



King County Library System
Board of Trustees Meeting
Videoconference
5pm ♦ February 23, 2022

MOTIONS APPROVED

PRESENT

KCLS Board

Pamela Grad
Ron Higgs
Harish Kulkarni
Srini Raghavan
Anne Repass
Lalita Uppala
Laura Valenziano

KCLS Staff

Maria Bassett
Angelina Benedetti
Angie Miraflor
Dominica Myers
Danielle Perry
Sergio Razo
Lisa Rosenblum
Ken Ryals
Greg Smith
Cecie Streitman
Tracey Thompson

1. Board Meeting agenda
2. January 20, January 26, and February 8, 2022 Board Meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Resolution 2022-01 Issuance of Warrants Before Board Approval
6. Increase in Executive Director salary

CALL TO ORDER

President **Anne Repass** called the meeting to order at 5:03pm.

APPROVAL OF AGENDA

Srini Raghavan moved approval of the Board Meeting agenda. Ron Higgs seconded, and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Laura Valenziano moved approval of the January 20, January 26, and February 8, 2022 Board Meeting minutes. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.

PUBLIC COMMENT

Seattle author **Emily Freidenrich** read a statement that she also sent to the Board of Trustees via email. She would like the Board to reconsider KCLS' decision not to replace **Donald Vass**, the current book mender, when he retires soon. She had interviewed him in 2017 for her 2019 book titled *Almost Lost Arts: Traditional Crafts and the Artisans Keeping them Alive*, and found his craft to be unique across the country's public library systems. She cites sustainability, equity and serving the community as strong reasons to continue to employ a book mender or in some other way preserve his wealth of knowledge.

Helen Stanwell congratulated **Laura Valenziano** on being appointed to the Board of Trustees. She thanked Trustee **Anne Repass** and Facilities Director **Greg Smith** for their follow-up on her questions from the January Board meeting regarding electric vehicles in our fleet and sustainability plans for our buildings. She also thanked Finance Director **Nicholas Lee** for returning her call and answering questions regarding the budget. She would like the libraries to return to pre-pandemic hours, which include late nights Monday through Thursday. She thinks students who visit the library after school need a quiet place to study every night of the week, not just certain nights.

Katie Joy Newhouse spoke on behalf of 100 members of a Facebook group called Washington Businesses that Don't Segregate or Discriminate, which focuses on equitable services for citizens. The group feels adults and children are being denied access to library buildings and services because of the masking requirement. She stated that it is not equitable when due to a person's medical or mental situation they're forced to place a medical device on themselves or their children, namely a mask without permission from a doctor. Or be denied the same level of enjoyment as those able to do so. As other states are lessening mask restrictions, she stated that KCLS should too. The Facebook group has approximately 5,000 members; 100 of those members specifically agreed to the statement she read tonight.

STAFF REPORTS

Organizational Performance Project Manager **Lisa Fraser** presented a status report and overview of the KCLS strategy as of December 31, 2021 and a preview of the 2022 action plan. The five-year plan which was finalized in 2018-2019, kicked off in 2019 and had a projected completion date of 2023. Projects were developed through staff recommendations, public-service focus areas, as well as priority items that come up throughout each year.

2021 was a mid-point in the five-year strategic cycle so the Strategy team did a thorough project review. The strategic initiative structure was simplified and strategies for completing the remaining projects were identified. The remaining projects are now assigned to appropriate departments and have leadership team approval; all projects are on schedule to be completed or operationalized by the end of 2023.

FINANCE REPORT

Controller **Donna Zirkle** presented the final figures for December 2021 as well as January 2022. The final 2021 revenue was \$130.6M, which was slightly higher than the projection of \$130.1M. Final expenses for 2021 were \$109.9M, which was 84.5% of the budgeted amount of \$130.1M. This can be primarily attributed to lower salaries due to controlled hiring. Final CIP expenses were \$2.7M against a budgeted amount of \$4.0M, with supply-chain issues causing the majority of the expenditure delays.

The total General Fund revenue in January was \$704K, which is only .5% of the annual budget of \$137.3M. Total General Fund expenditures in January were \$10.3M, which reflects 7.5% of the total budget of \$137.3M. January expenditures in the Capital Investment Program (CIP) are \$119K, which represents 2.1% of the budgeted amount of \$5.6M.

APPROVAL OF MONTHLY EXPENDITURES

Ron Higgs moved approval of Payroll expenditures for January in the amount of \$2,585,581.35: (1/07) Ck#00200892-00200904; 453037928-453039034; (1/21) Ck#00200905-00200919; 456836153-456837256. **Lalita Uppala seconded and the motion passed unanimously.**

Srini Raghavan moved approval of General Fund #0010 expenditures for January in the amount of \$4,573,405.35: Travel Advances - Ck#1421-1423; (1/18) Ck#1137654-1137736; (1/19) Ck#5012891-5012894; (1/19) Ck#1137737-1137742; (1/20) Ck#1137743-1137829; (1/25) Ck#1137830-1137917; (1/27) Ck#5012895; (1/27) Ck#1137918-1137964; (1/31) Ck#1137965; (2/03) Ck#5012896-5012899; (2/03) Ck#1137966-1137970; (2/04) Ck#5012900-5012918; (2/04) Ck#1137971-1138097; (2/04) Ck#1138098-1138114; (2/04) Ck#5012919; Voids - Ck#1137731; 1137734;1137784. **Pamela Grad seconded and the motion passed unanimously.**

2022 FINANCE COMMITTEE AND BOARD DEVELOPMENT COMMITTEE

Ron Higgs, Harish Kulkarni and Lalita Uppala were appointed to the Board Development Committee. **Srini Raghavan and Anne Repass** were appointed to the Finance Committee. **Harish Kulkarni** will continue serving in the position of KCLS Foundation Liaison.

RESOLUTION 2022-01

Donna Zirkle presented Resolution 2022-01, titled Issuance of Warrants Before Board Approval. The resolution updates the job titles in the previous Board Resolution 2006-10. **Laura Valenziano made a motion to approve Resolution 2022-01. Lalita Uppala seconded the motion. All voted in favor and the motion passed unanimously.**

DIRECTOR'S REPORT

Executive Director **Lisa Rosenblum** stated that expanded hours would begin on February 27. She said that leadership has taken a look at post-COVID staffing and is making strategic decisions based on library use data. It is a conservative approach based on not knowing when the System will be able to run the next levy and wanting to avoid deficit spending. KCLS will continue to evaluate hours and open days of the week and realign as necessary based on the traffic data. The next step will be to resume in-person programming.

Lisa reported that she attended a ribbon-cutting event for the new exterior pickup lockers at the Tukwila Library. The event was attended by the Tukwila mayor and Washington State Librarian. KCLS now has lockers in six locations.

Finally, Lisa stated that she hosted a digital equity summit with U.S. Senator Patty Murray to discuss how investment in technology has helped KCLS serve more patrons, including the homeless.

TRUSTEES REPORT

New Trustee **Laura Valenziano** introduced herself and gave a brief history of her background, experience and education. The current Board members welcomed her to her new position.

EXECUTIVE SESSION

At 6:25pm, President **Anne Repass** announced that the Board would convene in Executive Session for approximately 30 minutes. The agenda noted the purpose of the Executive Session as per RCW 42.30.110, Section 1 (g).

RECONVENE REGULAR SESSION

At 7:02pm, **Anne Repass** reconvened the regular session. Trustee **Lalita Uppala** did not return to the Board meeting following the Executive Session; all other Trustees were present.

Harish Kulkarni made a motion to give the Executive Director a 3.75% Cost of Living Adjustment (COLA) and a merit increase of 1.25% for a total of 5% increase, effective January 1, 2022. The COLA is in line with what the rest of KCLS staff received on January 1. Srimi Raghavan seconded the motion. All voted in favor and the motion passed unanimously.

ADJOURNMENT

Anne Repass adjourned the meeting at 7:04pm.

Anne Repass, President

harish

[harish \(Apr 19, 2022 12:10 PDT\)](#)

Harish Kulkarni, Secretary








February Board Minutes

Final Audit Report

2022-04-19

Created:	2022-03-31
By:	Maria Bassett (msbassett@kcls.org)
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"February Board Minutes" History

-  Document created by Maria Bassett (msbassett@kcls.org)
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-  Document emailed to harish (harishsk@gmail.com) for signature
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-  New document URL requested by Maria Bassett (msbassett@kcls.org)
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