

# May Minutes

**May 19, 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

**Tacoma Public Library Director & Assistant Director:** Kate Larsen, Director; Amita Lonial; Assistant Director

**Tacoma Public Library Staff:** Dindria Barrow, Cody Bakken, Sam Benscoter, Lisa Bitney, Latasha Ware, Mariesa Bus, Rodney Croston, Zac Matthews, and Susan Marihugh

**Two members of the public attended the virtual April 17, 2021 Board Meeting.**

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## **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 21028**

1. Minutes of the April 21, 2021 Board Meeting – Approval
2. Financial Report for April 2021 – Approval
3. HR Report for April 2021 – Approval
4. Library Services Report for April 2021 – Approval

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

## **PAYMENT OF BILLS**

### **RESOLUTION 21029: 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 21030: Ratify Recurring Monthly Expenditures – Approval

**Resolved**, That the Board approves and ratifies the April 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 May 19, 2021, the Library Board of Trustees received public comments

## **STAFF RECOGNITION**

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

## **DISCUSSION ITEMS**

1. Staff Survey – Racial Equity Social Justice Committee  
Staff Members dindria barrow and Cody Bakken provided a 30 minute update on the status of the Racial Social Justice Committee’s first annual racial justice survey.
2. HR Report: Rodney Croston, Human Resources Manager  
Human Resources Manager, Rodney Croston, provided the TPL Board with a 15 minute update on the work of the HR office, including hiring and retention.

## **NEW BUSINESS**

**RESOLUTION 21031:** Request that the Board rescind Policy #10.35 *Confidentiality of Library Databases*. **RESOLVED**, that the Board rescind Policy #10.35 *Confidentiality of Library Databases* to align with the revised version of Policy #10.23 *Library Data Confidentiality*, which was revised to include the key components of Policy #10.35, as a means of efficiency and conciseness.

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

**RESOLUTION 21031:** Request that the Board amend the TPL Board By-laws to nominate the TPL Board President as an ex-officio member to the TPL Foundation Board.

**RESOLVED**, That the Board does hereby amend Article I *Organization*, Section 3 *Duties of Officers* to include language that nominates the TPL Board President as an ex-officio member of the TPL Foundation Board.

**The motion was moved, seconded, and passed as amended**

**RESOLUTION 21032:** Request that the Board accepts a \$1,000 donation from Gwenn Solseth in honor of Stephanie Huddleston.

**RESOLVED**, That the Board accepts the donation of \$1,000 from Gwenn Solseth in honor of Stephanie Huddleston.

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

**RESOLUTION 21033:** Request that the Board accepts a \$300 donation from Maxine Strom.

**RESOLVED**, That the Board accepts the donation of \$300 from Maxine Strom.

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

**RESOLUTION 21034:** Request that the Board accepts a \$250,000 donation from an anonymous donor.

**RESOLVED**, That the Board accepts the anonymous donation of \$250,000.

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

**RESOLUTION 21035:** Request that the Board award a contract to OCLC for bibliographic metadata for up to \$47,953.50 plus applicable taxes for an term of July 1, 2021 through June 30, 2022.

**RESOLVED,** That the board approve the sole-source waiver and award a contract to OCLC for bibliographic metadata for up to \$47,953.50 plus applicable taxes for an term of July 1, 2021 through June 30, 2022.

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

**RESOLUTION 21036:** Request that the Board award a contract to OCLC for ContentDM and a cloud storage solution for up to \$11,777.54 plus applicable taxes for an term of April 1, 2021 through March 31, 2022.

**RESOLVED,** That the board approve the sole-source waiver and award a contract to OCLC ContentDM and a cloud storage solution for up to \$11,777.54 plus applicable taxes for an term of April 1, 2021 through March 31, 2022.

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

## **DIRECTOR'S REPORT**

### **Services Update:**

- **Return to Operations:**
  - May 11 Kobetich and Moore opened to the public under Phase 2 guidelines; Main launched appointments for use of Digital Media Lab and Northwest Room
  - Masks are still required to enter our buildings
- **Upcoming Service Changes:**
  - On track to open South Tacoma, Mottet, and Wheelock in June
  - Increasing the number of in-building visitors to accommodate Phase 3 guidelines (date TBD)
  - Increasing the availability of appointment based TPL to Go (curbside services)
  - May offer some outdoor programming to compliment Summer Reading Club

### **TPL is Fine-Free**

- A majority of the fines being waived are legally uncollectable (2013 & earlier)
- Effort served as a system clean-up for the organization – ridding systems of invaluable and old data
- A lot of library systems are fine-free, TPL has the benefit of their experience
- Encourages those that may have feared returning to the library because of fines, to return and enjoy library services
- Aligns with strategic priority Equity and Access)

### **Tacoma Reads 2021 Book Selections Announced**

- Caste, by Isabel Wilkerson
- A Good Kind of Trouble, by Lisa Rame Moore
- The Day You Begin, by Jacqueline Woodson

## **TRUSTEES REPORT**

- **Joseph Colón, Trustee:** Kudos to staff
- **Sara Irish, Vice President:** Kudos to staff
- **Donna LaFrance, Trustee:** Kudos to Staff
- **Wayne Williams, President:** Kudos to staff

## **ADJOURNMENT**

The meeting adjourned at 7:46 p.m.

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

The next Board Meeting will be June 16, 2021 at 5:30 p.m.

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Wayne Williams  
President  
Tacoma Public Library Board

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