



King County Library System
Board of Trustees Meeting
KCLS Service Center/Hybrid
5pm ♦ March 29, 2023

MOTIONS APPROVED

PRESENT

KCLS Board

Jeffery Guddat
Harish Kulkarni
Srinil Raghavan
Anne Repass
Laura Valenziano

KCLS Staff

Maria Bassett
Angie Benedetti
BJ Colvin
Lisa Fraser
KD Hall
Angie Mirafior
Dominica Myers
Danfelle Perry
Lisa Rosenblum
Cecile Streitman
Tracey Thompson
Donna Zirkle

1. Board Meeting agenda
2. February 22, 2023 Board Meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. Executive Director Annual Review Merit Increase

CALL TO ORDER

President Harish Kulkarni called the meeting to order at 5:04pm.

APPROVAL OF AGENDA

Laura Valenziano moved approval of the Board Meeting agenda. Srinil Raghavan seconded, and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Jeff Guddat moved approval of the February 22, 2023 Board Meeting minutes. Anne Repass seconded the motion. All voted in favor and the motion passed unanimously.

PUBLIC FORUM

There were no speakers.

STAFF REPORTS

FINES-FREE PROPOSAL

Collection Management Services Director Tracey Thompson and Organizational Performance Project Manager Lisa Fraser gave a presentation in support of KCLS eliminating overdue fines. The proposal and associated resolution will be voted on at the April 26 Board meeting. It includes the following points:

- Discontinue all late fines for all physical materials (digital materials don't have late fines)
- Clear patron accounts of any fine balances
- Due to the Revised Code of Washington (RCW), KCLS would still charge for lost or damaged items.

Fines were paused during the pandemic. In May 2022, KCLS implemented the Fresh Start program, which cleared accounts of fines and enabled patrons to return to the library. In September 2022, KCLS restarted fines, so data collected over six months shows the changes the pandemic has had on circulation.

Fines have been found to disproportionately affect patrons in lower income areas, and the data supports this idea. Further, lower income patrons often face barriers to taking advantage of options that avoid fines, such as borrowing digital materials which don't incur fines, or renewing materials by phone or online.

There are a few other contributing factors in the recommendation to eliminate fines. First, revenue from fines had been decreasing over the past decade even before the pandemic, largely due to the increase in digital items. Second, there are costs associated with collecting fines, including staff time, credit card processing fees, and decreased goodwill. Finally, many major library systems have already eliminated fines; among the top 10 circulating libraries in the U.S., KCLS is the only one still collecting fines.

CLASSIFICATION AND COMPENSATION STUDY

Human Resources Director Danielle Perry gave the Board an update on the Classification and Compensation study currently underway.

The purpose of the project is to:

- Ensure positions are clearly and properly classified in relation to each other and to external, comparable positions in the labor market.
- Analyze current wage rates, salaries, and benefits to determine if they are competitive for the industry and geographic location.

The project began in July 2022 with charter and project plan development, project team selection and a request for proposal. The vendor selected is Compensation Connections. They will be analyzing numerous documents, results from a staff and supervisor job questionnaire, and conducting site visits. The project is due to be completed in June 2023.

FEBRUARY FINANCE REPORT

Donna Zirkle presented the Finance report as of the end of February 2023. Year-to-date (YTD) revenues were \$2.8M, which represents only 2% of the annual budget of \$140.7M. YTD expenses were \$20.2M, which is 14.3% of the total budget of \$140.7M. CIP expenses YTD at the end of February were \$147K, which is only 2.3% of the total budget of \$6.4M.

APPROVAL OF MONTHLY EXPENDITURES

Anne Repass moved approval of Payroll expenditures for February in the amount of \$2,713,448.55: (2/03) Ck#00201346-00201367; 578786335-578787334 (2/17) Ck#00201368-00201387, 583912808-583913800. Laura Valenziano seconded, and the motion passed unanimously.

Srini Raghavan moved approval of General Fund #0010 expenditures for February in the amount of \$5,767,853.05: Travel Advances - Ck#1448-1451; (2/08) Ck#1144409-1144411; (2/13) Ck#1144412; (2/14) Ck#1144413; (2/16) Ck#1144414-1144460; (2/16) Ck#1144461-1144581; (2/17) Ck#5013762-5013766; (2/17) Ck#1144582-1144586; (2/23) Ck#5013767-5013825; (2/24) Ck#1144587-1144667; (2/24) Ck#1144668-1144718; (2/28) Ck#1144719-1144725; (3/02) Ck#1144726-1144728; (3/02) Ck#5013826-5013830; (3/06) Ck#1144729-1144744; (3/06) Ck#1144745-1144840; (3/08) Ck#5013831; Voids - 0. Jeff Guddat seconded, and the motion passed unanimously.

APPROVAL OF EXECUTIVE DIRECTOR ANNUAL REVIEW MERIT INCREASE

Laura Valenziano made a motion to give the Executive Director a 2% merit increase, effective January 1, 2023. Srini Raghavan seconded the motion. All voted in favor and the motion passed unanimously.

DIRECTOR'S REPORT

Executive Director Lisa Rosenblum made several announcements. Kent Panther Lake Library has reopened after a lengthy closure due to building damage. She also thanked the trustees who attended the recent KCLS Foundation Gala.

She welcomed new directors, Donna Zirkle in Finance and Facilities and KD Hall in Communications and Marketing.

Finally, she mentioned the recent award nomination received by KCLS. The Institute for Museum and Library Sciences (IMLS) has chosen KCLS to be one of 30 finalists for their most prestigious annual award, the only library in Washington state to be chosen this year. Ten award winners will be named in May. Lisa thanked the staff and leadership for their dedication and service to our communities.

BOARD COMMITTEE REPORTS

On behalf of the Board Finance Committee, Jeff Guddat reported on the recently concluded audit by the state. KCLS earned high marks in all areas including financial statements, accounts payable, IT controls and compliance with the Open Public Meeting Act (OPMA).

TRUSTEES REPORTS

There were no trustee reports

EXECUTIVE SESSION


At 6:30pm, President Harish Kulkarni announced that the Board would convene in Executive Session per RCW 42.30.110, Section 1 (g). He announced that they would return at 7:15pm, and no further action would be taken by the Board at that time.

RECONVENE REGULAR SESSION

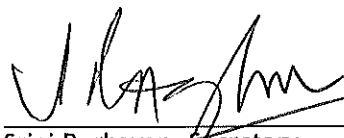
At 7:16pm Harish Kulkarni reconvened the regular session.

ADJOURNMENT

Harish Kulkarni adjourned the meeting at 7:16pm.



Harish Kulkarni, President
4/26/2023



Sriniraghavan, Secretary
4/26/23