

# Minutes

**September 20, 2023**

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

**MEETING LOCATION:**

South Tacoma library, 3411 S 56<sup>th</sup> St., Tacoma, WA 98409

**CALL TO ORDER**

**LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT**

**PLEDGE OF ALLEGIANCE**

**BOARD ELECTIONS**

**NOMINATION OF OFFICERS – PRESIDENT**

**RESOLUTION 23057 ELECTION OF OFFICERS – PRESIDENT**

Resolved, that the Board does hereby ELECT \_\_\_\_\_, as President of the Board of Trustees per the Tacoma Public Library - Rules and Regulations – Annual Meeting. **The Board voted to elect Trustee Andrea Cobb as President.**

**NOMINATION OF OFFICERS – VICE-PRESIDENT**

**RESOLUTION 23058 ELECTION OF OFFICERS – VICE-PRESIDENT**

Resolved, that the Board does hereby ELECT \_\_\_\_\_, as Vice-President of the Board of Trustees per the Tacoma Public Library - Rules and Regulations – Annual Meeting. **The Board voted to elect Trustee Sara Irish as Vice President.**

**CONSENT AGENDA**

**RESOLUTION 23059**

1. Minutes of the August 16, 2023 Board meeting
2. Financial Report for August 2023
3. HR Report for August 2023
4. Library Services Report for August 2023

Motioned, Seconded, Approved

**PAYMENT OF BILLS**

**RESOLUTION 23060: 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 August 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 23061: Ratify Recurring Monthly Expenditures – Approval**  
The Board approves and ratifies the August 2023 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

Motioned, Seconded, Approved

## **PUBLIC COMMENTS**

The Library Board of Trustees accepts written and verbal public comments.

Written comments may be submitted to [trustees@tacomalibrary.org](mailto:trustees@tacomalibrary.org) until 5 p.m. on the day of the scheduled board meeting.

Those wishing to comment in person must be present at the Board meeting and sign up for public comment. Commenters are allotted three minutes to speak.

Director Larsen read aloud an email timestamped September 22, 2023 4:58 p.m. from Chris Eberhardt.

## **STAFF RECOGNITION – August Staff Anniversaries**

## **DISCUSSION ITEMS**

1. **Tacoma Reads 2023** – Mariesa Bus, Public Information Officer

## **NEW BUSINESS**

### **RESOLUTION 23061 RECOGNIZING DONNA LA FRANCE**

The Library Board of Trustees expresses heartfelt appreciation and gratitude to Donna LaFrance for over seven years of service on the Board of Trustees of the Tacoma Public Library.

Whereas, Donna LaFrance was appointed to her first term on the Board of Trustees of the Tacoma Public Library on June 28, 2016 by then Mayor Marilyn Strickland, completing Lillian Hunter's term, and reappointed October 6, 2018 by Mayor Victoria Woodards for a five year term ending October 6, 2023. Trustee LaFrance confidently led the Board of Trustees in the role of Vice President from September 2021 – September 2022, also serving as Trustee ex-officio to the Tacoma Public Library Foundation Board of Directors during that time.

Whereas, Donna LaFrance worked together with the Board of Trustees through budget challenges and triumphs, technological changes, policy development, community engagement, strengthened partnerships, and a worldwide pandemic. Trustee LaFrance's esteemed tenure saw many accomplishments, including but not limited to:

- ★ Convenient library access provided to all Tacoma Public Schools students through the ongoing Pathway Card partnership;
- ★ Embarking on the process to create a comprehensive, community focused Strategic Plan in 2018, starting with numerous Libraries Transform Tacoma input meetings, whose outcome served as the foundation for the strategic plan to guide library services through 2025, formally adopted in July 2020;
- ★ The refurbishment of the South Tacoma library in 2018, creating more user-friendly and attractive spaces and increasing the number of computers available to patrons;
- ★ The restoration, addition, or creation of critical staff positions starting with the restoration of the Deputy Library Director position in 2018;

- ★ TPL moved toward becoming an equity-focused organization, joining the Government Alliance on Race and Equity (GARE) in 2019; later implementing Normalizing Conversations about Race, Affinity Groups and it's Racial Equity and Social Justice Team in 2020; steadily increasing staff diversity to reflect Tacoma's diversity; modifying policies, improving programs and practices using an equity lens;
- ★ Visits from by national dignitaries Michelle Obama and United States Senator Patty Murray in 2019;
- ★ Meeting the challenges of significant technological change, including a complete technological overhaul in 2020 that brought modern and more efficient computing to TPL's staff and community;
- ★ The elimination of Overdue Fines & Fees in 2020;
- ★ In 2021, the largest grant award TPL had ever received to date, for the equity-focused Community Archives Center project, completed in 2023;
- ★ Increased access to library materials through reciprocal agreements with the Seattle Public Library in 2021;
- ★ The reconstitution of Tacoma Public Library Foundation and its Board of Directors in 2021;
- ★ The 2022 Feasibility Study for the Restoration of Library Service to the Hilltop and Eastside neighborhoods and it's following 2023 Site Study, moving TPL closer than ever to full restoration of services in both neighborhoods;
- ★ Increased awareness of library services through effective promotion and marketing efforts;
- ★ The creation or strengthening of relationships with stakeholders and partners, including the City of Tacoma;

Now, therefore, be it resolved by the Board of Trustees of the Tacoma Public Library, that the Board hereby extends its great appreciation and gratitude to Donna LaFrance for her work as a member of the Board and for her commitment to exemplary library service for the citizens of Tacoma.

Motioned, Seconded, Approved

## **RESOLUTION 23062 RECOGNIZING FREEDOM TO READ/BANNED BOOKS WEEK OCTOBER 1-7, 2023**

**WHEREAS**, the Tacoma Public Library the City Council of Tacoma, WA, are committed to providing open access and allowing free inquiry at Tacoma's libraries; and

**WHEREAS**, the nationwide attempts for book bans deprives people of all ages of the chance to explore experiences and stories that differ from their own, and book challenges have historically been used to attack the freedom to read a diversity of opinions; and

**WHEREAS**, the role of libraries is to collect and make available diverse works and information reflective of many perspectives and lived experiences to affirm and reflect the communities it serves; and

**WHEREAS**, the American Library Association, in response to a recent increase and intensity in book banning efforts nationwide, issued a statement that the freedom to read is essential to our democracy; and

**WHEREAS**, Tacoma Public Library has a collection development policy that is fair, deliberative, and equitable, and is accessible to the public, and the Request for Reconsideration process provides the public with an opportunity to request a review of specific library material; and

**WHEREAS**, representation in a library collection affirms the identities of readers; a library's collection should reflect the diversity and complexity of its community, including but not limited to works that reflect the broad experiences, identities, culture, and histories of LGBTQIA2S+ individuals and communities of color.

**NOW, THEREFORE**, the Tacoma Public Library Board of Trustees does hereby proclaim, in partnership with the City Council of Tacoma, October 1<sup>st</sup> through October 7<sup>th</sup>, 2023 as Freedom to Read Week in the Tacoma's libraries and joins the City Council in support of the American Library Association's "Freedom to Read" statement and oppose book banning. Additionally, we join the City Council in affirming our commitment to

being anti-racist, inclusive public institutions that ensures our residents have access to materials supporting their information needs and commit to cultivating a vibrant cultural sector that fosters a creative, cohesive community through access to diverse materials.

Motioned, Seconded, Approved

**RESOLUTION 23063:** Request that the board adopt the revised Collection Development Policy #10.01, as presented.

Motioned, Seconded, Approved

**RESOLUTION 23064:** Request that the Board rescind the Acquisition Policy #10.01.

Motioned, Seconded, Approved

**RESOLUTION 23065:** Request that the Board rescind the Materials Complaint Policy and Procedures #10.25.

Motioned, Seconded, Approved

**RESOLUTION 23066:** Request that the Board award a sole-source contract to ATS Automation for HVAC control support and maintenance for \$73,740 plus applicable taxes for the term of October 1, 2023, through September 30, 2028.

Motioned, Seconded, Approved

**RESOLUTION 23067:** Request that the Board award a contract to Apex Mechanical LLC for a multi-branch HVAC improvement project for \$966,000 plus applicable taxes for the term of September 1, 2023, through August 31, 2024.

Motioned, Seconded, Approved

**RESOLUTION 23068:** Request that the board authorize staff to enter into an agreement with Southwest Solutions Group, Inc. to purchase library shelving for Main for a not-to-exceed price of \$438,575.75.

Motioned, Seconded, Approved

## DIRECTOR'S REPORT

- Director Larsen reviewed August's Snapshot report as presented in the Board packet;
- Main updates – Director Larsen reported that the bid package was published and it is anticipated that the contractor's contract will be presented for the Board's consideration at their October meeting; next month;
- TPL is receiving TacomaProBono's Community Partner Leadership Award. TacomaProBono has served more than 300 people so far this year through the libraries alone, and by the end of the year will have tabled 52 times in our libraries
- Director Larsen will work with the Board to identify dates for a study session next month.
- Director Larsen reminded the Board of upcoming meetings and events and briefly discussed the Rhythm of Business document


## TRUSTEES REPORT

## ADJOURNMENT

The next regular Board meeting will occur on Wednesday, October 18, 2023, at 5:30 p.m. at the Moore library, 212 S 56<sup>th</sup> St., Tacoma, WA, 98408

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