

Minutes

June 15, 2022

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

ATTENDANCE

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

Excused: Sara Irish, President

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

Tacoma Public Library Staff: Latasha Ware, Anna Trammell, JoLyn Reisdorf, Lisa Bitney, Maria Shackles, Mariesa Bus, Rodney Croston, Samuel Bencoter, Zac Matthews

Berk Consulting Team: Brian Murphy, Project Manager for TPL Feasibility Study, BERK consulting; David Strauss, Principal, SHKS Architects

Four members of the public attended the virtual June 15, 2022 Board Meeting.

CALL TO ORDER – 5:32 PM

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 22041

1. Minutes of the May 14, 2022, Board Study Session
2. Minutes of the May 18, 2022, Board Meeting
3. Financial Report for May 2022
4. HR Report for May 2022
5. Library Services Report for May 2022

Motion, Seconded, and Passed

PAYMENT OF BILLS

RESOLUTION 22042: Payment of Bills Per Vouchers – Authorization

The Board authorizes the payment of bills per voucher as presented, and further, the Board approves and ratifies the checks issued in May 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 22043: Ratify Recurring Monthly Expenditures – Approval

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

Motion, Seconded, and Passed

PUBLIC COMMENTS

Due to the limitations of online meetings, public comments will be accepted via written form only. Comments may be submitted to info@tacomalibrary.org until 5 p.m. on the day of the scheduled Board meeting. Comments for this meeting were accepted until 5 p.m. on June 15, 2022.

STAFF RECOGNITION

June anniversaries

DISCUSSION ITEMS

1. Final Hilltop and East Side Feasibility Study Report – BERK Consulting Consultants presented the final outcomes of the Hilltop and East Side Feasibility Study and discussed the next steps regarding reporting the final outcomes to the Tacoma City Council.

NEW BUSINESS

RESOLUTION 22044: Request that the Board adopts the City of Tacoma’s Policy #4.1, Information Systems Resources Usage, including future amendments by the City of Tacoma.

Motion, Seconded, and Passed

RESOLUTION 22045: Request that the Board adopts the City of Tacoma’s Policy #4.50, Enterprise Information Security Policy, including future amendments by the City of Tacoma.

Motion, Seconded, and Passed

RESOLUTION 22046: Request that the Board adopts the amended version of Policy #24.0, Gifts and Donations Policy, as presented.

Motion, Seconded, and Passed

RESOLUTION 22047: 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	\$14,770,849	\$16,430,043	\$31,200,892
Trust Funds	\$403,276	\$769,958	\$1,173,234
TOTAL	\$15,174,125	\$17,200,001	\$32,374,126

Motion, Seconded, and Passed

RESOLUTION 22048: Request that the Board adopts the Letter of Agreement by and Between Tacoma Public Library and Teamsters Local 117 for the Library Program Coordinator Classification, as presented.

Motion, Seconded, and Passed

RESOLUTION 22049: Request that the Board amends the Classification Plan, as presented.

Motion, Seconded, and Passed

DIRECTOR'S REPORT

- **SERVICES REPORT**
 - **Spotlight:** TPL's Read 1000 Books before kindergarten
- **FEASIBILITY STUDY FOLLOW-UP MEETINGS WITH COUNCILMEMBERS**
 - Each trustee is paired with a council member to provide updates on Hilltop/ East Side Feasibility Study.
- **PUBLIC RECORDS REQUEST**
 - Board Trustees notified that the Library/City of Tacoma received a Public Records Request for each Trustee's Board-related email address(es).
- **2022 JOHN COTTON DANA LIBRARY PUBLIC RELATIONS AWARD**
 - TPL's Public Information Office was one of eight libraries in the nation selected for the American Library Association's 2022 John Cotton Dana Library Public Relations \$10,000 Award recognizing strategic communications efforts. TPL was recognized for 2021's Library Giving Day Campaign that raised \$22K in support of the Digital Media Lab/Tacoma Public Library Foundation.

MARK YOUR CALENDARS

- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
 - July 20
 - August 17
 - September 21 !!!BOARD ELECTIONS!!!
- TPL/BERK at Community, Vitality, and Safety City Council Committee **DATE CHANGE**
 - 4:30 p.m. Thursday, July 14 (hybrid, virtual or in-person) ; BERK presents the final Feasibility Study report
- Library Board of Trustees Study Session
 - 10:30 a.m. Saturday, September 17

TRUSTEES REPORT

Donna LaFrance – NA

Joseph Colón – NA

Toni Craig – NA

Andrea Cobb - NA

ADJOURNMENT - 7:15 PM

The next Board Meeting will be on July 20, 2022, at 5:30 p.m. (VIRTUAL)

Sara Irish
President
Tacoma Public Library Board

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