



Agenda

August 20, 2025

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

MEETING LOCATION

Wheelock Branch, 3722 N 26th St, Tacoma, WA 98407

CALL TO ORDER

Called to order at 5:31pm by President Cobb

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

Excused: J. Manny Santiago

Staff: JoLyn Reisdorf, Lesley Caldwell, Gabby Fuentes, Mariesa Bus, Chris Hynak, Zac Matthews, Rodney Croston, Lyndea Kelleher, Angelo DeFazio, Samie Iverson, Michelle Massero, Gabi Barragan, Nikki Anderson-Joy, Leanna Esquivel

2 members of the public

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 25045

1. Minutes of the July 16, 2025, Regular Meeting
2. Financial Report for July 2025
3. HR Report for July 2025
4. Library Services Report for July 2025

Motion by Saxena, seconded by Zylstra, approved.

PAYMENT OF BILLS

RESOLUTION 25046: 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 2025 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Motion by Bowman, seconded by Zylstra, approved.

RESOLUTION 25047: Ratify Recurring Monthly Expenditures – Approval

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

Motion by Saxena, seconded by Bowman, approved.

PUBLIC COMMENTS

The Trustees received and acknowledged one piece of public comment via email.

STAFF RECOGNITION

August Staff Anniversaries

DISCUSSION ITEMS

- I. First Reading: Drug Free Workplace policy updates – Rodney Croston, Human Resources Manager
 - a. Two related policies, one is a revision of current drug free workplace policy of 1988 and does not have substantive changes. Second policy has more substantial changes.
 - b. Disciplinary action – what could lesser than termination disciplinary actions be in this case? We cover some in our personnel rules and in the next policy.
 - c. Drug use in the workplace, we mirror CoT programs and utilize their safety office. We could use their contracts if we have suspicions that someone may be impaired at work. Actions – could result in termination or return to work – things like treatment plans and on-going testing. Right now, if we tested for marijuana and you were positive, then the change would require other reasonable suspicion behaviors – so it isn't an automatic positive test.
- II. Human Resources Report – Rodney Croston, Human Resources Manager
 - a. Overview of the HR Team at TPL. Overview of TPL org chart. Shared findings from our employee engagement survey based on Gallup survey.
- III. Strategic Plan Refresh Updates
 - a. Online surveys is going through the end of this week. We have over 1800 responses so far. Lots of engagements through book buddy ballots – over

14,000. Keeping up the meetings with our community partners.

Trustee Saxena exits at 6:20pm

IV. Joint Session with City Council Planning

a. Next Tuesday we have our meeting with City Council. Will be reviewing our main lines of business, budget, facility needs, and level of service for our community.

V. Trustees like the presentation and content. Approach – we are all connected and how do we approach doing all the things we want to do with the realities of budget constraints.

Board Elections Review

a. Next month is our annual election month. Overview of President and Vice-President roles.

NEW BUSINESS

Resolution 25048: Request to rescind the Staff Use of Automated System policy #10.35.1 and Use of Tacoma Public Library Assets policy #10.52.

Motion by Zylstra, seconded by Bowman, approved.

Resolution 25049: Request that the Board acknowledge the generous donations from Michael Muwat and the Estate of Carol Duis.

Motion by Bowman, seconded by Zylstra, approved.

DIRECTOR'S REPORT

Overview of Snapshot. Freedom to read resolution with city council. Foundation updates.

Vacancy – working on getting RFP out so we can look for a new occupant. Remakery will be moving to the other space.

TRUSTEES REPORT

Bowman: Attended united for libraries virtual board member day. 5 programs to attend. Excellent presenters and content is relevant and timely. Able to share the slides. Didn't see many deficits in our board. Some data/guidance could inform/adopt orientation and some practices. 1 page policy statement is best practice. Left feeling good about our trustees and work and left with good, specific things we can implement.

EXECUTIVE SESSION – Director's Evaluation

Move into executive session for 30 minutes until 7:48pm.

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

ADJOURNMENT

Adjourned at 7:50pm

The next regular Board meeting is Wednesday, September 17th, 2025, at 5:30 p.m. at the Swasey Branch, 7001 Sixth Ave, Tacoma, WA 98406.

Andrea Cobb, President

Amita Lonial, Director