion was moved, seconded, and passed.

RESOLUTION 19058: Request that the Board will meet with facilitators from the Center for Dialog and Resolution for a Board Retreat at a location to be determined on Saturday, November 9 from 11 a.m. to 3 p.m.

RESOLVED: That the Board will meet with Facilitators from the Center for Dialog and Resolution for a Board Retreat Saturday, November 9 from 11 a.m. to 3 p.m. at a location to be determined.
The motion was moved, seconded, and passed.

DIRECTOR'S REPORT

Management Analyst III Olivia Polynice introduced herself as the Equal Employment Officer for the City of Tacoma.

State of the Library Quarterly Reports were delivered:

Kelda Vath, Collection Development & Technical Services (CTS) Manager

- Technical Services has maintained a 6-business day processing time for all new material
- E-book checkouts in the most popular platform, OverDrive, experienced a 30% increase overall. E-audiobook checkouts are up 51% over 2018. Similarly, the number of patrons using OverDrive has increased 20%
- Based on Patron and Branch Manager input, a distinct Biography section is being created; the work began in fall of 2018 and is expected to continue for at least a few years in order to retroactively re-catalog existing material
- ReadAlongs collection was exhaustively updated with new packaging and modified cataloging for easier discovery
- Tacoma Reads touched nearly every department; CTS handled hundreds of incoming copies of There There in a variety of formats
- In late 2017 CTS began a project to "reclaim" cataloging records. This is a process that matches catalog records in WorldCat (a catalog of library holdings worldwide) to TPL holdings; time-stamp them; it also deletes missing records. This project brings TPL's holdings up-to-date and will be finished soon.

Phil Torgerson, Facilities Manager

- Fern Hill & Swasey received new roofs
- SouthEast corner of Main received new landscaping
- 85 security cameras were installed across the 8 branches, as well as a card access system for use by staff and authorized visitors
- Kobetich received new computer desks
- Facilities has been working on a Continuous Improvement project with City of Tacoma staff, to maximize efficiency and improve delivery times between Main and all branches, and to incorporate the new Microlibrary service point
- Carnegie building was cleaned, subsequently discovered repairs were made to mortar joints, upper cap mortar joints were tuck pointed

Zac Matthews, IT Manager

- Started at TPL on 4/15/19
Main library's Digital Media Lab 10+ year old laptops were replaced
- IT Onboarding project plan is complete; project has started and is slated to be finished in fall of 2020
- Staff file shares (sometimes referred to as "shared drives" are being centralized in response to hardware failures and unstable file servers at the branches
- Kobetich computer lab has been rewired to fix a network speed bottleneck affecting customers
- Microlibrary Kiosk official launch is 9/28/19; soft launch on 8/2/19 allowed time for trouble shooting and service adjustments

Rodney Croston, HR Manager

- Started at TPL on 8/19/19
- Working to transform Library HR services with a greater emphasis on supporting operational effectiveness, including
 - Empower managers and their teams
 - Employee engagement and development
 - Management training and development
 - Strategic, data-backed reporting
 - Focus on results and retention
 - Work Culture
- Working towards building strategic, data-backed reporting including
 - Workforce diversity
 - Workforce planning
 - Talent Pipelines
- New search process resulted in 30% increase in applicants, 78% increase in time to hire, 337.5% increase in black and Hispanic eligible candidates

Director Larsen invited the Trustees to present staff awards at the December 6 in-service day for all staff, and reminded the Trustees of the Tacoma Reads event this Friday, September 20, at the Rialto Theater.

NEW BUSINESS (continued – moved to accommodate Trustee John Hines arrival)

RESOLUTION 19049: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – PRESIDENT

RESOLVED, That the Board does hereby NOMINATE Wayne Williams as President of the Board of Trustees.

The motion was moved, seconded, and passed.

RESOLUTION 19050: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT

RESOLVED, That the Board does hereby ELECT Wayne Williams as President of the Board of Trustees.

The motion was moved, seconded, and passed.

RESOLUTION 19051: Board of Trustees of the Tacoma Public Library – Rules and Regulations – Annual Meeting – NOMINATION OF OFFICERS – VICE PRESIDENT

RESOLVED, That the Board does hereby NOMINATE Sara Irish as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed.

**RESOLUTION 19052: Board of Trustees of the Tacoma Public Library –
Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – VICE
PRESIDENT**

RESOLVED, That the Board does hereby ELECT Sara Irish as Vice President of the Board of Trustees.

The motion was moved, seconded, and passed.

DISCUSSION: President Wayne Williams – Public Library Trustee Summary Manual ; specifically Code of Ethics

TRUSTEES' REPORT

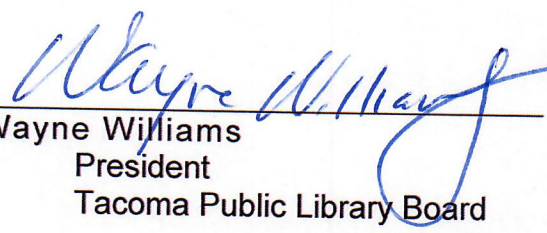
President Williams said that Kate provided an excellent update on the library feasibility study initiative to the City Council during their Study Session.

Trustee LaFrance :

1. Harry M. Rose Associates – My strategic planning interview had been set for Sept 23 with Susan Hildreth and Luis Herrera .
2. Also I requested that any and all Tacoma Public Library correspondence (hardcopy or email), notifications or reminders of upcoming events, etc., always include the name of venues and the complete address, whenever appropriate. Let's not assume that our community residents know the actual physical address of landmarks in our city or that they have access to smartphones, computers, and use of GPS software, etc.
3. Outreach Efforts - Let's be sensitive to provide thorough information so all segments of our population will be able to attend or respond.

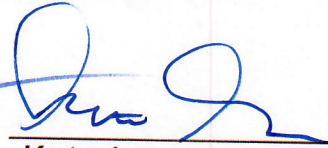
ADJOURNMENT

The meeting adjourned at 7:42 p.m. The next Board Meeting will be held October 16, 2019 in the Board Room at Main (3rd floor).


Wayne Williams

President

Tacoma Public Library Board


Kate Larsen

Library Director and Secretary to
the Tacoma Public Library Board