

June Minutes

June 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; Joseph Colón, Trustee, and Toni Craig; Trustee

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

Tacoma Public Library Staff: Sam Benscoter, Rodney Croston, Angela DeFazio, Lisa Bitney, Jolyn Reisdorf, Zac Matthews, and Latasha Ware

Tacoma Public Library Foundation Board: Andrew Kouklis

One member of the public attended the virtual June 19, 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 21037

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

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

PAYMENT OF BILLS

RESOLUTION 21038: 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 21039: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the May 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 June 16, 2021, the Library Board of Trustees received no public comments.

STAFF RECOGNITION

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

DISCUSSION ITEMS

1. Harvard-Bloomberg Fellowship Introduction and Data Dashboard Update
Latasha Ware, Executive Assistant & Anne Dietterich, Bloomberg-Harvard Fellow, gave an update on the rg Data Dashboard Project and introduced Anne as the Summer Fellow & champion of the project.

Goals for Summer Data Project:

- a. Create a road map for library data collection practices
- b. Refine the current library data dashboard (not currently in use)
- c. Lay groundwork for future data use

NEW BUSINESS

RESOLUTION 21040: Request that the Board adopt the revised Fees & Charges Policy

RESOLVED, that the Board adopt the revised version of policy #10.03, the Fees and Charges Policy.

The motion was moved, seconded, and passed

RESOLUTION 21041: Request that the Board award a contract to Creative Bug LLC for arts and crafts instructional videos for up to \$12,000.00 plus applicable taxes for a term of June 1, 2021 through May 31, 2023.

RESOLVED, that the Board award a contract to Creative Bug LLC for arts and crafts instructional videos for up to \$12,000.00 plus applicable taxes for an term of June 1,2021 through May 31, 2023.

The motion was moved, seconded, and passed as amended

RESOLUTION 21042: Request that the Board approve the Ending 2021-2022 Budget Mitigation Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 and Teamsters Local 117 pending execution of the LOA as presented.

RESOLVED, that the board approve the Ending 2021-2022 Budget Mitigation Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 and Teamsters Local 117 pending execution of the LOA as presented.

The motion was moved, seconded, and passed

RESOLUTION 21043: Request that the Board restore all staff rates of pay, including non-represented pay, to their unreduced levels as a result of the LOA with L120 and L117, effective July 1, 2021 as presented.

RESOLVED, that the Board restore all staff rates of pay, including non-represented pay, to their unreduced levels as a result of the LOA with L120 and L117, effective July 1, 2021 as presented.

The motion was moved, seconded, and passed

RESOLUTION 21045: Request that the Board amends the 2021-2022 Biennial Budget to the amount of \$30,734,979 including the Biennial Trust Fund Budget as presented.

General Fund: \$29,920,190

Trust Funds: \$814,789

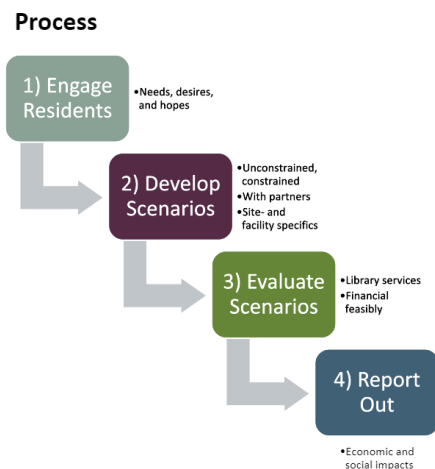
RESOLVED, That the Board approves the amended 2021-2022 Biennial Budget, including the Biennial Trust Fund Budget as presented.

The motion was moved, seconded, and passed

DIRECTOR'S REPORT

Services Update:

- 2021 Return to Service
 - June 15 – All open locations (i.e, not Main) are operating under Phase 3 guidelines
 - Main is offering limited lobby service for holds pick up and browsing of new materials displays
 - We are offering some outdoor programming this summer!
 - In May we saw 3022 visits at our 4 open locations
- 2021 Return to Service: on the horizon
 - State may issue guidance (broad or industry specific) regarding operations
 - Working to reduce or eliminate the mid-day closure (currently necessary to accommodate socially distanced meal breaks)
 - Re-introducing services such as:
 - Book a Librarian
 - Interlibrary Loan
 - Proctoring
 - Accepting donations
 - Indoor programming
- Tacoma Eastside & Hilltop Libraries Feasibility Study
 - **Purpose:** Restore public library services to the Eastside and Hilltop communities
 - Raise support among policy makers
 - Create momentum and establish actionable next steps
 - **Process:**



- Mark your calendars:

- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
 - July 21 *possible requirement to return to in-person meetings
 - August 18
 - September 15
- Library Board of Trustees Study Session, 10:30 a.m. Saturdays:
 - September 11
 - November 6
- Tacoma Reads Marquee Event with Author Isabel Wilkerson, hosted by Mayor Woodards, 3 p.m. Saturday, November 6 (Zoom; pre-registration required)

TRUSTEES REPORT

- **Joseph Colón, Trustee:** NA
- **Toni Craig, Trustee:** NA
- **Sara Irish, Vice President:** Attended Tacoma Public Library (TPL) Foundation Board meeting on June 9, 2021. The meeting did not meet membership quorum requirements to hold an official meeting but members did hold informal discussions on agenda items.
- **Wayne Williams, President:** September the board will be voting a new member onto the Board, as the current President (self) is terming out. Now is the time for trustees to brainstorm and nominate community members for the Board. Recommendations should be sent to Library Director, Kate Larsen.

ADJOURNMENT

The meeting adjourned at 6:28 p.m.

The motion was moved, seconded, and passed

The next Board Meeting will be June 16, 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