

Minutes

August 17, 2022

BOARD OF TRUSTEES: Sara Irish, President; Donna La France, Vice President; Toni Craig, Trustee; Theresa Pan Hosley, Trustee; Andrea Cobb, Trustee

4ATTENDANCE

Board of Trustees: Sara Irish, President, Donna LaFrance, Vice President; Theresa Pan Hosley, Trustee, Toni Craig, Trustee, and Andrea Cobb, Trustee

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

City of Tacoma Staff: Martha Lantz, Deputy City Attorney

Tacoma Public Library Staff: Gabby Fuentes, Gabi Barragan, Kolbe Lee, Anna Trammell, Jamie Mittan, Tony Sonsteng, Jolyn Reisdorf, Mariesa Bus, Rodney Croston, Zac Matthews, and Sam Benscoter.

Three members of the public attended the virtual August 17, 2022, Board Meeting.

CALL TO ORDER – 5:30 PM

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT & PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 22057

1. Minutes of the July 20, 2022, Board Meeting
2. Financial Report for July 2022
3. HR Report for July 2022
4. Library Services Report for July 2022

PAYMENT OF BILLS

RESOLUTION 22058: 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 July 2022 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

RESOLUTION 22059: Ratify Recurring Monthly Expenditures – Approval

The Board approves and ratifies the July 2022 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 comments will be accepted via written form only.

Comments may be submitted to lware1@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 August 17, 2022.

STAFF RECOGNITION

August anniversaries

DISCUSSION ITEMS

1. Public Records Act – Martha Lantz, City of Tacoma Deputy City Attorney
Deputy City Attorney, Martha Lantz, attended the Board of Trustees August 2022 meeting to answer questions the trustees had regarding the Open Public Meetings Act and the Washington Public Disclosure Act.
2. TPL Policy Updates – Latasha Ware, TPL Executive Assistant / Policy Analyst
TPL Policy Analyst, L. Ware, provided updates on the evolution of policy development from 2018 to current, and opportunities for upcoming process developments.

NEW BUSINESS

RESOLUTION 22060: Request that the board amend Personnel Rule 3: Classification, with the addition of Section 3:12 Effect of Reclassification Upon the Incumbent.

Motioned, Seconded, Amended

RESOLUTION 22061: Request that the Board revise its prior authorization and award a contract to BuildingWork LLC for architectural services for up to \$350,120 plus applicable taxes for the term July 1, 2022, through March 31, 2024.

Motioned, Seconded, Authorized

RESOLUTION 22062: Request that the Board approve and award a sole-source contract to Bibliotheca LLC for hardware maintenance services and Comprise subscription for up to \$42,933.70 plus applicable taxes for a term of September 1, 2022, through August 31, 2023.

Motioned, Seconded, Authorized

RESOLUTION 22063: Request that the board adopt the revised Meeting Room Policy #10.18, as presented.

Motioned, Seconded, Adopted

RESOLUTION 22064: Request that the board adopt Telework Policy #10.54, as presented.

Motioned, Seconded, Adopted

RESOLUTION 22065: Request that the board reschedule its September 17, 2022, Study Session, to October 15, 2022, 10:30 AM – 12:30 PM.

Motioned, Seconded, Authorized

RESOLUTION 22066: The Board expresses heartfelt appreciation to Toni Craig for her service as a Trustee of the Board of Trustees of the Tacoma Public Library.

Whereas, Toni Craig was appointed to the Board of Trustees of the Tacoma Public Library in April 2019 by Mayor Victoria Woodards, and,

Whereas, soon thereafter Toni Craig served on the Strategic Plan steering committee, providing valuable input in shaping the Library's direction;

Whereas, Trustee Craig worked together with the Board of Trustees to provide leadership to the Library during a worldwide pandemic;

Whereas, Toni Craig worked together with the Board of Trustees through budget challenges and triumphs;

Whereas, Toni Craig supported the vision for the reimagining of the Main library, to bolster programmatic options and support burgeoning community organizations / non-profit partners whose strategic priorities align with TPL's;

Whereas, Toni Craig continued convenient library access for all Tacoma Public Schools students through the continuation of the Pathway Card partnership;

Whereas, Toni Craig supported TPL during challenges of significant technological change: the complete technological overhaul in 2020, bringing modern and more efficient computing to TPL staff and community;

Whereas, Toni Craig celebrated the largest grant award TPL had ever received, for the equity-focused Community Archives Center project;

Whereas, Toni Craig alongside her counterparts increased cardholder access to library materials through a reciprocal agreement with the Seattle Public Library in 2021, making regional access complete;

Whereas, Toni Craig championed and supported TPL in their ongoing journey to be a truly equity-focused organization and implementing Normalizing Conversations about Race; seeing an increasing diversity of hires, and modifying policies and practices using an equity lens;

Whereas, Toni Craig saw the start and completion of the Feasibility Study for the Restoration of Eastside and Hilltop library services, whose branches were closed in 2011 due to budget cuts;

Whereas, Toni Craig saw the suspension of Overdue Fines & Fees;

Whereas, her connection to the Tacoma community and her strategic vision, provided helpful insight into solving access and other barriers;

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library that the Board does hereby extend its gratitude to Toni Craig for her time as a member of the Board.

No action necessary

DIRECTOR'S REPORT

- **July 2022 Spotlight:** Director Larsen reviewed the Spotlight report

- **New Programs & Services**
 - **Sensory Accessibility Kits** are available at every branch
Includes:
 - LCD Writing tablets – nonverbal learners may enjoy using the tablets to write, draw, or communicate
 - Wiggle seats – can help increase focus and have a calming effect
 - Noise-canceling headphones – can help reduce overstimulating noises
 - Fidgets – can help a person relax and stay calm in stressful situations
 - Sunglasses – may be useful for those who prefer not to make eye contact
 - Coloring Books and Crayons – can be a calming exercise

 - **ePRINTit** Patrons can now send a print job from any electronic device and retrieve the document from the location of their choosing

- **TPL Awarded a Public Library Association Digital Grant**
 - Public Library Digital Literacy Workshop Incentive, supported by AT&T
 - \$7,000 for a mobile technology lab

- Only library in WA to receive an award (160 libraries selected)
- **2023-2024 City of Tacoma Budgeting Schedule**
The city currently requesting community participation through the Balancing Act Tool which can be accessed by visiting: <http://tacomawa.abalancingact.com/city-of-tacomamas-balancing-act-english>
 - **August - September** – receive City Manager’s initial approvals (these remain confidential until they’re reviewed with City Council)
 - **October 4** – Proposed budget presented to City Council
 - **October - November (tentative)** – department budget presentations to City Council
 - **November** – City Council adoption vote
 - **December** – Library Board of Trustees adoption vote

MARK YOUR CALENDARS

- **Tacoma Reads:** A conversation with Julia Alvarez – Hosted by Mayor Woodards
***Registration Required** - Register at tacomalibrary.org/tacomareads
- **Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:**
 - September 21
 - October 19
 - November 19
- **Library Board of Trustees Study Session; Saturday, October 15, 2022, 10:30 AM – 12:30 PM**

TRUSTEES REPORT

Toni Craig – Had an energizing conversation with Deputy Mayor (DM) Ushka. Trustee Craig reports that DM Ushka is eager to hear the full Hilltop / Eastside Feasibility Study Report. Trustee Craig confirmed that Director, Kate Larsen, would have the opportunity to present the report to DM Ushka soon. Trustee Craig also reported that DM Ushka expressed concerns regarding a “tight” upcoming City budget, but is fully committed to supporting the community’s needs on this topic.

Donna LaFrance – Met with CM Walker and shared a lot of information with her about the feasibility study. Trustee LaFrance reported that the meeting was not long enough to hear follow-up questions or receive feedback from CM Walker.

Theresa Pan Hosley – Suggested meetings between Trustees and Council Members should occur regularly and also inquired into the possibility of meeting with the City Manager regarding budgeting.

Andrea Cobb – NA

Sara Irish - NA

ADJOURNMENT - 7:23 PM

The next Board Meeting will be on September 21, 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