



King County Library System
Board of Trustees Meeting
KCLS Service Center/Hybrid
5pm ♦ September 27, 2023

MOTIONS APPROVED

PRESENT

KCLS Board

Jeffery Guddat
Harish Kulkarni
Anne Repass
Verna Seal
Laura Valenziano

KCLS Staff

Maria Bassett
Angie Benedetti
BJ Colvin
Lisa Fraser
KD Hall
Angie Mraflor
Dominica Myers
Danette Perry
Lisa Rosenblum
Cecile Streltman
Tracey Thompson
Lisa Yamasaki
Donna Zirkle

*attended remotely

1. Board Meeting agenda
2. July 26, 2023; July 28, 2023; August 7, 2023; August 30, 2023 Board Meeting minutes
3. July and August Payroll Expenditures
4. July and August General Fund expenditures
5. Updated Selection Philosophy and Criteria
6. 2023 Classification & Compensation Proposed Salary Schedule
7. Alcohol Use at KCLS Foundation Event at Bellevue Library on November 9, 2023

CALL TO ORDER

Harish Kulkarni called the meeting to order at 5:03pm.

APPROVAL OF AGENDA

Jeff Guddat moved approval of the Board Meeting agenda. Anne Repass seconded, and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Jeff Guddat moved approval of the July 26, 2023; July 28, 2023; August 7, 2023; August 30, 2023 Board Meeting minutes. Verna Seal seconded the motion. All voted in favor and the motion passed unanimously.

PUBLIC COMMENT

Newport Way Library Association President Barbara Spindel addressed the Board and expressed concern that the Board is losing its connection with the public. She would like the Board to return to two past practices in order to have more open lines of communication with the public. Those are the interactive Public Forum meetings, and open committee meetings.

Patron Helen Stanwell asked when the library will start installing solar panels on buildings in order to save on electricity costs. She also discussed the job description and proposed salary range of the new Executive Director.

STAFF REPORTS

GREEN INITIATIVES - Sheila Stark

Procurement and Contracts Manager Sheila Stark gave a presentation about the journey the Finance team has been on in order to increase efficiency and decrease the amount of paper used in the organization. Since 2019, Finance has taken the lead on the implementation of new platforms and enhanced capabilities, including:

- Added a new payroll system (Dayforce)
- Expanded the position control, updated the chart of accounts and utilized DAS reporting (JD Edwards)
- Refined the management of the budget cycle (OpenGov)
- Added invoicing, vendor management and expense management (Esker)
- Added vendor selection, contract management and solicitations (OpenGov)

These systems eliminate many paper copies, forms and filing cabinets, and have transitioned old processes involving physical signatures and approvals to an online interface. Currently the team is working on a formal procurement process, and hopes to begin work soon on data integration between contracts and invoicing.

CELEBRATE FREEDOM TO READ - Tracey Thompson

Collection Management Services Director Tracey Thompson and Selection Librarian Brenna Shanks talked about the Celebrate the Freedom to Read campaign, which will be launching in October 2023. The campaign involves making intellectual freedom presentations to library and community groups in an effort to educate the public and build positive connections. KCLS wants to focus on the positive aspects of intellectual freedom, which is providing every person with access to ideas and information that align with their values and with their First Amendment right to information. What the library defends is not a book or a movie, but a patron's right to read, view or hear.

KCLS is focusing energy on this now because there is an increase of intellectual freedom challenges across the nation. It is important to build positive community support for intellectual freedom, and it is critical to prepare staff for the change in how challenges are happening. If KCLS waited, it would risk being unprepared to meet major challenges from multiple parties and groups, and our communities could lose access to materials.

Tracey and Brenna went through the actual presentation they are delivering to community groups which includes many basics of intellectual freedom and the crucial role libraries play in support of our First Amendment rights.

Information Technology Services (ITS) Capital Investment Program (CIP) - BJ Colvin

ITS Director BJ Colvin gave an overview of the planned CIP expenditures for the ITS department. The expenditures fall into the following three categories:

1. **Equipment Replacement Cycles:** includes patron devices, staff workstations, AV equipment
2. **Infrastructure Upgrades and Maintenance:** includes branch and data center network equipment, core server infrastructure, and staff and patron Wi-Fi.
3. **New implementations:** includes the upcoming access control project, branch security upgrades, and upgrades to the JD Edwards platform.

BJ also gave an overview of E-Rate funding, which is an FCC program authorized under the Telecommunications Act of 1996 to provide funding for both schools and libraries. KCLS qualifies for a \$2.9 million Category 2 budget between 2021 and 2025.

FINANCE REPORT

Donna Zirkle presented the Finance report as of the end of August 2023. Year-to-date (YTD) revenues were \$77M, which represents 54.7% of the annual budget of \$140.7M. YTD expenses were \$81.2M, which is 57.7% of the total budget of \$140.7M. CIP expenses YTD at the end of August were \$1.9M, which is 29.7% of the total budget of \$6.5M.

APPROVAL OF MONTHLY EXPENDITURES

Laura Valenziano moved approval of Payroll expenditures for July in the amount of \$2,797,458.07: (7/07) Ck#00201618-00201639; 636902376-636903439; (7/21) Ck#00201641-00201656; 642844713-642845756. **Anne Repass seconded, and the motion passed unanimously.**

Anne Repass moved approval of General Fund #0010 expenditures for July in the amount of \$7,584,235.29: Travel Advances - Ck#1470-1472; (7/13) Ck#1147047-1147178; (7/13) Ck#5014165; (7/20) Ck#5014166-5014169; (7/20) Ck#1147179-1147349; (7/26) Ck#1147350-1147352; (7/27) Ck#5014170-5014213; (7/28) Ck#1147353-1147492; (7/31) Ck#1147493; (8/02) Ck#5014214-5014217; (8/04) Ck#1147494-1147612; (8/08) Ck#5014218; Voids - 0. **Jeff Guddat seconded, and the motion passed unanimously.**

Verna Seal moved approval of Payroll expenditures for August in the amount of \$2,823,609.33: (8/04) Ck#00201657-00201674; 648446514-648447550; (8/18) Ck#00201675-00201694; 654098471-654099522. **Anne Repass seconded, and the motion passed unanimously.**

Jeff Guddat moved approval of General Fund #0010 expenditures for August in the amount of \$5,928,664.34: Travel Advances - Ck#1473-1474; (8/10) Ck#1147613-1147716; (8/10) Ck#5014219; (8/17) Ck#5014220-5014242; (8/17) Ck#1147717-1147847; (8/24) Ck#1147848-1147950; (8/24) Ck#5014243-5014257; (8/31) Ck#1147951-1148052; (8/31) Ck#5014258-5014262; (9/07) Ck#1148053-

1148133; (9/07) Ck#5014263-5014264; (9/08) Ck#5014265; Voids - Ck#1147678, 1147727. *Laura Valenziano seconded, and the motion passed unanimously.*

UPDATED SELECTION PHILOSOPHY AND CRITERIA

Laura Valenziano moved approval of the updated Selection Philosophy and Criteria. Anne Repass seconded, and the motion passed unanimously.

2023 CLASSIFICATION & COMPENSATION PROPOSED SALARY SCHEDULE

Anne Repass moved approval of the proposed 2023 Classification & Compensation Salary Schedule, as presented at the August 2023 Board meeting. Jeff Guddat seconded, and the motion passed unanimously.

APPROVAL FOR ALCOHOLIC BEVERAGES TO BE SERVED AT A KCLS FOUNDATION PRIVATE EVENT

Verna Seal moved approval for the KCLS Foundation Board to serve alcoholic beverages at a private event which is planned for the Bellevue Library on November 9, 2023. The event will occur after the library is closed. Laura Valenziano seconded, and the motion passed unanimously.

DIRECTOR'S REPORT

Executive Director Lisa Rosenblum talked about the recent launch of the Career Online High School, thanks to the generosity of the KCLS Foundation. This program offers high school degrees for patrons; she is excited to see the positive impact it will have on our communities.

At the invitation of the Institute of Museum and Library Services, Lisa recently attended a meeting in New York with other leading library directors. The group discussed children's literacy loss during the pandemic and ideas for how libraries can step up and help kids learn to read.

She also discussed the recent grant KCLS received from the National Endowment for the Humanities which will allow us to study each of our buildings to learn how we can be a better climate steward. The grant requires a match from the KCLS Foundation. Lisa thanked the Foundation for supporting the grant effort.

BOARD COMMITTEE REPORTS

There were no committee reports.

TRUSTEES REPORTS

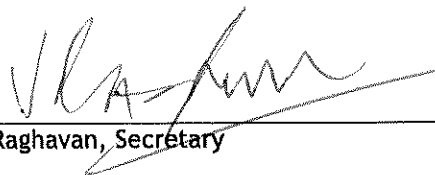
Both Jeff Guddat and Harish Kulkarni praised the staff and facilities of the KCLS Makerspaces.

ADJOURNMENT

Harish Kulkarni adjourned the meeting at 6:59pm.



Harish Kulkarni, President



Sriniraghavan, Secretary