King County Library System
Board of Trustees Meeting
Videoconference
5pm ♦ March 30, 2022

**MOTIONS APPROVED**

1. Board Meeting agenda
2. February 23, 2022 Board Meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Resolution 2022-02 Public Records Act Charges for Copying

**CALL TO ORDER**
President Anne Repass called the meeting to order at 5:04pm.

**APPROVAL OF AGENDA**
*Srini Raghavan moved approval of the Board Meeting agenda. Pamela Grad seconded, and the motion passed unanimously.*

**APPROVAL OF BOARD MINUTES**
*Ron Higgs moved approval of the February 23, 2022 Board Meeting minutes. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.*

**PUBLIC FORUM**
**Helen Stanwell** asked the following questions during the public forum period:
1. When the libraries will return to their normal operating hours.
2. With regards to meeting room access, does KCLS care about the people who use the library meeting rooms and currently have less opportunity in the evenings for meeting?
3. Will KCLS be giving tax refunds for all of the times the libraries have been closed?
4. What were the staff turnover rates in 2006, 2007, 2018, 2019, 2020, 2021?

Executive Director **Lisa Rosenblum** addressed the first three questions, and instructed Helen to submit a public records request for the staff turnover statistics. Lisa stated that we are in the first phase of increasing hours and are listening to community feedback for guidance on future changes. Meeting rooms should be open in May. Property taxes are paid directly to King County; there is no way for us to issue refunds.

**STAFF REPORTS**
The Information Technology Services (ITS) director **Sergio Razo** introduced his Evergreen team of **BJ Colvin, Matthew Carlson and Bill Erickson;** their work falls under the Business Applications unit of ITS. They shared the history and evolution of KCLS' integrated library system (ILS), Evergreen, which is the software that helps manage, catalog and circulate collection materials. Evergreen is open-source software, which means that any user can contribute to or enhance the code. KCLS began working to adopt Evergreen in 2008 and has been a strong contributor to the software's development and improvement over the years. KCLS' contributions have a global impact on the product which is currently being used by approximately 2,000 libraries worldwide.

Recently KCLS transitioned to a browser client version of the software, which offers many benefits for staff. For ITS staff the transition has allowed increased customization and flexibility when changes are desired. KCLS does not have to accept the upgrades that are provided by the vendor; it can prioritize which features will benefit the Library System the most and devote resources to development in those areas.

The Collection Management Services (CMS) director **Tracey Thompson** gave a presentation on the current process improvements occurring in her department. The scope of the work of CMS is to select the materials we offer in the library, make them easier to find by patrons and to manage the circulation of those materials within the Library System. One key metric used by the department is overall circulation, divided into digital and physical items. Physical circulation has been on a slow decline since 2014, and declined dramatically during the pandemic as patrons shifted to digital materials. While our libraries have been closed or limited in service, digital circulation has increased dramatically; KCLS is one of the top four libraries in the world for digital circulation in Overdrive.

Current projects for the CMS team include an Evergreen configuration audit; an automated shipping notification project and a world language evaluation, which will be based on recommendations from the staff and community Diversity, Equity, and Inclusion (DEI) assessment currently underway. Two work teams also have been established: the Collection Advisory team and the Intellectual Freedom committee.

**FINANCE REPORT**
Finance Director **Nicholas Lee** presented. The total General Fund revenue in February was $1.5M, which is only 1.1% of the annual budget of $137.3M; this lags projections by slightly less than $1M. Total General Fund expenditures in February were $18.7M, which reflects 13.7% of the total budget of $137.3M. February expenditures in the Capital Investment Program (CIP) were $700K, which represents 13.3% of the budgeted amount of $5.6M.

**APPROVAL OF MONTHLY EXPENDITURES**
*Lalita Uppala moved approval of Payroll expenditures for February in the amount of $2,588,262.79:* (2/04) Ck#00200920-00200932; 461123755-461124858; (2/18) Ck#00200933-00200946; 464909939-464911034. *Pamela Grad seconded and the motion passed unanimously.*

*Laura Valenziano moved approval of General Fund #0010 expenditures for February in the amount of $4,871,185.73:* Travel Advances – Ck#1424; (2/09) Ck#5012920; (2/09) Ck#1138115-1138147; (2/16) Ck#5012921-5012924; (2/16) Ck#1138148-1138153; (2/17) Ck#1138154-1138233; *(2/23)* Ck#5012925-5012939; (2/23) Ck#1138234-1138323; (2/24) Ck#5012940; (2/24) Ck#1138324-1138358; (3/02) Ck#5012941-5012944; (3/02) Ck#1138359-1138362; (3/02) Ck#1138363-1138425; (3/03) Ck#1138426-1138439; (3/07) Ck#1138440-1138464; (3/07) Ck#5012945 Voids – 0. *Srini Raghavan seconded and the motion passed unanimously.*

**RESOLUTION 2022-02**
John Sheller presented Resolution 2022-02, titled *Public Records Act Charges for Copying*. The resolution adopts the state public records copy fee schedule as defined by RCW 42.46.120. *Ron Higgs made a motion to approve Resolution 2022-02. Lalita Uppala seconded the motion. All voted in favor and the motion passed unanimously.*

**DIRECTOR'S REPORT**
Executive Director **Lisa Rosenblum** reported that she just returned from the Public Library Association conference in Portland. This was the first in-person conference since the pandemic began. Numerous staff members gave presentations at the conference, and KCLS sponsored a career table for job applicants.

In-person programming is scheduled to resume next month. It will be added gradually as staff feel more comfortable. There will continue to be hybrid options because remote programming has proved to be successful during the pandemic. Soon, the public also will be able to book community rooms.

The KCLS Foundation hosted their annual gala in a hybrid format in March. Approximately 400 people attended in-person and many attended remotely.

During the first week of March, Lisa went to Washington D,C. for an event sponsored by the Institute of Museum and Library Services (IMLS). The focus of the event was empowering readers. Data shows that the digital environment of the past two years has contributed to a decrease in literacy rates among children. IMLS is asking public libraries to help; returning to in-person programming is a first step.

**TRUSTEES REPORT**

**Anne Repass** said she visited some libraries recently and was especially impressed with the usage of the mall libraries, notably Southcenter and Crossroads.

**Laura Valenziano** wondered if we could look into offering popular programs like ABCmouse to patrons at home as a way to expand our service. The program is currently available through library computers only.

**Lalita Uppala** has been working with KCLS Social Impact Coordinator **Jo Anderson** to empower immigrant refugee organizations; together they are creating workshops and training for the small business community.

**ADJOURNMENT**

**Anne Repass** adjourned the meeting at 6:31pm.

*harish*
harish (Apr 28, 2022 10:59 PDT)

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Anne Repass, President                              Harish Kulkarni, Secretary

# March Minutes

Final Audit Report                                                              2022-04-28

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| Created: | 2022-04-28 |
| By: | Maria Bassett (msbassett@kcls.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAhLki1KWEpXVZhz0Ugw3AaSnzLlH8wsk- |

## "March Minutes" History

Document created by Maria Bassett (msbassett@kcls.org)
2022-04-28 - 3:03:06 PM GMT

Document emailed to harish (harishsk@gmail.com) for signature
2022-04-28 - 3:03:28 PM GMT

Email viewed by harish (harishsk@gmail.com)
2022-04-28 - 5:58:28 PM GMT

Document e-signed by harish (harishsk@gmail.com)
Signature Date: 2022-04-28 - 5:59:23 PM GMT - Time Source: server

Agreement completed.
2022-04-28 - 5:59:23 PM GMT