

# Minutes

May 21, 2025

**Board of Trustees:** Andrea Cobb, President; Manny Santiago, Vice President; Priya Saxena, Trustee; Elizabeth Bowman, Trustee; Joel Zylstra, Trustee

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## MEETING LOCATION

Main Branch, 1102 Tacoma Ave S, Tacoma, WA 98402

## CALL TO ORDER

Called to order at 5:33pm

Present: Andrea Cobb, Joel Zylstra, Elizabeth Bowman, Amita Lonial

Absent: Manny Santiago, Priya Saxena

Staff: Kendra Jones, Gabby Fuentes, Gabi Barragan, Lyndea Kelleher, Rodney Croston, Zac Matthews, Lesley Caldwell, Michelle Massero, Angelo DeFazio, Lisa Bitney, Mariesa Bus, Perlita Payne, Samie Iverson

3 Members of the public

## LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT

## PLEDGE OF ALLEGIANCE

## CONSENT AGENDA

### RESOLUTION 25021

1. Minutes of the April 19, 2025, Regular Meeting
2. Financial Report for April 2025
3. HR Report for April 2025
4. Library Services Report for April 2025

Motioned by Bowman. Seconded by Zylstra. Approved.

## PAYMENT OF BILLS

**RESOLUTION 25022: 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 April 2025 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Motioned by Bowman. Seconded by Zylstra. Approved.

**RESOLUTION 25023: Ratify Recurring Monthly Expenditures – Approval**

The Board approves and ratifies the April 2025 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

Motioned by Zylstra. Seconded by Bowman. Approved.

**PUBLIC COMMENTS**

No public comment.

**STAFF RECOGNITION**

May Staff Anniversaries

**DISCUSSION ITEMS**

First Reading of Library Card Policy – Kendra Jones, Deputy Director

Jones: General approach – several documents that needed to be consolidated and many procedural statements which don't belong in the policy. Simplifies the policy and hits the highlevel points.

Zylstra: Incarcerated folks – Raymond Hall school aged patrons - can they access TPL resources?

Fuentes: Yes, we do go over there and present on what they can access.

Cobb: Why did the name shift? Registration to Library Card? Library Card isn't as descriptive of scope or purpose. Maybe second line should go first.

In other library systems it is typically called library card, and maybe eligibility is more appropriate. Registration isn't the correct word either.

Cobb: Clauses 4 & 5 – is that included in procedural document? Agency cards – are they still eligible? Are they addressed as a category of user? (Businesses and nonprofits) Other governmental entities – included in agency.

Zylstra: Do the reciprocal agreements represent all of the options?

**NEW BUSINESS**

Resolution 25024: Request to rescind the Hours of Work Policy #10.22.

Redundant policy

Motioned by Bowman. Seconded by Zylstra. Approved.

Resolution 25025: Request to amend the Family and Medical Leave Policy #40.30 to include PFML and MPSL in accordance with city and state law.

Changes made at state level – we adopted city’s policies but these live in separate policies that we just hadn’t adopted. No change in our procedure.

Motioned by Zylstra. Seconded by Bowman. Approved.

Resolution 25026: Request to approve the Patron Use Agreement Policy #10.49, as presented.

Discussion: Reviewed policy last month – modern, reflected values, and took into account ways that we’ve started to use CPI in our branches. Incorporated feedback from last meeting.

Bowman: Name it the same ( add “Policy) and remove the sentence at the end for consistency.

Zylstra: Language is based in what we want rather than what we don’t want. Some language was clarified, some was left in and can start a conversation.

Cobb: Supportive of Trustee Bowman’s suggestions. Would like to see these statements elsewhere in a public facing document.

Motion to amend the policy by adding the word “Policy” to the title and removing the last sentence from the policy by Zylstra. Seconded by Bowman. Approved.

Resolution 25027: Request to approve the purchase and replacement of all systemwide public computers through the City of Tacoma for a not-to-exceed amount of \$134,264.40 plus applicable taxes.

Discussion: 6-year replacement cycle. Covers all of the windows-based computers. About 120 machines. The maintenance becomes a lot more difficult if machines are on a different cycle– parts and warranty will be easier for us to maintain.

Motioned by Zylstra. Seconded by Bowman. Approved.

Resolution 25028: Request to amend TPL’s contract with Continuant for AV system services in the Cascade Board Room to replace a damaged display unit for a new, not-to-exceed amount of \$205,291.48 plus applicable taxes.

Motioned by Zylstra. Seconded by Bowman. Approved.

Resolution 25029: Request to approve the Letter of Agreement between TPL and Local 117

for the wage scale and overtime eligibility of the Library IT Analyst Sr. Tech classification.  
Discussion: We have a vacancy on the IT Team – because of the nature of the work, the wage scale and ability to receive overtime have been in conflict. This change would make them overtime eligible. We did a cost benefit analysis of non vs yes.

Are there several positions like this right now that might need to change?

This is the only one remaining with exemption.

Motioned by Zylstra. Seconded by Bowman. Adopted.

## **DIRECTOR'S REPORT**

Review of Library Snapshot & spotlight.

## **TRUSTEES REPORT**

Bowman: Chief copywrite officer was let go.

Zylstra: Mindful of colleagues at TPS who are dealing with many unknowns and challenges right now.

Cobb: Saw staff at the Proctor's market and saw staff tabling. Wayzgoose – saw some stuff on social media and drove by and it looked busy. Thank you for organizing study session and getting us great presentations.

## **ADJOURNMENT**

**Adjourned at 6:28pm.**

The next regular Board meeting is Wednesday, June 11<sup>th</sup>, 2025, at 5:30 p.m. at the Fern Hill Branch, 765 South 84th S, Tacoma, WA 98444.

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Andrea Cobb, President

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Amita Lonial, Director