

Minutes

March 20th, 2024

BOARD OF TRUSTEES: Andrea Cobb, President; Sara Irish, Vice President; Theresa Pan Hosley, Trustee; J. Manny Santiago, Trustee, Elizabeth Bowman, Trustee

MEETING LOCATION

South Tacoma Library, 3411 S. 56th Street, Tacoma, WA 98409

CALL TO ORDER

Call to Order at 5:31pm by President Cobb

Absent: J. Manny Santiago, Trustee

Present: Elizabeth Bowman, Theresa Hosley, Sara Irish, Andrea Cobb, Kate Larsen

TPL Staff: Sam Benscoter, Gabby Fuentes, Rodney Croston, Lesley Caldwell, Marco Vargas, Samie Iverson, Malcolm White, Amita Lonial, JoLyn Reisdorf, Mariesa Bus, Zac Matthews, Lisa Bitney, Melissa Fitzgerald, Elizabeth Covington, Michelle Massero, Lyndea Kelleher
2 members of the public

LAND AND CULTURAL HISTORY ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

RESOLUTION 24016

1. Minutes of the February 21, 2024, Board Meeting
2. Financial Report for February 2024
3. HR Report for February 2024
4. Library Services Report for February 2024

Motioned, seconded, approved

PAYMENT OF BILLS

RESOLUTION 24017: 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 February 2024 by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Motioned, seconded, approved

RESOLUTION 24018: Ratify Recurring Monthly Expenditures – Approval

The Board approves and ratifies the February 2024 payments for the City of Tacoma services provided to Tacoma Public Library, as presented.

Motioned, seconded, approved

PUBLIC COMMENTS

No public comment

STAFF RECOGNITION

March Staff Anniversaries

DISCUSSION ITEMS

1. Partnerships
 - a. Tacoma Creates – Lisa Jaret, City of Tacoma Office of Arts and Vitality and Clarissa Gines, Tacoma Creates Coordinator
 - a. Tacoma Creates was created through a sales tax of 1/10 of 1%
 - b. Needs to be reauthorized every couple of years, usually through a vote of the people.
 - c. \$4.5mill to 56 orgs & over 1 mill participants. Have been partnering with TPL since 2019 when discussions first started.
 - d. Hosley: [Reauthorization] will come up for a vote – please support it.
 - e. Cobb: The Tacoma Creates & TPL signage is new, but it helps build association and recognition around the city. How many people are coming back to programs?
 - f. Jaret: Could be a mix of people returning and one-time event visitors – branch librarians might know better; we don't ask them to track that.
 - g. Irish: Blessed that I get to collaborate with Tacoma Creates in multiple groups outside of TPL and we can do our programming because of you.
 - h. Jaret: As for reauthorization – in the 2023 Legislative session there was the creation of council approval without a vote of the people. City leadership is interested in exploring this option – key reasons: incredibly strong approval rating and will keep resources flowing instead of forcing orgs to campaign and fight for funds. We still want community members to understand where public dollars are going and how they are benefiting from it if we go that route.
 - b. Write253 – Michael Haeflinger, Executive Director of Write253
 - a. Literary arts and printmaking working primarily with teens and young adults
 - b. Will be moving into downtown branch, on 2nd floor in the fall
 - c. Started in 2011 as a collective looking to support young writers in region
 - d. Printmaking and creative writing programs in schools, and having people come into shop.
 - e. Went over plans for opening at Main and increases in offerings.
 - f. Hosting Wayzgoose at Moore Branch May 3-4
 - a. Friday 11-7pm, Saturday 11-4pm
 - g. Cobb: Excited for the event and for your interest in getting into Main. Can you describe what the workshops are like – how much mentoring is involved and what does that look like?
 - h. Haeflinger: Right now – 2 kinds, project based, and text based. Get a poem, read, and discuss then write something. Project based is more about writing around an idea. Mentorship is a little different depending on where it's at- working on building the regular relationships, but I have great examples that I would like to work toward.

NEW BUSINESS

RESOLUTION 24019: Request that the Board approve the Maker Space Project position which is a project of limited duration, designating general salary, classification and benefits for persons employed on the project pursuant to Library Policy.

- a. Bowman: Why are we seeing this as limited duration?

- b. Larsen: Trust funds are not unlimited, there's a hope that we can produce some results that will allow it to become a permanent position. We had initially asked the City for permanent funding, and it wasn't approved.
- c. Bowman: Applicants will know it's temporary?
- d. Larsen: Yes, of course.

Motioned, seconded, approved.

RESOLUTION 24020: Request that the Board approve the letter of agreement between TPL and Local 117 for lump sum payment in lieu of UNUM LTC insurance coverage for certain L117 employees.

- a. Cobb: What happens longer term – will there be an option for long term care for employees? Requirement came from the state?
- b. Croston: UNUM forced our hand by saying they will not provide coverage for new members. We still have a contractual obligation to provide this through the end of the year. We will be looking at a longer-term solution in the fall. They can still join the state plan.
- c. Bowman: We must seek this, or the joint bargaining agreements - can we join those plans?
- d. Croston: This is unique to TPL – the City's plans don't include this coverage.

Motioned, seconded, approved.

RESOLUTION 24021: Request that the Board amends the 2023-2024 annual budgets as presented to carry over unspent appropriation from 2023 to 2024.

Motioned, seconded, approved.

RESOLUTION 24022: Request that the Board authorize staff to amend its contract for custodial services with American Custodial Services, Inc for a new not-to-exceed amount of \$453,875.92, a new termination date of February 28, 2025, and adopting a new pricing schedule.

- a. Cobb: How much is this going up?
- b. Benscoter: \$158k is the increase.
- c. Irish: All libraries will be covered?
- d. Benscoter: All except Main which has its own custodial crew.

Motioned, seconded, approved.

RESOLUTION 24023: Request that the Board authorize staff to amend its contract for architectural design and construction support with BuildingWork LLC for a new not-to-exceed amount of \$586,369.

Motioned, seconded, approved.

RESOLUTION 24024: Request that the Board adopt the Recruitment and Selection policy #41.00 as presented.

- a. Croston: New policy will supersede older rules. Been working to refine hiring process for many years. This policy would do away with some barriers, so we can focus on where the impact is during hiring. Used to be copied from CoT, but the important part is interviews and selecting people for interviews. The meaningful piece is how we empower people in our organization in the hiring process at various levels. We want to reflect diversity of the city that we serve. This will explicitly give us the ability to take resumes and have a community focus.
- b. Bowman: This is just one element of the personnel rules? Will you be looking at other sections as well?
- c. Croston: Yes, I will be looking at other sections – potentially break them up into separate policies. Worker’s compensation as well.
- d. Bowman: We can mirror CoT policies, but still modify and have our own?
- e. Croston: Yes. We mirror their policies in many places.
- f. Bowman: Anti-discrimination and anti-harassment? When was that adopted?
- g. Croston: About 4 years ago and that’s the city’s policy
- h. Hosley: Curious about requirements for promotions, how often do we promote from inside?
- i. Croston: North of 50% are in-house promotions.
- j. Hosley: Are there trainings and in-house opportunities for our staff to move up?
- k. Croston: Yes, we recently created the supervisor position, we often have acting promotions for people to try a position.
- l. Bowman: We can establish these position requirements ourselves?
- m. Croston: For Librarian and Social Worker there are state requirements which we include if we want to use those titles. For others we can set them.
- n. Cobb: Done great work on policy. Haven’t seen a marked-up draft, but this might have been a good one to have a draft policy first. Small things: There are places where it says Director or designee, or HR manager. Would HR manager also need a designee in certain situations? Substantive changes: rejection of apps and background checks – old language spoke to something related? There are small tweaks I’d like to see. Can we do it at next month’s meeting?
- o. Bowman: Is there a policy review plan coming?
- p. Larsen: Yes, policy analyst position was vacant, but Lyndea has joined and is working on a plan. Feedback: send an email with feedback and we can incorporate that way. Will reconsider at next meeting.

Motioned, seconded, opposed.

RESOLUTION 24025: Request that the Board adopt the Compensation Plan For Non-Represented Classifications policy #10.09 as presented.

- a. Croston: Same language found in 117 contract about long term care which we can no longer provide, so we had to update this policy to be in alignment. Decided to update some areas that were also out of sync. Bereavement leave would have been out of alignment with our agreements too, so we brought parity to those. Step progression is in our personnel rules, but CoT questioned if our non-reps would get this as well. We clarified that by adding in language and giving the director some discretion.
- b. Bowman: Had some confusion about that last line, it seems ambiguous.
- c. Croston: The director hasn’t used anything outside of the schedule for non-represented members, so it hasn’t been applicable lately. For example: this gives an employee a chance to negotiate after they start and get the lay of the land and maybe realize that the position has more responsibilities, or something similar.

- d. Cobb: The comments make sense to me, do procedures go with any of these policies – is there more context about when we can use this? Step progression may be withheld feels like a separate point. Can we have a little more of a framework for the last clause just so we can provide more transparency of when that authority may be exercised? Especially since it applies to so few people on the team.
- e. Cobb: I recommend we approve the policy with the amendment of taking out language after the comma and the word hire, in compensation section B.
- f. Motion rescinded by Trustee Irish.

Motion to adopt Res. 24025 and to approve policy 10.09 as amended – deleting Compensation section B’s last half of clause, “or as otherwise determined by the Library Director.” and the effective date. The clause will read as, “B. Step placement and progression shall relate to goals of job performance as determined by the Library Director. Step progression shall be considered upon completion of probation and on the anniversary of the date of hire.” Seconded. Approved.

RESOLUTION 24026: Request that the board award a one-year contract for property insurance commencing on March 18, 2024, through March 17, 2025, with Chubb Limited for a not-to-exceed amount of \$105,068

- a. Luis Fragoso - Risk Manager for City of Tacoma: Insurance market has been difficult for last 5-7 years, seen increases in claim frequency and severity. \$45 million policy - \$20 million in personal property and \$4 million for business income and \$1 million for earthquake and excess earthquake is \$4 million. Premiums have increased year over year. We were expecting a reprieve in 2024 but it did not materialize. Hoping '25-'26 for some type of relief. Maybe do inspections and risk assessments, to maybe get a little break but nothing guaranteed.
- b. Cobb: Strategies for demonstrating we are safer to improve our rates?
- c. Bencoter: Sprinkler system install could be one method, but it’s not cost effective. Also looked at lumping us into city’s insurance pool, but our deductible would go from \$10k to \$150k and we would have to split coverage with other named insureds.
- d. Bowman: I don’t see this as a line item on our budget?
- e. Bencoter: This is first time policy has crossed 100k threshold, so it wouldn’t have had to appear yet.

Motioned, seconded, approved.

DIRECTOR’S REPORT

1. Snapshot review – February had flat or slightly reduced usage, which tracks with previous years.
2. Spotlight – Read Across America Week proclamation by Pierce County Council, Black History Month and Lunar New Year activities.
3. Demographics - we are not overrepresented by white employees as of March. Started tracking in 2019. Made significant strides in creating a workforce that reflects the City of Tacoma.
4. Library Giving Day, April 3 – Partnerships with 3 library systems foundations. All pitched in for advertising on KCKX and a new website library253.org Theme is to fund raise around our gaming programs. We have a package that we can send out.
 - a. Cobb: Can we get a Facebook banner with a link to donate?
5. HVAC Replacements - Fern Hill: Next month start closures. Swasey is after summer reading concludes, then Wheelock after that. Closure will be for 5 weeks. We are staggering the closures since it’s a long time and it is critical.
 - a. Cobb: Is it just mechanical, or also the ductwork?
 - b. Bencoter: Strictly the mechanical units that cool and heat air and push air into the branch.

6. Patron Crisis and de-escalation team - Amita presented to City Council. We hired a safety and security coordinator and the library social worker, who have already had a huge impact- Samie and Marco.
 - a. Lonial: Everything I shared came from Samie and Marco – they provided summaries of interactions, she made a dashboard so we can track impact over time, and even just in the first quarter the impact has been above and beyond.
7. Malcolm's Sweet Kicks: Handmade and custom TPL sneaker designs by Malcolm!
8. Calendars: State of the City – mayor is pivoting on the format, not sure how Tacoma Reads title and author will be announced. Next Thursday at 6:30pm. 6 input stations. South Tacoma mural celebration next Saturday, 2-4pm. Joint council session April 30th, and prep session is April 8th.
 - a. Hosley: Out for the next two board meetings.
 - b. Irish: Will miss prep session.
9. Resignation announced this week, expected in Late August/Early September after reopening of Main Library. Board of Trustees will have to complete the process of searching for and hiring a new director.
 - a. Cobb: Thank you and we will continue to appreciate you between now and then.

TRUSTEES REPORT

1. Bowman: Took the de-escalation training that came through email – I was enrolled, but it's intended for library staff. Covers how to approach so many situations – I felt very touched with the humanity behind all the scenarios. It was an honor to see the messaging and support for staff and our patrons. I've been to many of the partner events, and I saw a librarian explaining impressionism to a 4-year-old who was able to get it and there was such a nice back and forth and interaction. Webinar for library board members about challenges on books bans across the country: All 50 states have seen a huge increase and the reasonings are all over the place. The take-away for board members: build trust and respect with local officials and lots of education for the board and the public. Some issues can be quite nuanced even if they seem very small – intent vs not. I will send link out.
 - a. Cobb: Who organized the board member training?
 - b. Bowman: Niche Academy but presented by an educator at the University of Kentucky.
2. Hosley: Would like to invite everyone to an event at the Grand Cinema – March 25th, called Horizon Identities starring AAPI students who are 1st gen students. It's showing how 4-year colleges can provide equity and help AAPI students in our community. There are still tickets and there will be a reception after in the lobby with conversation.

ADJOURNMENT

Adjourn at 7:21pm

The next regular Board meeting is Wednesday, April 17, 2024, at 5:30 p.m. at the South Tacoma Library, 3411 South 56th Street, Tacoma, WA 98409

kate larsen

[kate larsen \(May 30, 2024 11:38 PDT\)](#)

Andrea Cobb

[Andrea Cobb \(May 30, 2024 20:51 PDT\)](#)











2024-03-20 Board Minutes

Final Audit Report

2024-05-31

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