

Agenda

December 15, 2021

BOARD OF TRUSTEES: Sara Irish, President; Donna La France, Vice President; Wayne Williams, Trustee; Antoinette Craig, Trustee; Joseph Colón, Trustee

MEETING ACCESS

Please click the link below to join the webinar:

Topic: Board of Trustees Meeting

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CALL TO ORDER

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 21084

1. Minutes of the November 6, 2021 Board Study Session
2. Minutes of the November 17, 2021 Board Meeting
3. Minutes of the November 27, 2021 Board Special meeting
4. Financial Report for November 2021
5. HR Report for November 2021
6. Library Services Report for November 2021

PAYMENT OF BILLS

RESOLUTION 21085: 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.

S/D/V

RESOLUTION 21086: Ratify Recurring Monthly Expenditures – Approval

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

PUBLIC COMMENTS

Due to the limitations of online meetings, public comment will be accepted via written form only. Comments may be submitted to info@tacomalibrary.org from 4-5 p.m. on the day of the scheduled Board meeting. Comments for this meeting were accepted until 5 p.m. on December 15, 2021.

STAFF RECOGNITION

December anniversaries

DISCUSSION ITEMS

1. Information and Technology Updates
Presented by: Zac Matthews, TPL Information and Technology Manager
2. Mottet Safety Concerns
Presented by: Kate Larsen, TPL Director

NEW BUSINESS

RESOLUTION 21087: Request that the Board amends the 2021-2022 Biennial Budget (and incorporated annual budgets) to the amount of \$32,374,126 including the Biennial Trust Fund Budget as presented.

| | 2021 | 2022 | TOTAL |
|---------------------|--------------|--------------|--------------|
| General Fund | \$15,594,915 | \$15,605,977 | \$31,200,892 |
| Trust Funds | \$403,276 | \$769,958 | \$1,173,234 |
| TOTAL | \$15,998,191 | \$16,375,935 | \$32,374,126 |

RESOLUTION 21088: Request that the Board accepts the donation of camera equipment from Maria and Rory Shackles for the Digital Media Lab.

RESOLUTION 21089: Request that the Board accepts the donation of Autotune Unlimited licenses from Kord Taylor for the Digital Media Lab.

RESOLUTION 21090: Request that the Board adopt the proposed Purchasing Policy 23.00.

RESOLUTION 21091: Request that the Board rescind all former versions of Purchasing Policy 23.00, including Purchasing Policy 23.00 – Open Account Vendors, Purchasing Policy 23.00 – Preferred Vendors for Library Materials, Purchasing Policy 23.00 – Management Services Policy, and Policy #23.02 Procurement Card Program Guidelines

RESOLUTION 21092: Request that the Board approve the Vendors list for Library Materials costing more than \$100,000 per vendor per year for fiscal year 2022.

RESOLUTION 21093: Request that the Board approves the 2022 Regular Board Meeting Schedule as presented.

RESOLUTION 21094: Request that the Board approves the attached 2022 Study Session, Trustee Training, and Trustee Retreat Schedule as presented.

RESOLUTION 21095: Request that the Board approves the 2022 holiday closures as presented.

RESOLUTION 21096: Request that the Board approves the 2022 closures for all Tacoma Public Library locations for 2022 Staff In-service/training days as presented.

RESOLUTION 21097: Request that the Board approve the attached wage increases as presented effective January 1, 2022.

RESOLUTION 21098: Request that the Board approve the Juneteenth Letter of Agreement (LOA) between the Tacoma Public Library and AFSCME Local 120 as presented.

RESOLUTION 21099: Request that the Board approve adding June 19th “Juneteenth” as a paid holiday as presented.

RESOLUTION 21100: The Board expresses heartfelt appreciation and gratitude to Wayne Williams for his ten years of service as a Trustee of the Board of Trustees of the Tacoma Public Library.

Whereas, Wayne Williams was appointed to the Board of Trustees of the Tacoma Public Library on September 27, 2011 by Mayor Marilyn Strickland, and,

Whereas, Wayne Williams was re - appointed to the Board of Trustees of the Tacoma Public Library on September 28, 2016 by Mayor Marilyn Strickland, and,

Whereas, Wayne Williams’s second term was extended for three months on July 27, 2021 by Mayor Victoria Woodards and,

Whereas, he has confidently guided the Tacoma Public Library Board of Trustees as Vice President of the Board from May 2015 – September 2018, and,

Whereas, he led the Tacoma Public Library Board of Trustees as President from September 2018, serving in that role through September 2020 and,

Whereas, Wayne Williams worked together with the Board of Trustees through budget challenges and triumphs, technological changes, policy development, community engagement, strengthened partnerships, and a worldwide pandemic, including, but not limited to:

The refurbishment of the Kobetich, Mottet, Moore, and South Tacoma Libraries, creating more user-friendly and attractive spaces and increasing the number of computers available to patrons;

Providing convenient library access to all Tacoma Public Schools students through the establishment of the Pathway Card partnership;

Meeting the challenges of significant technological change, including the transition to a new ILS (Integrated Library System) and VOIP (Voice Over IP) telephone services, the development of a mobile app, and in 2020, a complete technological overhaul, bringing modern and more efficient computing to TPL staff and community;

The largest grant award TPL had ever received, for the equity-focused Community Archives Center project;

Providing increased access to library materials through reciprocal agreements with the Pierce County Library System and the Puyallup Public Library in 2013 and with Seattle Public Library in 2021, providing Tacoma residents with access to neighboring library systems;

Participating in many of 2018's 15 Libraries Transform

Tacoma public input meetings, whose outcome served as the foundation to a new, comprehensive, community-focused strategic plan to guide library services through 2025, adopted July 2020;

TPL becoming an equity-focused organization, joining the Government Alliance on Race and Equity (GARE) in 2019; implementing Normalizing Conversations about Race; and Increasing diversity of hires; modifying policies and practices using an equity lens;

The restoration of the Assistant Library Director position; and in 2019, Sunday hours at Kobetich, Moore, and Wheelock;

Strengthened relationships with stakeholders and partners, including the City of Tacoma;

Increased awareness of library services through effective Social and Traditional Media presence;

Restoration of the Tacoma Public Library Foundation and its Board of Directors;

Visits by national dignitaries Michelle Obama and United States Senator Patty Murray;

The start of a Feasibility Study for the Restoration of Eastside and Hilltop library service, whose branches were closed in 2011 due to budget cuts;

The suspension of Overdue Fines & Fees; and

The immense challenge of a global pandemic.

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby extend its great appreciation and gratitude to Wayne Williams for his work as a member of the Board and for his commitment to exemplary library service for the citizens of Tacoma.

DIRECTOR'S REPORT

TRUSTEES REPORT

EXECUTIVE SESSION

The performance review of a Public Employee

ADJOURNMENT

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