

# Minutes

**February 15, 2023**

**BOARD OF TRUSTEES:** Sara Irish, President; Andrea Cobb, Vice President; Donna LaFrance, Trustee; Theresa Pan Hosley, Trustee; J. Manny Santiago, Trustee

**MEETING LOCATION:**

Tacoma Housing Authority Family Investment Center  
1724 E 44th St, Tacoma, WA 98404

**ATTENDANCE**

**Board of Trustees:** Sara Irish, President, Donna LaFrance, Trustee; and Theresa Pan Hosley, Trustee.

**Excused:** J. Manny Santiago, Trustee, and Andrea Cobb, Vice President

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

**Tacoma Public Library Staff:** Mariesa Bus, Lisa Bitney, Rodney Croston, Zac Matthews, and Sam Benscoter.

**BuildingWork:** Kate Weiland

**Two Members of the Public attended the February 15, 2023, Board of Trustees Meeting**

---

**CALL TO ORDER – 5:42 PM**

**LAND AND CULTURAL HISTORY**

**ACKNOWLEDGEMENT PLEDGE OF**

**ALLEGIANCE**

**CONSENT AGENDA**

RESOLUTION 23010

1. Minutes of January 18, 2023, Board Meeting
2. Financial Report for January 2023
3. HR Report for January 2023
4. Library Services Report for January 2023

**PAYMENT OF BILLS**

RESOLUTION 23011: 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 January 2023 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

**RESOLUTION 23012: Ratify Recurring Monthly Expenditures – Approval**  
The Board approves and ratifies the January 2023 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

### **PUBLIC COMMENTS**

There were no public comments at the Board of Trustees meeting on February 15, 2023.

### **STAFF RECOGNITION**

The Board of Trustees celebrated staff with library employment start dates in February.

### **DISCUSSION ITEMS**

1. **Main Library project update** – Kate Weiland, Partner, BuildingWork
  - Shared proposed layout of library materials for the first-floor remodel of the Main library as well as proposed furniture styles and color palettes
  - Shared how the vision boards can be utilized for community and stakeholder engagement in the renovation process
2. **Facilities Report** – Phillip Torgerson, Facilities Manager provided the Trustees with an overview of the Facilities department and the work they do for the Library.
3. **Public Information Office and Tacoma Reads Report – Mariesa Bus, TPL Public Information Officer** provided the Trustees with an overview of the Public Information Office and the work they do for the Library.
4. **Future Library Director Evaluations – Study Session dates**  
Topic tabled; President Irish requested that City of Tacoma HR Director Shelby Fritz attend the March meeting
5. **Board Packet Deadline Discussion – Kate Larsen, TPL Director**
  - In response to the Board's request to receive the Board agenda and packets sooner, Director Larsen presented the potential impacts and differences that could occur. Specifically, Budget information in the packet will be preliminary, as the City of Tacoma closes its books later than the Board's preferred seven-day packet delivery window. This means the budget report may change after the monthly board meeting.
  - There could be an increase in amended agendas because of budget, contract, and purchasing documents required for the library to continue to conduct business efficiently and smoothly.
  - If an amendment is made to the agenda within 24 hours prior to a meeting, the board will need to adopt an amended agenda at the start of that meeting.
  - The Board confirmed their understanding of these potential impacts and agreed they would

prefer to receive the agenda and packet materials a week prior to meetings.

## **NEW BUSINESS**

**RESOLUTION 23013:** Request the Board schedule a special public meeting for a Board strategic retreat on April 29, 2023, 9 AM – 3 PM; and a Board study session (topic TBD) on May 6, 2023, 10 AM – 12:30 PM.

**Motioned, Seconded, Approved**

**RESOLUTION 23014:** Request that the Board approve and award a sole-source contract to OCLC for the CONTENTdm platform and cloud storage solution for up to \$12,253.35 plus applicable taxes for a term of April 1, 2023, through March 31, 2024.

**Motioned, Seconded, Approved**

**RESOLUTION 23015:** Request that the Board recognizes a generous donation of \$360.00 donation from Rod and Tracy Koon for use by the NW Room.

**Motioned, Seconded, Recognized**

**RESOLUTION 23016:** Request that the Board approve a date change for the May all-staff in-service day, from May 5<sup>th</sup> to May 12<sup>th</sup>.

**Motioned, Seconded, Approved**

## **DIRECTOR'S REPORT**

### **Feasibility Study – Next Steps**

- Completed a round of meetings with the City Council and the Board of Trustees
- TPL is participating in the City of Tacoma Facility Advisory Committee
- TPL has contracted with SHKS Architects, the firm that worked on the Feasibility Study, to conduct a site study of two potential library sites to determine if it is possible to site libraries there. There is no funding to build new libraries – this study is to determine if TPL should pursue funding to site libraries on those sites

### **Library Legislative Day – February 9<sup>th</sup>, 2023**

- Organized by the Washington Library Association (WLA)
- TPL's primary purpose for attending was to advocate for the Department of Commerce Capital Funding support for the Main remodel project
  - Previously, the funding review committee recommended TPL's project (\$2M for Main refresh) to the Governor's office
  - Governor Inslee listed TPL's project in his budget proposal
  - Director Larsen and Public Information Officer Bus met with Speaker Jinkin's and Senator Trudeau's (chair of the capital budget committee) staff
  - In the process of attempting to arrange a meeting with Representative Fey's staff

### **TPL partnership with Tacoma Needle Exchange (TNE)**

Director Larsen provided an update that the Naloxone vending machine has been installed at the Moore library. As a reminder,

- TNE will stock the Naloxone machine

- TNE has trained those staff who weren't already trained and wanted to be trained on how to administer
- TNE will also provide no-cost peer counseling services to patrons for 2-4 hours/month at Moore and South Tacoma libraries for one year
- Plan to begin stocking fentanyl test strips soon

#### Mark your calendars

- Regular Library Board of Trustees Meetings, 5:30 PM on Wednesdays
  - March 15, Swasey library
- Mayoral State of the City Address, 6:30 PM, Mount Tahoma High School Auditorium (address: 4634 South 74<sup>th</sup> Street, Tacoma, WA, 98409)
  - In person, but will also be broadcast on TV Tacoma and the City of Tacoma's Facebook Live
- Library Board Strategic Retreat on Saturday, April 29, 2023, 9 AM – 3 PM, at Center for Dialog & Resolution Offices
  - Board still deciding on the venue for the study session on May 6<sup>th</sup>

#### TRUSTEES REPORT

Sara Irish: Thank you for the card

Donna LaFrance: Thank you to the awesome staff!

Theresa Pan Hosley: Kudos for the City Council presentation and thanks to the staff for staying late tonight

#### ADJOURNMENT – 7:34 PM

The next regular Board Meeting will occur on Wednesday, March 15, 2023, at 5:30 p.m. at the Swasey Library, 7001 Sixth Avenue, Tacoma, WA 98406

*Sara Irish*

Sara Irish (May 23, 2023 16:15 PDT)

---

Sara Irish  
President  
Tacoma Public Library Board

*kate larsen*

kate larsen (May 23, 2023 16:10 PDT)

---

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