

September Minutes

September 15, 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; 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, Zac Matthews, Mariesa Bus, and Latasha Ware

Berk Consulting Team: Brian Murphy, Vivien Savath, Susan Kent, and Jonathan Morales

One member of the public attended the virtual September 15, 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.

LAND ACKNOWLEDGEMENT

At approximately 5:32 p.m., Director Larsen acknowledged and celebrated Latinx/Hispanic Heritage Month.

PLEDGE OF ALLEGIANCE

At approximately 5:37 p.m., President Wayne Williams invited fellow board members and meeting participants to join him in reciting the Pledge of Allegiance.

CONSENT AGENDA

RESOLUTION 21059

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

Resolved, the board approved Consent Items 1- 4, as presented. **Moved, seconded, and passed**

PAYMENT OF BILLS

RESOLUTION 21060: 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.

Moved, seconded, and passed

RESOLUTION 21061: Ratify Recurring Monthly Expenditures – Approval

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

Moved, seconded, and passed

PUBLIC COMMENTS

For the meeting of September 15, 2021, the Library Board of Trustees received no public comments.

STAFF RECOGNITION

The board recognized TPL staff members with a hire date during the months of August and September.

DISCUSSION ITEMS

Initiative Updates:

- a. Feasibility Study for the Restoration of Library Services in the Eastside and Hilltop Neighborhoods –
Presentation by BERK Consulting
- b. Data Dashboard Update -
Presentation by Anne Dietterich, Harvard Graduate Student & Cody Bakken, TPL Administrative Intern

NEW BUSINESS

RESOLUTION 21062: Request that the Board award a contract to Bibliotheca for maintenance and support of Staff RFID Workstations for up to \$34,106.20 plus applicable taxes for a term of November 6, 2021 through August 31, 2023.

Moved, seconded, and passed

RESOLUTION 21063: Request that the Board award a contract to Bibliotheca for maintenance and support of Self Check Kiosks and RFID detection systems for up to \$42,852.62 plus applicable taxes for a term of October 12, 2021 through August 31, 2022.

Moved, seconded, and passed

RESOLUTION 21064: Request that the Board award a contract to Brainfuse for the HelpNow suite of services for up to \$20,810.00 plus applicable taxes for a term of August 31, 2021 through August 30, 2022.

Moved, seconded, and passed

RESOLUTION 21065: Request that the Board declares the mk Solutions Indoor LibDispenser as surplus.

Moved, seconded, and passed

RESOLUTION 21066: Request that the Board authorizes Library staff to issue a Request for Bids for Landscaping Care and Grounds Maintenance Services.

Moved, seconded, and passed

RESOLUTION 21067: Resolved, That the Board does hereby NOMINATE Sara Irish as President of the Board of Trustees per the Tacoma Public Library – Rules and Regulations – Annual Meeting - NOMINATION OF OFFICERS – PRESIDENT

Moved, seconded, and passed

RESOLUTION 21068: Resolved, That the Board does hereby ELECT Sara Irish as President of the Board of Trustees per the Tacoma Public Library - Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – PRESIDENT

Moved, seconded, and passed

RESOLUTION 21069: Resolved, That the Board does hereby NOMINATE Donna LaFrance, as Vice-President of the Board of Trustees per the Tacoma Public Library – Rules and Regulations – Annual Meeting - NOMINATION OF OFFICERS – VICE-PRESIDENT

Moved, seconded, and passed

RESOLUTION 21070: Resolved, That the Board does hereby ELECT Donna LaFrance, as Vice-President of the Board of Trustees per the Tacoma Public Library - Rules and Regulations – Annual Meeting – ELECTION OF OFFICERS – VICE-PRESIDENT

Moved, seconded, and passed

DIRECTOR'S REPORT

- **Miscellaneous Updates**
 - Hartford Property Insurance challenges
 - Washington Cares Act
 - Path Out of the Pandemic / Vaccine Mandate
- **2022-2023 Budget Planning**
 - Fire, Library, other City of Tacoma Capital Bond consultant funding request
- **2021 Director Evaluation**
 - HR Manager Rodney Croston will be leading the process
- **Mark your calendars:**
- **Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:**
 - October 20
 - November 17
 - December 15
- **Library Board of Trustees *Study Session*, 10:30 a.m. Saturdays:**
 - November 6 (Director Review)
- **Tacoma Reads Marquee Event with Author Isabel Wilkerson, hosted by Mayor Woodards, 3 p.m. Saturday, November 13 (Zoom; pre-registration required)**
- **Feasibility Study presentation to Community, Vitality, and Safety Council Committee, 4:30 p.m. Thursday, October 28**

TRUSTEES REPORT

- **Joseph Colón, Trustee: NA**

- **Donna LaFrance, Trustee:** Kudos to Director and Staff
- **Sara Irish, President:** NA
- **Toni Craig:** NA
- **Wayne Williams, President:** Kudos to staff and thanks to the board for their participation in the September Board Study Session.

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

The next Board Meeting will be November 17, 2021 at 5:30 p.m.



wayne williams (Oct 26, 2021 12:21 PDT)

Wayne Williams
President
Tacoma Public Library Board



kate larsen (Oct 27, 2021 17:14 PDT)

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