

Minutes

March 17, 2021

BOARD OF TRUSTEES: Wayne Williams, President; Sara Irish, Vice President; Donna LaFrance, Trustee; Toni Craig, Trustee; Joseph Colón, Trustee

ATTENDANCE

Board of Trustees: Wayne Williams, President; Sara Irish, Vice President; Donna LaFrance; Trustee; Joseph Colón, Trustee

Tacoma Public Library Director & Assistant Director: Kate Larsen, Director; Amita Lonial; Assistant Director

Tacoma Public Library Staff: Sam Benscoter, JoLyn Reisdorf, Lisa Bitney, Latasha Ware, Mariesa Bus, Rodney Croston, Zac Matthews, Anna Trammell and Shannon Rich

Two members of the public attended the virtual March 17, 2021 Board Meeting.

CALL TO ORDER

The regular meeting was held as a virtual zoom meeting. President Wayne Williams called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

At approximately 5:31 p.m., President Wayne Williams invited fellow board members and meeting participants to join him in reciting the Pledge of Allegiance.

LAND ACKNOWLEDGEMENT

COMMON HISTORY ACKNOWLEDGEMENT

At approximately 5:33 p.m., President Wayne Williams acknowledged that the Tacoma Public Library Facilities are located on the stolen lands of the Puyallup Tribe and the common history of trauma shared by those born of the African diaspora.

CONSENT ITEMS

RESOLUTION 21015

1. Minutes of the February 17, 2021 Board Meeting – Approval
2. Minutes of the March 6, 2021 Board Study Session – Approval
3. Financial Report for February 2021 – Approval
4. HR Report for February 2021 – Approval
5. Library Services Report for February 2021 – Approval

Resolved, the board approved Consent Items 1- 4, as presented. **The motion was moved, seconded, and passed.**

PAYMENT OF BILLS

RESOLUTION 21016: Payment of Bills Per Vouchers – Authorization

Resolved, That the Board authorizes the payment of bills per vouchers as presented, and further, that the Board approves and ratifies the checks issued by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

The motion was moved, seconded, and passed.

RESOLUTION 21017: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the December 2020 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

The motion was moved, seconded, and passed.

PUBLIC COMMENTS

Due to the limitations of online meetings, public comment will be accepted via written form only. Comments may be submitted to info@tacomalibrary.org from 4-5 p.m. on the day of the scheduled Board meeting. No comments were received for the meeting of March 17, 2021.

STAFF RECOGNITION

The Board recognized employees with an anniversary date in March 2021

DISCUSSION ITEMS

1. Library Giving Day Presentation given by Mariesa Bus, TPL Public Information Officer

NEW BUSINESS

RESOLUTION 21018: Request that the Board award a contract to Hartford Insurance for property and earthquake insurance coverage of Library properties for up to \$102,794 plus applicable taxes for a term of March 1, 2021 through February 28, 2022.

RESOLVED, That the board award a contract to Hartford Insurance for property and earthquake insurance coverage of Library properties for amounts specified.

The motion was moved, seconded, and passed

RESOLUTION 21019: Request that the Board award a contract to Rainier Connect for leased lit fiber service for up to \$811,000 plus applicable taxes for an initial term of July 1, 2021 through June 30, 2023 with an optional five year extension.

RESOLVED, That the Board award a contract to Rainier Connect for leased lit fiber service for in the amounts specified and with an optional five year extension.

The motion was moved, seconded, and passed

RESOLUTION 21020: Request that the Board approve a sole-source waiver for and award a contract to BiblioCommons, Inc. a library discovery layer and website provider, in the amount of \$168,562 plus applicable taxes for the term of April 22nd, 2021 through April 21st, 2023.

RESOLVED, That the Board approve a sole-source waiver for and award a contract BiblioCommons, Inc.

The motion was moved, seconded, and passed

RESOLUTION 21021: Request that the Board award a contract to J.A.M. Construction for the Main Elevator Modernization Project for \$358,000 plus applicable taxes for an initial term of April 1, 2021 through March 31, 2022.

RESOLVED, that the board award a contract to J.A.M. Construction for the Main Elevator Modernization Project for amount and term specified.

The motion was moved, seconded, and passed

RESOLUTION 21022: Request that the Board appoint Kate Larsen, Library Director and Sam Benscoter, Library Finance Manager, to the Library Board Foundation as ex-officio members.

RESOLVED, that the board appoints Kate Larsen and Sam Benscoter to the Library Board Foundation as ex-officio members.

The motion was moved, seconded, and passed

RESOLUTION 21023: Request that the Board authorize the Library Director to sign a reciprocal borrowing agreement with Seattle Public Library.

RESOLVED, that the board authorize the Library Director to enter into a reciprocal borrowing agreement with Seattle Public Library.

The motion was moved, seconded, and passed as amended to add the word 'borrowing' to the resolution verbiage.

DIRECTOR'S REPORT

Services Update:

- TPL to Go numbers dropped in February due to budget closure
- Saw our highest number of electronic checkouts on Saturday, February 20, 2021 due to the budget closure happening the following week
- Homework help and online tutoring numbers were up in January but dropped in February due to budget closure
- Teen's dungeons and dragons is still very popular – game sign-ups fill up quickly
- Ancestry usage is still growing
- In February TPL held 54 virtual programs: 9 specific to Black History Month; over 1200 attendees

Budget Closure Report:

- The furlough week went well – did not run into unanticipated problems
- Patrons were upset and missed the Library services during the closure

2021 Re-Opening:

- March 16 Swasey and Fern Hill Reopened!
- Roadmap to Recovery Plan, in Phase 2 restaurants can resume indoor dining, and gyms, aquariums, bowling alleys, theaters and **libraries** can reopen (all at 25% capacity)

Main Library Renovation Project:

- Architect meeting scheduled to take place the week of March 22, 2021
- Work is likely to take 90-120 days

TPL Foundation:

- Working on their governing documents

- Supporting TPL on Library Giving Day Wednesday, April 7
- Supporting the Feasibility Study that was canceled due to COVID
- Filling Ex-officio seats
- Extended an invitation for April LBOT meeting

Mark Your Calendars:

- Joint City Council/Library Board Meeting 12 p.m. Tuesday, April 6
- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
 - April 21
 - May 19
 - June 16
 - July 21
- Library Board of Trustees Study Session, 10:30 a.m. Saturday, May 15
- TPL presentation to Community, Vitality, and Safety Council Committee, 4:30 p.m. Thursday, July 22

TRUSTEES REPORT

- **Joseph Colón, Trustee:** N/A
- **Sara Irish, Vice President:** N/A
- **Donna LaFrance, Trustee:** Encouraged staff to keep doing a good job at providing service to the community.
- **Wayne Williams, President:** Currently serving on the review panel for Tacoma Creates (voter approved initiative to increase community access to STEM and arts). There is a large display of public programming at TPL as a formal option. Pleased to see staff be on top of the opportunity.

ADJOURNMENT

The meeting adjourned at 6:26 p.m.

The motion was moved, seconded, and passed

ADJOURNMENT

The next Board Meeting will be April 21, 2021 at 5:30 p.m.

Wayne Williams

President

Tacoma Public Library Board

Kate Larsen

Library Director and Secretary to the Tacoma
Public Library Board