



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ August 30, 2017

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Robert Spitzer

### KCLS Staff

Julie Acteson  
Beth Castleberry  
Jenny Engstrom  
Maria Hatcher  
Holly Koelling  
Tess Mayer  
Cynthia McNabb  
Jed Moffitt  
Stephen Smith  
Jim Wood

1. Board Meeting agenda
2. July 26, 2017 Board meeting minutes
3. Local 1857-Facilities Collective Bargaining Agreement
4. Payroll expenditures
5. General Fund #0010 expenditures
6. Construction Bond Fund 1988 #3020 expenditures
7. Capital Project Fund 2005 #3070 expenditures

### CALL TO ORDER

Secretary Angélica Alvarez called the meeting to order at 5pm.

### APPROVAL OF AGENDA

*Rob Spitzer moved approval of the Board Meeting agenda. Robin McClelland seconded and the motion passed unanimously.*

### APPROVAL OF BOARD MINUTES

*Robin McClelland moved approval of the July 26, 2017 Board Meeting minutes. Rob Spitzer seconded and the motion passed unanimously.*

### PUBLIC COMMENT

Kenmore resident Paul Steere said he served on the recently disbanded Kenmore Library Advisory Board. He is also a retired library system director and worked for a number of libraries throughout his career, including the Library of Congress. He attended Federal Way High School and the University of Washington and became interested in KCLS about 11 years ago. He said KCLS is a wonderful library system but he is concerned by his observation that KCLS' book budget has been creeping down in recent years, and circulation reflects a similar trend. He said books are the library's 'main event' and in part, why KCLS can claim it is the best in the country. Noting that the statistics he was referring to had been gathered earlier in the year, he said it appears that the number of holds and wait times are increasing while purchasing is going down. He would like to see more emphasis on keeping circulation high. He said another aspect affecting declining circulation is the lack of Sunday hours at many libraries and suggested hiring retired staff as one possible option. He said it appears KCLS is taking its eye off the ball and would like to see greater placed emphasis on books and circulation.

### FINANCE DIRECTOR SEARCH

Human Resources Director Cynthia McNabb said KCLS received 50 applications for the Finance Director position after posting the job announcement in July. With assistance from the KCLS Foundation treasurer and KCLS' financial supervisor, the pool was initially narrowed to 26. It was further culled to 10 by staff in the Business Office. First-round interviews were conducted by a panel consisting of KCLS Leadership Team members, a regional manager, librarian services manager, a staff librarian, an operations manager and a manager from Collections Management Services. The panel will select three to four finalists who will interview in mid-September with the entire Leadership Team and Business Office staff, and participate in a Q&A session with all staff. KCLS hopes to have a permanent Finance Director in place by mid-October.

## **LOCAL 1857-FACILITIES COLLECTIVE BARGAINING AGREEMENT**

Cynthia McNabb said that the Local 1857-Facilities Unit contract was ratified last month after 18 months of negotiation. Similar to the Local 1857-Main and Supervisory contracts, the Local 1857-F contract includes a 3.5 percent general wage increase, effective immediately, and a one-time payment equal to 1.75 percent of 2016 compensable wages. Unlike the Main and Supervisory Unit contracts, it does not include a 1.0 percent wage increase to offset the cost of KCLS' new medical plan premiums, since there is not enough time to move members to the 2017 medical plans prior to open enrollment commencing in two months. The Local 1857-F contract incorporates standard terminology pertaining to union representation, grievance procedures and disciplinary actions to achieve consistency with the Main and Supervisory contracts. It also includes special provisions for inclement weather procedures and clarifies language pertaining to 'start of work day' for staff who drive assigned vehicles from home to their work location.

***Robin McClelland moved approval to authorize KCLS' Interim Library Director to sign the collective bargaining agreement between the King County Library System and AFL-CIO, Local 1857 Facilities Unit, which includes a 3.5 percent general wage increase, effective immediately. The labor agreement is effective upon signing by both parties and continues through December 31, 2019. Further, within 60 days of mutual ratification, each Facilities Unit employee, still employed by KCLS, shall receive a one-time payment equal to 1.75 percent of their 2016 compensable wages. Rob Spitzer seconded and the motion passed unanimously.***

## **FINANCE REPORT**

General-fund expenditures other than Salaries and Benefits are \$23.0M year-to-date compared to \$23.4M for the prior year. Salary and Benefits expenditures are approximately \$2.0M higher due to the impact of new labor agreements that went into effect in 2017. Repair and maintenance expenditures are higher due to renewal of quarterly maintenance contracts.

General-fund revenues year-to-date are \$64.4M compared to \$62.3M for the prior year and reflect an increase in current year property tax payments. KCLS Foundation revenue of \$281K reflects reimbursement of program expenses billed on a quarterly basis.

Expenditures in the 307 Fund for July were \$73K and includes \$26K for the Kent Panther Lake library opening day collection.

Expenditures in the 302 Fund for July were \$625 and includes \$596K for the Library Connection @ Southcenter expansion project.

Interim Director Jim Wood said that the King County Assessor's office is experiencing computer problems and anticipates that preliminary property-tax assessment reports will not be available until mid-September.

## **APPROVAL OF MONTHLY EXPENDITURES**

***Rob Spitzer moved approval of Payroll expenditures for July in the amount of \$2,641,174.90:***

***Jul 1-15 Ck#170527-170600; 270001-271236 and Jul 16-31 Ck#170601-170669; 290001-291242.***

***Robin McClelland seconded and the motion passed unanimously.***

***Robin McClelland moved approval of General Fund #0010 expenditures for July in the amount of \$5,623,593.12: Travel Advances - Ck#1258-1264; (07/10) Ck#5008193-5008207;1098366-1098382; (07/11) Ck#1098383-1098395;1098396-1098408; (07/11) Ck#1098409-1098482; (07/13) Ck#5008208; (07/14) Ck#1098483-1098573;1098574-1098582; (07/14) Ck#1098583-1098602;5008209-5008233; (07/20) Ck#1098603-1098628;1098629-1098645; (07/20) Ck#5008234-5008236;1098646-1098650; (07/21) Ck#1098651-1098710;1098711-1098841; (07/21) Ck#5008237-5008259;1098842-1098859; (07/21) Ck#1098860;1098861-1098862; (07/25) Ck#1098863-1098908;1098909; (07/26) Ck#1098910-1098935;1098936-1098982; (07/27) Ck#5008260-5008284;1098983-1099000; (07/27) Ck#1099001-1099048;5008285-5008287; (08/1) Ck#1099049;1099050-1099070; (08/01) Ck#1099071-1099075;1099076-1099077;1099078; (08/2) Ck#5008288-5008290;1099079-1099082; (08/03) Ck#1099083-1099196; (08/04) Ck#1099197-1099229;5008291; Voids - Ck#1098459.***

***Rob Spitzer seconded and the motion passed unanimously.***

*Rob Spitzer moved approval of Construction Bond Fund 1988 #3020 expenditures for July in the amount of \$599,836.81: (07/14) Ck#3021080; (07/21) Ck#3021081-3021082; (07/26) Ck#3021083-3021089. Robin McClelland seconded and the motion passed unanimously.*

*Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for July in the amount of \$199,819.55: (07/21) Ck#3073701-3073705; (07/26) Ck#3073706-3073707; (08/01) Ck#3073708;3073709; (08/03) Ck#3073710. Rob Spitzer seconded and the motion passed unanimously.*

#### **DIRECTOR'S REPORT**

Steve Smith said he credits the expertise of the Leadership Team and an outstanding staff for making it easier for him keep things running smoothly as Interim Director. He acknowledged the public comments earlier in the evening and said that as KCLS embarks on the 2018 budget process, staff will have the difficult task of balancing all the needs of the System.

KCLS had been asked to add its name to a list of supporters for an environmental program when the program was first introduced several months ago. After two patrons expressed concerns at the July Board of Trustees meeting about what appeared to be KCLS' endorsement of the program, staff learned that the program has since become the focus of debate in the community. KCLS requested and has had its name removed from the list so as not to be perceived as taking a stand.

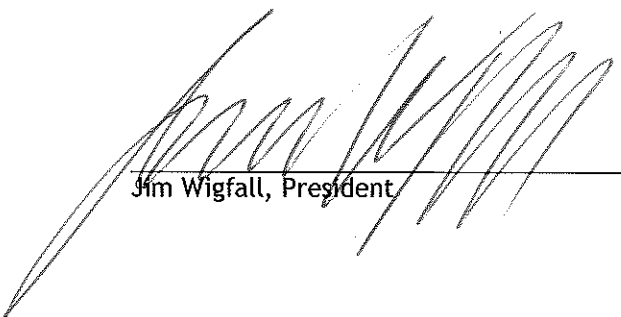
The Director Search Committee will meet with consultant Fred Pabst in mid-September to get a status report on recruitment efforts to date. The initial response has been strong and the process is on track to interview candidates in the fall.

KCLS' Talk Time program gives patrons who are not proficient in English the opportunity to practice conversational skills with a facilitator. KCLS also offers citizenship classes where students can learn about and take practice tests, and participate in mock interviews.

Life After High School programs help students prepare for "college season" by offering SAT preparation classes, financial aid assistance, and help choosing schools. The program includes a vocational component for students pursuing job tracks. Classes and workshops are offered at multiple library locations throughout the county.


#### **ADJOURNMENT**

The meeting was adjourned at 5:45pm.



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Jim Wigfall, President



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Angélica Alvarez, Secretary