

Minutes

May 18, 2022

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

ATTENDANCE

Board of Trustees: Sara Irish, President; Donna LaFrance, Vice President; Joseph Colón, Trustee; Antoinette Craig, Trustee, and Andrea Cobb, Trustee

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

Tacoma Public Library Staff: Sam Bencoter, Rodney Croston, Gabby Fuentes, Maria Shackles, Michelle Massero, Zac Matthews, and Latasha Ware

Three members of the public attended the virtual May 18, 2022 Board Meeting.

CALL TO ORDER – 5:36 PM

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 22035

1. Minutes of the April 13, 2022, Board Meeting
2. Financial Report for April 2022
3. HR Report for April 2022
4. Library Services Report for April 2022

Motion, Seconded and Passed

PAYMENT OF BILLS

RESOLUTION 22036: 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 in April 2022 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Motion, Seconded and Passed

RESOLUTION 22037: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the April 2022 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

Motion, Seconded and Passed

PUBLIC COMMENTS

No public comments were received for May 18, 2022, Tacoma Public Library Board of Trustees meeting.

STAFF RECOGNITION

TPL staff with work anniversaries in May recognized by the Board of Trustees

DISCUSSION ITEMS

1. TPL Finance Manager, Samuel Benscoter, gave an overview of finance procedural/policy changes in 2021, and provided a preview of future policy changes that may come before the Board in 2022.

NEW BUSINESS

RESOLUTION 22038: Request that the Board award a sole-source waiver and contract to OCLC, Inc for bibliographic metadata for up to \$156,329.22 plus applicable taxes for a term of July 1, 2022, through June 30, 2025.

Motion, Seconded and Passed

RESOLUTION 22039: Request that the Board award a contract to OCLC, Inc for FirstSearch, a database search and integration tool, for \$11,073.69 plus applicable taxes for the term of July 1, 2022, through June 30, 2023.

Motion, Seconded and Passed

RESOLUTION 22040: Request that the Board adopt the revised version of Policy #24.0, Gifts & Donations, as presented.

Motion, Seconded and Passed

DIRECTOR'S REPORT

Main Library Project Update

- Interviewing design firms, hope to be under contract by the end of June
- Pre-design (or "spatial relationship") phase produced general cost estimates and engineering studies
- Design phase will produce as-built and construction documents & identify FFE (furniture, fixtures, and equipment); selected designer/architectural firm will manage construction
- Construction is estimated to conclude at the end of 2023

Main Library Project Facts

WHAT WE ARE DOING

- TPL is transforming the second floor of the library into an operational and programming space for nonprofit partners such as the Tacoma Tool Library.
- Upgrades are being made primarily to the "modern addition" of the library; the Olympic and other meeting rooms, as well as the Handforth gallery in the original 1903 Carnegie Library, will also be refreshed.

WHY WE ARE DOING IT

- The goal of this project is to make the library a more efficient, safe, and welcoming environment.
- The "modern addition" has not been improved in more than 30 years and is not equipped for today's needs.
- With 95,000 square feet, there is so much potential for this facility to serve the community in myriad ways. One example is transforming the library's second floor into an operational and programming space for nonprofit partners such as the Tacoma Tool Library.

HOW LONG WILL THE MAIN LIBRARY PROJECT TAKE

- As of now, our best estimate is that construction will be complete in late 2023 and Main Library will reopen completely in 2024
- It is possible the construction could be done in phases; the architectural firm will help determine if that is practical, and that determination could be made by the end of 2022

WHY ARE WE COMPLETING THE MAIN PROJECT NOW

- In 2020, the City of Tacoma and Tacoma Public Library were hit with a budget shortfall due to the pandemic.

- In navigating this challenge, the constraints of operations spurred creative and imaginative problem solving in how to better utilize the space, resources, and the number of staff of Main Library to benefit the entire library system.
- Eventually, most Main staff were deployed to neighborhood branches in order to bolster operations across the system.

KUDOS

Director Larsen shared two pieces of staff Kudos TPL received earlier in the week.

MARK YOUR CALENDARS

- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
 - June 15 - Final Feasibility Study Report
 - July 20
 - August 17
- TPL/BERK at Community, Vitality, and Safety City Council Committee
 - 4 p.m. Thursday, June 23 (virtual or hybrid); BERK presents the final Feasibility Study report
- Library Board of Trustees Study Session
 - 10:30 a.m. Saturday, September 17

TRUSTEES REPORT

Sara Irish – NA
 Donna LaFrance – NA
 Joseph Colón – NA
 Toni Craig – NA
 Andrea Cobb - NA

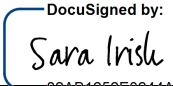
EXECUTIVE SESSION

Executive Session Start Time: 6:34 PM
 Executive Session End Time: 7:09 PM

REGULAR MEETING

ADJOURNMENT - 7:11 PM

The next Board Meeting will be on June 15, 2022, at 5:30 p.m. (VIRTUAL)

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Sara Irish
 President
 Tacoma Public Library Board

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