



Agenda

July 16, 2025

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

MEETING LOCATION

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

CALL TO ORDER

5:31pm

Present: Amita Lonial, J. Manny Santiago, Elizabeth Bowman, Priya Saxena

Excused: Andrea Cobb, Joel Zylstra

Staff Present: Gabby Fuentes, JoLyn Reisdorf, Kendra Jones, Rodney Croston, Zac Matthews, Angelo DeFazio, Malcolm White, Lesley Caldwell, Beck Messick, Samie Iverson, Nathan Ransley, Sabrina McLendon, Jes Cepero, Perlita Payne, Lyndea Kelleher

Members of the public: 2

Presenters: Leigh Urbaniak

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 25038

1. Minutes of the June 11, 2025, Regular Meeting
2. Financial Report for June 2025
3. HR Report for June 2025
4. Library Services Report for June 2025

Motioned by Saxena, Seconded by Bowman

Discussion: For external services, we are at 80% spend – are we on trend for the year? Lonial: Will follow up with you on the specifics of this fund.
Approved

PAYMENT OF BILLS

RESOLUTION 25039: 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 June 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 25040: Ratify Recurring Monthly Expenditures – Approval

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

Motion by Saxena, seconded by Bowman. Approved.

PUBLIC COMMENTS

No public comment.

STAFF RECOGNITION

July Staff Anniversaries

DISCUSSION ITEMS

- I. Remakery Presentation – Leigh Urbaniak
- II. Strategic Plan Refresh Updates
 - a. Launched and closed staff survey
 - b. Launched community survey, will be closing this in August
 - c. Launched book buddy ballots in branches that have different questions for patrons to answer
 - d. Want to adopt new strategic plan in December
- III. Director Evaluation Proposal
 - a. Evaluation is due in October
 - b. Will confirm process with Trustee input
 - c. Saxena: is there a way to incorporate 360 element without being burdensome?
 - d. Santiago: Timeline could be difficult – may need to customize this and do a more comprehensive 360 review later. We can see if there are tools at our disposal.
 - e. Bowman: Timing and process seem doable. Likes initial process and framing of

job description and review. Would like to see more goal orientation in the process moving forward. Confirmed that the executive sessions will be held during regular board meetings in August, September, and October. Documents and other materials for review will be sent out in advance for trustees.

NEW BUSINESS

Resolution 25041: Request to approve a sole-source waiver and award a contract to OCLC for subscription services to Cataloging and Metadata, FirstSearch, WorldShare Interlibrary Loan, and CONTENTdm for a not-to-exceed amount of \$7.

Motion by Bowman, seconded by Saxena. Approved.

Resolution 25042: Request to approve a sole-source waiver and award a contract to Bibliotheca LLC for RFID gates and door counters for a term of September 1, 2025 – August 31, 2026 and a not-to-exceed amount of \$40,772.46 plus applicable taxes.

Motion by Bowman, seconded by Saxena. Approved.

Resolution 25043: Request to approve a sole-source waiver and award a contract to Bibliotheca LLC for RFID workstations for a term of September 1, 2025 – August 31, 2026 and a not-to-exceed amount of \$22,816.50 plus applicable taxes.

Motion by Saxena, seconded by Bowman.

Discussion: Why is this a one-year contract, can we do multi-year? Matthews: We do multi-year for things we know won't change. RFID numbers fluctuate and so do self-checks and gates. Since they aren't static, we can't do multi-year. Approved.

Resolution 25044: Request to rescind Terms of Use: Library Blogs policy #10.55 and Employee Privacy policy #10.37.

Motion by Bowman, seconded by Saxena.

Saxena: For employee privacy, did you speak with CoT legal and what it might look like? Lonial: We did not. The important privacy pieces are referenced in several other policies we have. Approved.

DIRECTOR'S REPORT

Overview of library snapshot. New UW social work Masters interns. Overview of Summer Reading. Finance Manager starting in August. Toolbox Labs has departed their spot in the Community Hub, but we will be engaging in a search for a new partner for that unit. Overview of changes to Hoopla services available at TPL – will continue to evaluate ability to afford this resource. ALA national event – TPL presented. Mid-mod budget process is beginning at CoT. Foundation update – working on their strategic planning process, Important dates review.

TRUSTEES REPORT

Santiago: LGBTQ commission survey has a lot of great information.

ADJOURNMENT

6:43pm by Vice-President Santiago

The next regular Board meeting is Wednesday, August 20th, 2025, at 5:30 p.m. at the Wheelock Branch, 3722 N 26th St, Tacoma, WA 98407.

Andrea Cobb, President

Amita Lonial, Director