



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ December 21, 2016

## PRESENT

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Robert Spitzer  
Jim Wigfall

### KCLS Staff

Beth Castleberry  
Maria Hatcher  
Holly Koelling  
Tess Mayer  
Jed Moffitt  
Bruce Schauer  
Greg Smith  
Gary Wasdin  
Dwayne Wilson

## MOTIONS APPROVED

1. Amended Board Meeting agenda
2. November 30, 2016 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Construction Bond Fund 1988 #3020 expenditures
6. Capital Project Fund 2005 #3070 expenditures
7. Gift Fund #6010 expenditures
8. Adoption of 2017 Salary Schedule
9. Resolution 2016-09 Adoption of 2017 Budget
10. Resolution 2016-10 Elimination of LTGO Bond Fund 2010
11. Election of 2017 Board Officers

## CALL TO ORDER

President Rob Spitzer called the meeting to order at 5:11pm.

## APPROVAL OF AGENDA

*Robin McClelland moved to amend the Board meeting agenda by inserting Resolution 2016-10 as Action Item #4. Angélica Alvarez seconded and the motion passed unanimously.*

## APPROVAL OF BOARD MINUTES

*Angélica Alvarez moved approval of the November 30, 2016 Board Meeting minutes. Jim Wigfall seconded and the motion passed unanimously.*

## PUBLIC COMMENT

Racheal Ward is a Public Service Assistant with the Central Region. She said KCLS has many ways to express appreciation for staff, including a Staff Recognition Committee, P.A.T.S. awards, traditional service awards, and nice emails from the Director each week, but none hold a candle to the message currently being sent by management at the bargaining table. She said when management asks staff to bear the costs of healthcare premiums but then takes away their option to bargain, it makes 80 percent of KCLS' workforce feel ignored, categorically rejected, and unappreciated by management. She asked the Board of Trustees and the Library Director to look carefully at the message it is sending to staff.

Rob Spitzer said he speaks on behalf of his fellow Trustees when he says that the Board definitely values staff and recognizes that they are the most critical part of KCLS' operations. He said that while the Board would not get in the middle of bargaining, he said KCLS is doing its best to express appreciation of staff in a tangible way while also remaining true to its fiduciary duty to meet the many needs of the Library System. He expressed appreciation to Ms. Ward for her statement.

## FINANCE REPORT

General fund expenditures in November were \$9.1M compared to the monthly budget average of \$9.6M. Year-to-date expenditures of \$98.6M represents 86 percent of the budget compared to 92 percent of the budget year completed. The books for December will remain open until all invoiced expenses relating to 2016 have been received and recorded in the 2016 financials.

General fund revenues for November revenues were \$7.2M, which includes \$6.5M in current-year property tax payments. Year-to-date property tax revenue of \$109.6M reflects 99.3 percent of the total budget.

Expenditures in the 307 fund for November of \$286K includes \$142K for Mercer Island construction change orders and furniture; and \$96K for Valley View construction demolition and electrical work.

Expenditures in the 302 fund for November of \$153K includes \$66K for Tukwila construction progress payments, design, and furniture; and \$87K for Southcenter furniture and consulting fees.

#### APPROVAL OF NOVEMBER EXPENDITURES

*Robin McClelland moved approval of Payroll expenditures for November in the amount of \$2,850,498.71: Nov 1-15 Ck#162464-162530; 410825-412075 and Nov 16-30 Ck#162531-162592;412076-413325. Jim Wigfall seconded and the motion passed unanimously.*

*Jim Wigfall moved approval of General Fund #0010 expenditures for November in the amount of \$5,868,371.01: Travel Advances - Ck# (11/08) Ck#5007269-5007282;1090859-1090875; (11/08) Ck#1090876-1090949; (11/09) Ck#5007283;1090950-1090976; (11/10) Ck#1090977-1090994; (11/15) Ck#1090995-1091064; (11/16) Ck#1091065-1091087;1091088-1091154; (11/17) Ck#5007284-5007299;1091155-1091170; (11/17) Ck#5007300-5007304;1091171-1091177; (11/17) Ck#1091178-1091210; (11/18) Ck#1091211-1091254;1091255-1091269; (11/23) Ck#1091270-1091305;1091306-1091340; (11/29) Ck#1091341-1091443;5007305; (11/30) Ck#5007306-5007355;1091444-1091494; (11/30) Ck#1091495-1091540;1091541-1091581; (12/02) Ck#5007356-5007360;1091582-1091585; (12/02) Ck#1091586-1091696;1091697; (12/06) Ck#5007361; (12/07) Ck#1091698; (12/08) Ck#1091699-1091701; Voids - Ck#. *Angélica Alvarez seconded and the motion passed unanimously.**

*Angélica Alvarez moved approval of Construction Bond Fund 1988 #3020 expenditures for November in the amount of \$152,618.64: (11/23) Ck#3020981; (11/30) Ck#3020982-3020983; (12/06) Ck#3020984. Robin McClelland seconded and the motion passed unanimously.*

*Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for November in the amount of \$275,858.59: (11/16) Ck#3073610-3073612; (11/30) Ck#3073613-3073616; (12/06) Ck#3073617-3073620. Jim Wigfall seconded and the motion passed unanimously.*

#### 2017 SALARY SCHEDULE

As discussed in the Finance Committee meeting, Cynthia McNabb said staff is recommending a wage increase for the Page Assistant position (Grade 1, Step A) from \$9.63 per hour to \$11.00 per hour in compliance with the current Washington State minimum wage. She said KCLS will be looking at the Supported Employment program in general in 2017 to explore ways to expand the program into other areas of work, not just paging.

Cynthia said the proposed 2.75 percent general wage increase is for non-represented staff only. The salary schedules for represented staff, which are based on the existing collective bargaining agreements, will remain in place until contract negotiations with the Union are completed. KCLS will return to the bargaining table on December 30. Salary schedules for represented staff will require approval by the Board of Trustees at a subsequent date.

*Robin McClelland moved approval of both the 2017 Salary Schedule for non-represented staff and a minimum wage increase for the Page Assistant position, as presented. Jim Wigfall seconded and the motion passed unanimously.*

#### RESOLUTION 2016-09 ADOPTION OF 2017 BUDGET

As discussed in the Finance Committee meeting, Dwayne Wilson said there are few changes between the Preliminary and Final Budgets. Revenue remains unchanged, but total benefits expenditures increased 7.2 percent, compared to 3.1 percent as presented in the Preliminary Budget.

Rob Spitzer said the Board's fundamental responsibility is to ensure that public revenues are wisely-deployed and the 2017 Budget reflects that. He thanked staff for the work they put into it.

*Angélica Alvarez moved approval of the 2017 Budget as presented. Robin McClelland seconded and the motion passed unanimously.*

## RESOLUTION 2016-10 ELIMINATION OF LONG-TERM GENERAL OBLIGATION BOND FUND 2010

As discussed in the finance committee meeting, Dwayne Wilson said the final debt payment on the Service Center was made in June 2016 and the balance of Bond Fund 2010 is zero. Approval of the resolution allows KCLS to close the fund. *Jim Wigfall moved approval of Resolution 2016-10 as presented. Angélica Alvarez seconded and the motion passed unanimously.*

## ELECTION OF OFFICERS AND COMMITTEE MEMBERS FOR 2017

*Angélica Alvarez moved to nominate Jim Wigfall for Board President in 2017. Robin McClelland seconded and the motion passed unanimously.*

*Jim Wigfall moved to nominate Angélica Alvarez for Board Secretary in 2017. Robin McClelland seconded and the motion passed unanimously.*

Robin McClelland thanked Rob Spitzer for his year of service as Board President.

Robin McClelland and Angélica Alvarez volunteered to serve on the Finance Committee. The Planning Committee will remain a Committee of the Whole meeting.

## KCLS FOUNDATION BOARD LIAISON

Robin McClelland noted that typically, the newest Board member is selected to serve as the liaison to the KCLS Foundation, which would be Lalita Uppala. The Board agreed to wait until the next meeting to confirm whether she is available to serve in that capacity.

## DIRECTOR'S REPORT

The annual Service Awards Reception was held on December 7 and KCLS honored staff who have more than 20 years of service, including one 45-year honoree and a 50-year honoree.

KCLS has replaced the term 'Cluster' in favor of 'Region' to alleviate confusion expressed by patrons who did not understand what 'cluster' meant, and to eliminate lingering negative connotations associated with the term.

KCLS placed Toys for Tots donation bins in all libraries, and Preston staff delivered 48 boxes brimming with toys to KIRO-7 in Seattle.

During the election, KCLS hosted ballot boxes at the Algona-Pacific, Auburn, Bellevue, Covington, Enumclaw, Fairwood, Kingsgate, Shoreline, Skyway, Snoqualmie, Valley View, Vashon, White Center, and Woodinville libraries. King County Elections provided statistics on ballot-box usage and those located at libraries were among the heaviest used in the county.

## EXECUTIVE SESSION

At 6:00pm, Board President Rob Spitzer announced that the Board would convene in Executive Session pursuant to RCW 42.30.110, Section 1 (i). The session was anticipated to last approximately 30 minutes.

## RECONVENE REGULAR SESSION

At 6:25pm, Board President Rob Spitzer reconvened the regular session.

## ADJOURNMENT

The meeting adjourned at 6:25pm.

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Jim Wigfall, President

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Angélica Alvarez, Secretary