

# Meeting Minutes

**August 16, 2023**

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

**MEETING LOCATION:**

Moore (location: 215 S 56<sup>th</sup> Street, Tacoma, WA 98408)

**ATTENDANCE**

**Board of Trustees:** Sara Irish, President; Andrea Cobb Vice President; Donna LaFrance, Trustee; Theresa Pan Hosley, Trustee; and J. Manny Santiago, Trustee

**Tacoma Public Library Director** Kate Larsen

**Tacoma Public Library Staff:** Mariesa Bus, Sam Benscoter, JoLyn Reisdorf, Gabby Fuentes, Michelle Massero, Eli Boyd, Lesley Caldwell, Tony Sonsteng, Kolbe Lee, and Elizabeth Covington

**External Presenters:** David Strauss, Ph.D., AIA, LEED AP, Principal and Kim Lusk, SHKS Architects

**Two members of the public** were in attendance.

**CALL TO ORDER – 5:30 PM**

**LAND ACKNOWLEDGEMENT  
PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

**RESOLUTION 23049**

1. Minutes of the July 20, 2023, board meeting
2. Financial Report for July 2023
3. HR Report for July 2023
4. Library Services Report for July 2023

**PAYMENT OF BILLS**

**RESOLUTION 23050: 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 2023 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Motioned, Seconded, Approved

**RESOLUTION 23051: Ratify Recurring Monthly Expenditures – Approval**

The Board approves and ratifies the July 2023 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

Motioned, Seconded, Approved

**PUBLIC COMMENTS**

There were no public comments.

**STAFF RECOGNITION**

August Staff Anniversaries were recognized

## DISCUSSION ITEMS

### Hilltop & Eastside Site Study – Report Findings

SHKS Architects presented the report findings and answered Board questions.

### Freedom to Read / Banned Books Proclamation

Director Larsen and the Board reviewed a draft of next month's Mayoral Proclamation and discussed edits. President Irish and Vice President Cobb said they plan to attend the October 3<sup>rd</sup> City Council Meeting.

## NEW BUSINESS

**RESOLUTION 23052:** Request that the Board rescind the Electronic Mail System Policy #10.43.

Motioned, Seconded, Approved

**RESOLUTION 23053:** Request that the board adopt the revised Public Programs Policy #10.27 as presented.

Motioned, Seconded, Approved

**RESOLUTION 23054:** Request that the board adopt the Animals in the Library Policy #10.50 as presented.

Motioned, Seconded, Approved

**RESOLUTION 23055:** Request that the Board adopt the Food and Beverage for Meetings and Events Policy #10.27, as presented.

Motioned, Seconded, Approved

**RESOLUTION 23056:** Request that the Board declare Main's shelving system as surplus pursuant to TPL's Disposal of Surplus Property Policy 23.03

Motioned, Seconded, Approved

## DIRECTOR'S REPORT

- July Service Updates – Director Larsen reviewed the Snapshot and Service Report for July  
TPL was awarded a WA Department of Commerce award for July 2024 for a solar study for Main – \$95K
- In order to increase TPL's visibility throughout Tacoma, all fleet vehicles (except one) were wrapped in branded, colorful "Book Buddy" designs.
- Main – Director Larsen reminded the Board that the Main library will close to the public beginning September 1, 2023 through Spring 2024 for construction. Northwest Room appointments will continue as long as is feasible. The construction bid packet will be published in a couple of weeks.
- Mark Your Calendars, Rhythm of Business – Review  
Freedom to Read proclamation at Tacoma City Council  
5 p.m. Tuesday, October 3, Tacoma Municipal Building Council Chambers, 747 Market Street, 1st floor

Tacoma Reads Author Event with David Ambroz,

3 p.m. Saturday, November 4, University of Washington, Tacoma's William W. Phillip Hall, 1918 Pacific Ave

## TRUSTEES REPORT - None

## ADJOURNMENT

The next regular Board meeting is Wednesday, September 20, 2023, at 5:30 p.m. at the South Tacoma library (3411 S 56th Street, Tacoma, WA 98409).

DocuSigned by:  
*Kate Larsen* 09/22/2023  
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DocuSigned by:  
*Sara Irish* 09/22/2023  
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