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**Minutes**

**June 11, 2025**

**Board of Trustees:** Andrea Cobb, President; Manny Santiago, Vice President;

Priya Saxena, Trustee; Elizabeth Bowman, Trustee; Joel Zylstra, Trustee

MEETING LOCATION

Fern Hill Branch, 765 South 84th S, Tacoma, WA 98444

**CALL TO ORDER**

Call to order at 5:32pm

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

Staff: Lyndea Kelleher, Rodney Croston, Kendra Jones, Mariesa Bus, Gabby Fuentes, Michelle Massero, Melissa Fitzgerald, Lesley Caldwell, Angelo DeFazio, Perlita Payne

Members of the public: 0

Absent: J. Manny Santiago

**LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

**RESOLUTION 25030**

1. Minutes of the May 16, 2025, Study Session and May 21, 2025, Regular Meeting

2. Financial Report for May 2025 and Revised April 2025 Financial Report

3. HR Report for May 2025

4. Library Services Report for May 2025

Motion by Bowman, seconded by Saxena. Approved.

**PAYMENT OF BILLS**

**RESOLUTION 25031:** 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 May 2025 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Motion by Saxena, seconded by Bowman. Approved.

**RESOLUTION 25032:** Ratify Recurring Monthly Expenditures – Approval

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

Motion by Zylstra, seconded by Bowman. Approved.

**PUBLIC COMMENTS**

No public comment

**STAFF RECOGNITION**

June Staff Anniversaries

**DISCUSSION ITEMS**

1. Strategic Plan Refresh Updates
   1. Trustees reviewed and sent comments for public surveys. Moving into outreach phase – translating the survey for print and electronic formats. Will also be opening the staff survey – June 23rd – July 1st. Week of 23rd will be the public launch and will close August 8th. PIO is creating book buddy ballots and questions for patrons to answer in branches.
   2. TPL will be at outreach events this summer.
   3. Institutional/partner interviews – can Trustees please identify 2-3 organizations for us to reach out to participate? They can also join the conversations. Hoping to have 15-20 conversations.

**NEW BUSINESS**

Resolution 25033: Request to approve a sole-source waiver with Bridgeall Libraries, LTD for CollectionHQ, a collection analytics service.

Motion by Saxena, seconded by Zylstra. Approved.

Resolution 25034: Request to approve the Letter of Agreement between TPL and Local 120 for the Librarian In Training Program.

Motion by Bowman, seconded by Zylstra. Approved.

Resolution 25035: Request to approve the Librarian In Training Classification, as presented.

Motion by Bowman, seconded by Saxena. Approved.

Resolution 25036: Request to adopt the Library Card Eligibility Policy #1.17, as presented.

Motion by Saxena, seconded by Zylstra.

Discussion: Question – limited privileges? Number of items for check out? 100 check outs normally, limited without the full card.

Approved.

Resolution 25037: Request to amend the Exclusion or Suspension from Library Premises Policy #1.04 as presented.

Motion by Zylstra, seconded by Saxena.

Discussion: Good example of when to do a first reading or not – we should still discuss and codify the parameters. Maybe a rubric or a checklist to document.

Approved.

**DIRECTOR’S REPORT**

Review of TPL Snapshot, library news, and federal funding. Tacoma Reads announcements. New pride merch is available. Summer Reading is starting.

**TRUSTEES REPORT**

Bowman: Foundation update – building capacity this year and did a deep dive of the current board. Completed an assessment of what they need for the board and that will guide them for recruitment. Gave the foundation some examples of funding priorities/buckets which will help with efforts for fundraising. They will be pursuing their own strategic plan.

Zylstra: Next overlap with foundation? Open to feedback on how we continue to partner with them. Won’t be here in July. Immigration enforcement has had a strong presence in this neighborhood for the past few days. How are we supporting staff and neighbors with knowing their rights?

Lonial: We have guidelines for how to handle interactions – can't interfere as employees, but they are allowed in public places but not staff spaces, can contact Director/Deputy and CMO.

Cobb: Miss Juneteenth pageant happening tomorrow at the Tacoma Art Museum. Won’t be here in July.

Saxena: Glad we are doing summer reading programs especially for youths.

**ADJOURNMENT**

Adjourned at 6:44pm

The next regular Board meeting is Wednesday, July 16th, 2025, at 5:30 p.m. at the Main Branch, 1102 Tacoma Ave S, Tacoma, WA 98402.