

April Minutes

April 21, 2021

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; Sara Irish, Vice President; Donna LaFrance; Trustee; Joseph Colón, Trustee

TPL Foundation Board: **President Cortney Leach**, Grants Manager, Tacoma Public Schools; **Vice President Rafael Saucedo**, Community Relations Specialist, Gesa Credit Union; **Secretary Debbie Ranniger**, Retired, former Executive Director, Etta Projects; **Jamika Scott, Writer**, Filmmaker, and organizer with the Tacoma Action Collective; and **JR. Nobles**, Executive Director, Friends of the Children

Tacoma Public Library Director Kate Larsen & **Assistant Director** Amita Lonial

Tacoma Public Library Staff: Sam Bencoter, JoLyn Reisdorf, Lisa Bitney, Latasha Ware, Mariesa Bus, Melissa Fitzgerald, Rodney Croston, Zac Matthews, Susan Marihugh, and Sara Sunshine

Two members of the public attended the virtual March 17, 2021 Board 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 meeting participants to join him in reciting the Pledge of Allegiance.

CONSENT ITEMS

RESOLUTION 21022

1. Minutes of the March 17, 2021 Board Meeting – Approval
2. Financial Report for March 2021 – Approval
3. HR Report for March 2021 – Approval
4. Library Services Report for March 2021 – Approval

Resolved, the board approved Consent Items 1- 4, as presented. **The motion was moved, seconded, and passed.**

PAYMENT OF BILLS

RESOLUTION 21023: 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.

RESOLUTION 21024: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the March 2021 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

The motion was moved, seconded, and passed

PUBLIC COMMENTS

For the meeting of April 21, 2021, the Library Board of Trustees received one written public comment from community member Hayes Alexander III.

STAFF RECOGNITION

The board recognized TPL staff members with a hire date during the month of April.

DISCUSSION ITEMS

1. TPL Foundation Introductions – Kate Larsen, Library Director
TPL Foundation Board Members introduced themselves and give a brief overview of their goals as a Board.
2. Library Giving Day 2021 Update – Mariesa Bus, Public Information Officer
This year's focus for Library Giving Day was the Digital Media Lab. This year's fundraising goal \$15,000; thanks in part to a \$2500 match from GESA Credit Union, the goal was exceeded. The total amount raised was \$23,355.
3. 90-Second Newbery Update – Sara Holloway, Teen Librarian
Teen Librarian Sara Holloway gave an overview of this year's 90-Second Newbery programming, showed a few of the films. One family who submitted a film joined the meeting to share their positive experience with the program.

NEW BUSINESS

RESOLUTION 21025: Request that the Board accepts a \$25,000 donation from the Tacoma Urban League.

RESOLVED, that the Board accepts the donation of \$25,000 from the Tacoma Urban League.

The motion was moved, seconded, and passed

RESOLUTION 21026: Request that the Board accepts a \$7,500 donation from GESA Credit Union.

RESOLVED, That the Board accepts the donation of \$7,500 from GESA Credit Union.

The motion was moved, seconded, and passed

RESOLUTION 21027: Request that the Board adopt the updated Confidentiality Policy – Policy #10.23.

RESOLVED, That the Board adopts the updated confidentiality policy as presented.

The motion was moved, seconded, and passed as amended – Board request that the term “law-enforcement” be further defined in the updated policy.

DIRECTOR'S REPORT

Services Update:

- TPL had 24,616 active users over the last 12 months (up 28%)
- 7,739 Monthly digital users (up 1.8%)
- Monthly Digital Collection Circulation was 27,203 (up 5.5% from the prior month)
- Monthly In Person Circulation was 45,671 (up 64% from the prior month)

Joint City Council/Library Board Study Session:

- The Board of Trustees attended a joint study session with Tacoma City Council on April 6, 2021, where Director Larsen delivered an annual report for the Council.

2021 Return to Service:

- March 16 Swasey and Fern Hill Reopened!
- Pierce County back in Phase 2 of Roadmap to Recovery Plan restaurants can resume indoor dining, and gyms, aquariums, bowling alleys, theaters and **libraries** can be open (all at 25% capacity)
- **Current Projections:**
 - Early May - opening of Kobetich and Moore
 - Mid-May – All open locations (except Main)
 - Main will continue curbside service as long as possible, and will be offering Northwest Room and Digital Media Lab appointments soon

Covid-19 Home Test Distribution:

- Now available for pick-up during TPL-to-Go hours

Main Library Renovation Project:

- March 2021
 - Architect meetings one with partners, one with staff
- April 2021
 - Received very preliminary drawings, review is ongoing
 - Continuing the MOU refinement process with Tacoma Tool Library
- Going Forward
 - Work is likely to finish in July-August timeframe
 - Will need to hire a designer to get as-builts after this stage is over

New Hire Announcement:

- Carlos Galeana has accepted the Learning and Development Specialist Position (formerly known as Training Supervisor)
 - Tentative start date of June 7, 2021

For Your Awareness:

- TPL was asked to partner with The American Library Association's Washington Office to submit an op-ed to the Tacoma News Tribune in support of the library infrastructure legislation *Build America's Libraries Act*.

Mark Your Calendars:

- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
 - May 19

- June 16
- July 21
- August 18
- Tentative: Library Board of Trustees Study Session, 10:30 a.m. Saturday, May 15 – Board to decide whether or not to keep this date for a study session
- Director and Public Information Officer joining Monday, April 26 Commission on Immigrant and Refugee Affairs
- Tacoma Reads titles announced Monday, May 17 during Mayor Woodards’ virtual State of the City Address
- TPL presentation to Community, Vitality, and Safety Council Committee, 4:30 p.m. Thursday, July 22

TRUSTEES REPORT

- **Joseph Colón, Trustee:** Sent kudos to staff member Sara Holloway for her work on the 90 Sec Newberry Project.
- **Sara Irish, Vice President:** Sent Kudos to staff for the Tacoma Urban League partnership and for the re-establishment of the TPL Foundation Board.
- **Donna LaFrance, Trustee:** Kudos for the re-establishment of the TPL Foundation Board and to Director Larsen for “filling in the gaps” with the hiring and on-boarding of new staff members.
- **Wayne Williams, President:** Sent kudos to staff for community partnerships and collaboration, and for ensuring that TPL holds a sense of community and provides good services.

ADJOURNMENT

The meeting adjourned at 7:00 p.m.

The motion was moved, seconded, and passed

The next Board Meeting will be May 19, 2021 at 5:30 p.m.

Wayne Williams

President

Tacoma Public Library Board

Kate Larsen

Library Director and Secretary to the
Tacoma Public Library Board