

Minutes

November 18, 2020

BOARD OF TRUSTEES: Wayne Williams, President; Sara Irish, Vice President; Donna LaFrance, Trustee; Toni Craig, Trustee; Joseph Colón, Trustee

ATTENDANCE

Board of Trustees: Wayne Williams, President; Donna LaFrance, Trustee; and Joseph Colón, Trustee

Tacoma Public Library Staff: Kate Larsen, Director; Beverly Choltco-Devlin; Dindria Barrow; Don Lacky; Jamie Gilmore; JoLyn Reisdorf; Lisa Bitney; Mariesa Bus; Rodney Croston; Zac Matthews; Michelle (last name not identified); Shannon Rich; Susan Marihugh

Public Attendees: Two members of the public attended the November 18, 2020 Board of Trustee's regular meeting.

CALL TO ORDER

The regular meeting was held as a virtual zoom meeting. President Wayne Williams called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

At approximately 5:31 p.m., President Wayne Williams invited fellow board members and attendees to join him in reciting the Pledge of Allegiance.

CONSENT ITEMS

RESOLUTION 20061

1. Minutes of the October 21, 2020 Board Meeting – Approval
2. Amendment to Financial Report for September 2020 – Approval
3. Financial Report for October 2020 – Approval
4. HR Report for October 2020 – Approval
5. Library Services Report for October 2020 – Approval

Resolved, the board approved Consent Items 1-5, as presented. **The motion was moved, seconded, and passed.**

PAYMENT OF BILLS

RESOLUTION 20062: 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. Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

The motion was moved, seconded, and passed.

RESOLUTION 20063: Ratify Recurring Monthly Expenditures – Approval **Resolved**

That the Board approves and ratifies the October 2020 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

The motion was moved, seconded, and passed.

PUBLIC COMMENTS

Due to the limitations of online meetings, public comment was accepted via written format only. Comments are requested to be submitted to info@tacomalibrary.org from 4-5 p.m. on the night of the meeting. No comments were received for the meeting of November 18, 2020.

STAFF RECOGNITION

The board recognized employees with an anniversary date in November.

EXECUTIVE SESSION

At approximately 5:35pm, the board entered an Executive Session for the self-evaluation of a public employee.

The regular meeting of the Library Board of Trustees reconvened at approximately 5:46pm.

DISCUSSION ITEMS

1. Budget

Director Larsen provided brief update on City of Tacoma budget process and Tacoma Public Library's potential 2021-22 budget impacts.

NEW BUSINESS

RESOLUTION 20063: Be it resolved that the Board approves the revised Grooming and Attire Policy (formerly the Dress Code Policy). The updated policy gives staff more autonomy in their work attire dress and acknowledges TPL's value system in regards to equity and the acceptance of all body types and cultural/religious dress.

Motion was moved, seconded, and passed.

Discussion: Board requested staff add the language "Prohibited language and images not permitted in any form" to the dress-code policy.

RESOLUTION 20064: Be it resolved that the Board authorizes Library staff to revise Management Services Policy #23.00 to allow use of City of Tacoma contracts, cooperative purchase agreements, and its Architectural & Engineering (A&E) roster. This will allow staff access to numerous competitive, pre-negotiated contracts for various goods and services regularly utilized by the Library system, and will better take advantage of the City's purchasing division's expertise and resources. Approval to use the A&E roster will streamline smaller capital improvement projects by allowing staff to select from a curated list of pre-qualified firms. Selection of a firm from the A&E Roster is intended to satisfy the quote and bid requirements of the formal and informal buying procedures.

Motion was moved, seconded, and passed.

RESOLUTION 20065: Be it resolved that the Board authorizes Library staff to issue a Request for Proposal (RFP) for managed leased lit fiber with internet access.

Motion was moved, seconded, and passed.

DIRECTOR'S REPORT

BUDGET UPDATE

- Thanks to the Library Board, Community, and Staff for all of the ways they participated in the budget information campaign
- \$1.2M is the new proposed reduction
- We will not know the outcome until City Council votes next Tuesday evening, Nov. 24
- Labor negotiations were based on the assumption that the revised proposal will pass; We remain hopeful we can avoid significant job loss
- Two week furloughs (per year) are likely

CITY COUNCIL BUDGET TIMELINE

- November 17 (yesterday) – First reading
- November 24 – Adoption Vote
- December 16 – Library Board 2021-22 adoption vote

SERVICES IMPACT REPORT

- TPL experienced their first positive COVID19 case at Kobetich Branch this month
- Governor's latest guidance made no changes to library operations
- Main Library 2nd Floor transformation
 - Director currently meeting with local non-profits as potential partners to utilize the 2nd floor Main Branch Space
- All staff and branches have new phone numbers – phone numbers are updated on the website and were sent to the Library Board of Trustees via email

DATA TRACKING: BLOOMBERG HARVARD CITY LEADERSHIP INITIATIVE

- Library is collaborating with Mayor’s office to participate in an opportunity that will aid the library in formalizing how library data is tracked as it relates to the strategic plan
- A data and implementation support team will engage with the library over the next several months to help improve data quality or collection processes, analyze data, and use it to inform day-to-day management, as well as policy development and community outreach

TACOMA READS EVENT UPDATES

- Mayor Woodards hosting a conversation with author of *Children of the Land*, Marcerlo Hernandez Castillo at 6pm on January 9th (virtual event)
- Youth service to host a conversation and reading with poets Yosimar Reyes and Jose Olivarez; and a performance by Seattle Hip-Hop Artist Lucid (virtual event)

TRUSTEES REPORT

- Donna LaFrance – Gave staff kudos on a recent newsletter publication and a news article on the tool library collaboration
 - Requested clarification on security measures being implemented to protect the property of non-profit partners moving on to the second floor of the Main Branch. Director Larsen gave additional details on current security measures for the Main Branch Library.
- Joseph Colón – Advised staff that he spoke to the leadership team of Write 253 and they are excited about a potential partnership with the Library

ADJOURNMENT

The regular meeting of the Library Board of Trustees adjourned at approximately 7:08pm.

The next regular Board Meeting will be December 16, 2020 at 5:30 p.m.

Wayne Williams
President
Tacoma Public Library Board

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