

BOARD OF TRUSTEES:

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

AGENDA
December 18, 2019

Main Branch – 1102 Tacoma Ave. S.; Tacoma, WA

AGENDA

I CALL TO ORDER

II PLEDGE OF ALLEGIANCE

III APPROVAL OF MINUTES

RESOLVED, That the Board approves the Minutes of the November 20, 2019 Board Meeting.

S/D/V

IV CONSENT ITEMS

RESOLVED, That the Board approves Consent Item #1, as presented.

1. Financial Report for November 2019

S/D/V

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

2. HR Report for November 2019

3. Circulation Summaries for November 2019

S/D/V

PAYMENT OF BILLS

RESOLUTION 19072: 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.

S/D/V

RESOLUTION 19073: Ratify Recurring Monthly Expenditures – Approval

RESOLVED, That the Board approves and ratifies the November 2019 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

S/D/V

V PUBLIC COMMENTS

VI STAFF RECOGNITION (December anniversaries)

VII NEW BUSINESS

RESOLUTION 19074: Request that the Board approves the following closures for all Tacoma Public Library locations (10 a.m. – 6 p.m.) for staff in-service days in 2020: April 24, September 25, and December 11.

RESOLVED, That the Board approves the following closures for all Tacoma Public Library locations for in-service days for 2020: April 24, September 25, and December 11.

S/D/V

RESOLUTION 19075: Request that the Board approves a cost of living wage increase of three percent (3%) for all non-represented classifications beginning January 1, 2020 and reflected in the Friday, January 10, 2020 paycheck.

RESOLVED, That the Board approves a cost of living wage increase of 3% for all non-represented classifications beginning January 1, 2020.

S/D/V

RESOLUTION 19076: Request that the Board approves the attached Study Session, Trustee Training, and Retreat Schedule as presented.

RESOLVED, That the Board approves the Study Session, Trustee Training, and Retreat Schedule as presented.

S/D/V

RESOLUTION 19077: Request that the Board approves an expenditure not to exceed \$500,000 from the 1200 A-Sink Trust Fund for the Library IT Onboarding project.

RESOLVED, That the Board approves an expenditure not to exceed \$500,000 from the 1200 A-Sink Trust Fund for the Library IT Onboarding project.

S/D/V

RESOLUTION 19079: Request that the Board approves the Preferred Vendors for Library Materials for more than \$50,000 per vendor per year for fiscal year 2020 as presented.

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

S/D/V

RESOLUTION 19080: Request that the Board adopt the Open Purchase Order List for 2020 as presented.

Resolved, That the Board approves the Open Purchase Order List for 2020 as presented.

S/D/V

RESOLUTION 19078: The Board expresses heartfelt appreciation and gratitude to John Hines for his years of service as Trustee of the Board of Trustees of the Tacoma Public Library.

Whereas, John Hines was appointed to the Board of Trustees of the Tacoma Public Library on September 13, 2016 by Mayor Marilyn Strickland, to complete John Wallace's term, and,

Whereas, John Hines was appointed to the Board of Trustees of the Tacoma Public Library on June 6, 2017 by Mayor Marilyn Strickland, and,

Whereas, John Hines, working together with the other members of the Library's Board of Trustees, confidently guided the Tacoma Public Library through budget challenges, technological change, program developments, new partnerships and Library refurbishments, including

- The 2018 refurbishment of South Tacoma Library creating more user-friendly and attractive library, and increasing the number of computers available to the public;
- The restoration of the Assistant Library Director position in 2019; the addition of a new Graphic Arts and Public Information Specialist position
- Introduction of Sunday hours at Kobetich, Moore, and Wheelock in 2019;
- Capital improvements to Main, Swasey, and Fern Hill in 2019, with more planned in 2020;
- Funding to overhaul the Library's IT environment in 2019-20;
- Providing increased access to library programs and materials with the opening of the Microlibrary at Eastside Community Center in August 2019;

- Continued partnership with the Washington State Library, including
 - Utilization of professional development funding in 2018-19
 - Tripling of numbers of people benefitting from the Microsoft Imagine Academy, providing technology skills and certifications needed to succeed in today's workforce
 - 2018 grant award funding the Thomas Handforth digitization project; and
- The development of a new strategic plan on the growth of library services and programs.

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby extend its appreciation and gratitude to John Hines for his work as a member of the Board and for his commitment to exemplary library service for the citizens of Tacoma.

S/D/V

VIII DIRECTOR'S REPORT

IX TRUSTEES' REPORT

X EXECUTIVE SESSION

Director's evaluation – Senior Human Resources Manager Cathy Journey

XI ADJOURNMENT

Next Board Meeting will be January 22, 2020 at 5:30 pm at Main (Board Room).