



MOTIONS APPROVED

PRESENT

KCLS Board

Jeffery Guddat
Harish Kulkarni
Srini Raghavan*
Anne Repass*
Verna Seal
Laura Valenziano

KCLS Staff

Marla Bassett
Angie Benedetti
BJ Colvin
Lisa Fraser*
KD Hall*
Angie Mirafior
Dominica Myers
Danielle Perry
Lisa Rosenblum*
Cecile Streitman*
Tracey Thompson
Lisa Yamasaki
Donna Zirkle

*Attended remotely

1. Board Meeting agenda
2. November 15, 2023 and December 7, 2023 Board Meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. 2024 General Wage Increase
6. KCLS Foundation After-Hours Events
7. Resolution 2023-08 Adoption of 2024 Budget
8. 2024 Board Meeting Schedule
9. Resolution 2023-09 Recognition of Lisa Rosenblum
10. HR Offer of Employment to Executive Director Candidate

CALL TO ORDER

President Harish Kulkarni called the meeting to order at 5:04pm. There was a quorum with three additional trustees in attendance: Jeff Guddat, Anne Repass and Laura Valenziano.

APPROVAL OF AGENDA

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

APPROVAL OF BOARD MINUTES

Laura Valenziano moved approval of the November 15, 2023 and the December 7, 2023 Board Meeting minutes. Jeff Guddat seconded the motion. All voted in favor and the motion passed unanimously.

Trustee Verna Seal joined the meeting at 5:07pm and Srini Raghavan joined at 5:10pm.

PUBLIC FORUM

Former Seattle Public Library Executive Director Marcellus Turner said how much he valued his relationship with Lisa and former KCLS Director Bill Ptacek. He wished Lisa well in retirement.

STAFF REPORTS

FINANCE REPORT

Donna Zirkle presented the Finance report as of the end of November. Year-to-date (YTD) revenues were \$139.9M, which is 99.4% of the expected total of \$140.7M. YTD expenses were \$113.2M, which is 80.4% of the total budget. CIP expenses YTD at the end of November were \$3.9M, accounting for 59.6% of the total budget of \$6.5M.

APPROVAL OF MONTHLY EXPENDITURES

Jeff Guddat moved approval of Payroll expenditures for November in the amount of \$3,098,213.58: (11/10) Ck#00201805-00201823; 689119694-689120768 (11/24) Ck#00201824-00201843, 553537250-553538243. Verna Seal seconded, and the motion passed unanimously.

Verna Seal moved approval of General Fund #0010 expenditures for November in the amount of \$7,475,650.30: Travel Advances - 0; (11/06) Ck#5014370; (11/09) Ck#1149282-1149443; (11/09) Ck#5014371-5014390; (11/16) Ck#1149444-1149559; (11/16) Ck#5014391; (11/22) Ck#1149560-1149704;

(11/22) Ck#5014392-5014410; (11/30) Ck#1149705-1149795; (11/30) Ck#5014411; (12/04) Ck#1149796-1149847. *Laura Valenziano seconded, and the motion passed unanimously.*

GENERAL WAGE INCREASE

Danielle Perry, Director of Human Resources, presented a general wage increase recommendation of 4% for all employees. The increase is based on market surveys of similarly sized local and regional library systems and of local governments within the KCLS service area, as well as Consumer Price Index data for Seattle, Tacoma and Bellevue from October 2022-October 2023.

Laura Valenziano made a motion to approve a 4% general wage increase, effective January 1, 2024 for all KCLS represented and non-represented employees. Anne Repass seconded the motion. All voted in favor and the motion passed unanimously.

KCLS AFTER HOURS EVENTS

KCLS Foundation Executive Director Lisa Yamasaki asked the Board for permission to serve alcohol at four events at library locations after closing hours during the first six months of 2024. Anne Repass made a motion to approve serving alcohol at the Foundation events. Verna Seal seconded the motion. All voted in favor and the motion passed unanimously.

2024 BUDGET

Donna Zirkle recapped the proposed 2024 budget with expected revenues of \$146.4M, and anticipated expenses of \$152.7M, previously presented in detail at the October and November 2023 Board of Trustees meetings.

RESOLUTION 2023-08 ADOPTION OF 2023 BUDGET

Srini Raghavan moved approval of Resolution 2023-08 Adoption of 2024 Budget. Anne Repass seconded the motion. All voted in favor and the motion passed unanimously.

2024 OFFICERS

The trustees unanimously agreed that Srini Raghavan would be the 2024 Board President and Laura Valenziano the 2024 Board Secretary.

2024 FINANCE COMMITTEE, BOARD DEVELOPMENT COMMITTEE, KCLS FOUNDATION LIAISON

The trustees unanimously agreed that Jeff Guddat and Anne Repass would comprise the 2024 Finance Committee. Laura Valenziano, Lalita Uppala and Srini Raghavan will comprise the 2024 Board Development Committee. Verna Seal will serve as the 2024 liaison to the KCLS Foundation.

2024 BOARD MEETING SCHEDULE

Laura Valenziano moved approval of the proposed 2024 Board Meeting Schedule. Verna Seal seconded the motion. All voted in favor and the motion passed unanimously.

RESOLUTION 2023-09 RECOGNITION OF LISA ROSENBLUM

President Harish Kulkarni read the entirety of Resolution 2023-09 to the audience, which recognized the service of outgoing Executive Director Lisa Rosenblum. *Harish Kulkarni made a motion to approve Resolution 2023-09. Verna Seal seconded. All voted in favor and the motion passed unanimously.*

DIRECTOR'S REPORT

Executive Director Lisa Rosenblum thanked Anne Repass and Lalita Uppala for attending the Annual KCLS Service Awards on behalf of the Board, and for handing out gifts.

Lisa encouraged everyone to visit the beautiful Redmond Lights display at the Redmond Library.

Lisa also highlighted the milestone KCLS reached this year with over eight million digital checkouts so far in 2023. She thanked all the staff who have worked hard to increase our digital circulation figures.

Finally, Lisa mentioned the \$800,000, five-year Mellon Foundation grant recently awarded to the KCLS Foundation for the creation of two memory labs at the Bellevue and Federal Way Makerspaces. She

thanked our grants administrator and the teams of library staff who worked hard to secure this funding.

BOARD COMMITTEE REPORTS

There were no Board committee reports.

TRUSTEES REPORTS

Anne Repass praised an advertisement she saw on the back cover of the magazine titled, *Third Act*. The advertisement was from King County Library System, asking for Study Zone volunteers. She was impressed with KCLS' ability to promote programs in this way.

Jeff Guddat commented on the wide range of services offered by KCLS, as illustrated in the December Director's Report. He said it was evidence that libraries are not just about books anymore; they play a vital role in the community. He thanked Lisa Rosenblum for her excellent leadership. He also praised the KCLS Foundation for providing funds to make many of the library programs possible.

Harish Kulkarni gave an example of the crucial role the library Makerspaces play in the community. He recently used the laser cutter at the Bellevue Library and was successfully assisted by the staff at the location. When he asked about using it again, he found it was often booked months in advance. He searched and could not find another publicly available laser cutter in the Redmond or Seattle area. He urged the library to offer more of this type of service in order to fill the gap in the community.

EXECUTIVE SESSION

At 5:58pm, 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 6:05pm.

RECONVENE REGULAR SESSION

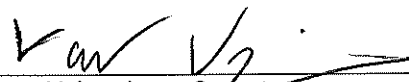
At 6:11pm, Harish Kulkarni reconvened the regular session. Trustee Anne Repass did not return to the meeting. ***Harish Kulkarni made a motion to approve the KCLS Director of Human Resources to make a job offer to the lead candidate for the position of KCLS Executive Director. Verna Seal seconded the motion. All voted in favor and the motion passed unanimously.***

ADJOURNMENT

Harish Kulkarni adjourned the meeting at 6:12pm.



Srini Raghavan, President



Laura Valenziano, Secretary