



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ January 28, 2015

PRESENT

KCLS BOARD

Jessica Bonebright
Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Julie Acteson
Beth Castteberry
Maria Hatcher
Holly Koelling
Jed Moffitt
Chartene Richards
Bruce Schauer
Denise Siers
Greg Smith
Dwayne Wilson

GUESTS

Kamuron Gurot

MOTIONS APPROVED

1. Board Meeting agenda
2. December 17, 2014 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Construction Bond Fund 1988 #3020 expenditures
6. Capital Project Fund 2005 #3070 expenditures
7. Gift Fund #6010 expenditures

CALL TO ORDER

President Robin McClelland called the meeting to order at 5:02pm. She welcomed new Library Director Gary Wasdin and said she is looking forward to getting off to a great start.

PUBLIC FORUM

Snoqualmie residents Ann Kauffman and Alyx Barlament read a letter for the record:

I'm Ann Kauffman and I'm Alyx Barlament. We're both eleven years old and in the sixth grade. We recently were doing our homework at Snoqualmie Ridge Library.

We saw and reported an older man watching inappropriate images on the library computers. We clearly saw images of naked women. The man had headphones on and did not notice us. We reported it to the librarian. She asked us if the images were of children or adults. We answered adults and she replied that he was completely within his rights as a library patron. Alyx and I no longer feel comfortable going to the library. This is upsetting to us because we like to go the library frequently.

With the help of our parents we created a petition which Alyx will now read:

As of 4pm today, we have gathered 650 signatures on a petition asking the Board to stop allowing pornography in the library and to adopt a new Internet public use policy. We suggest that KCLS use the internet public use policy of North Central Regional Library in eastern Washington as a model.

Mary Louis introduced herself as the new Local 1857 Staff Representative from Council 2, Washington State Council of County and City Employees, AFSCME AFL-CIO. She mentioned that she will be involved in contract negotiations later in the year.

Tami Szerlip read a statement for the record:

Thank you for this chance to speak with you. I would like to express my gratitude to the Board for its November decision to put the Mercer Island Library project on hold until our new director can join in this opportunity to pause, review and consider the many aspects and possibilities for the future of our community library.

The concerned citizens of Mercer Island extend a warm Northwest welcome to Director Wasdin and his family with, as my grandmother used to say, "coffee and a little something to go with it..." In this case that would be Mercer Island chocolates -rumored to have "a lovely time in every bite." Please be warned, they may be addicting. Enjoy!

Director Wasdin, we look forward to working with you and getting to know you better!

Sara said she is a grandmother in King County and frequently takes her granddaughters to the library. She said she was concerned about an issue she heard about a couple years ago where a man was openly viewing pornography and a father was upset that his son was exposed to it. He called the library to express his concern and was told that when a parent brings their child to a library, like they would in a mall, it is their responsibility to protect them in the library. She thought that was a lame excuse but kids are the future of our country and adults must protect them. She said it is against the law to display pornography openly and can understand why libraries allow it so she is standing before the Board because she cares about the future of our country and the safety of our children because they are the future and we don't need to put them in harm's way. She realizes the library is not responsible for children's safety but said when patrons enter the doors of a library they expect physical safety but the way it stands, libraries are shoving kids aside. She also is concerned about what librarians have to endure when certain people make comments, and whether that creates an environment of sexual harassment. She said she did not plan to attend the meeting, but the issue has been on her mind since the incident she described, and she came because she cares about libraries, librarians, children and grandchildren.

Burien resident Rachael Levine submitted a letter for the record:

My mother-in-law would say, after something didn't go well, "Well, what's done is done...unless it isn't."

Several of us from the North Highline area have come to you tonight to question whether what's been done has been done well and what is envisioned for the outcome. We are here in the name of citizen oversight as to how the promises made to our community in the 2004 Capital Bond Measure will be honored.

On a number of occasions and in various places, we have advocated for the promises put forth in the 2004 Capital Bond Measure. In the literature provided by KCLS to help pass this measure, the following promises were made for the White Center Library:

- *Due to the age, condition and overcrowding of the current 6,370 square foot library, a new 10,000 square foot replacement library on the current site.*
- *More books and materials*
- *Additional computers and wireless access*
- *Essential upkeep and maintenance of your library over the next ten years*
- *Automated materials handling system to speed delivery and reduce theft*
- *Proposed start date: 2009*

We knew some library projects had to be "last" in having their promises addressed by the \$172,000,000 bond. It didn't occur to us until somewhere in 2008-2009 that the KCLS vision had shifted from taking library services to small communities to creation of more centralized libraries, whose management of both personnel and budget would become more efficient.

In 2010, we found ourselves in an effort to prevent the White Center and Boulevard Park Libraries from being consolidated. This also caught the attention of members of the Burien City Council, because the first attempt at consolidation was to buy property that was destined to become Burien's Puget Park. This was not successful.

Then we found ourselves caught up in the politics of the possible annexation of North Highline. Because State law was pressuring unincorporated areas to annex to nearby municipalities, and possibly with the KCLS expectation that Seattle would be the likely

city of choice, a 2008 agreement with Seattle dealt with the "Disposition of Library Capital Assets in the Event of Certain Annexations." This Agreement terminates December 31, 2015.

With successful annexation by Burien of only part of North Highline (Area X), the White Center Library, at SW 112 Street and 16th Avenue SW became located within the boundaries of the City of Burien. On this site, it was reasonable to expect that our new library would remain part of KCLS. However, this location became a way of delaying building because as then-Director Bill Ptacek said, "This would be building a library for Seattle." KCLS staff were tasked with finding another location for building the new White Center Library. Acquisition of the current building site was seen as a very lucky financial deal for KCLS and beneficial to those who wanted annexation to Seattle anyway.

Seattle has recently indicated that they are ready to act on their Potential Area Annexation (PAA). Burien has removed the PAA from their Comprehensive Plan, thereby losing the White Center Library asset. So what, if transfer of our new \$6,000,000 library becomes a part of the Seattle Library System?

A statement by the Washington Attorney General in 1949 states that upon annexation of all or part of a library district to a city, that territory and those library services are withdrawn and become the responsibility of the annexing city.

In my view, our communities would be better served by the resources and history we have with KCLS. All of North Highline is served by the Highline School District. We are closely linked through history, economic development and environment.

We have also been paying in good faith for the delivery of KCLS promises. For a dependable stream of revenue for our libraries, I would rather take my chances with the 60% who pass KCLS levies. Who would go to downtown Seattle in defense of a line item budget for an outlier library?

Rachael also said the community has lots of questions about the site selection process and the one taking place to assess environmental impact of the new site. She wants to know why the contiguous property next to the current White Center Library was not investigated or purchased. Why was there a problem getting that property during a time of recession? The green sheet shows \$6.0M for the White Center Library. The current site would have placed the Library in Burien where it is part of KCLS. At the time the community was told it was too close to the boundary of the Potential Annexation Area (PAA). Now KCLS is building a library in the PAA. The City of Burien is no longer interested in the PAA so Seattle is the most likely municipality to annex it. If asked why she cares, she said that the White Center Library is not just a library. It serves Burien and is familiar to its residents. It's what they wanted and voted for and it does not seem equitable or just for Burien to lose a fine asset if it goes to Seattle, which does not have a dedicated stream of revenue for libraries.

Barbara Dobkins lives in the North Highline Unincorporated Area (NHUA) and has addressed the Board many times in her work to keep the White Center Library and capital improvements for the Boulevard Park Library. Liz Giba submitted comments pertaining to errors in the Determination of Non-significance to which Greg Smith responded, and she hopes to leave the meeting with the updated corrections. She is additionally concerned about the White Center Library being built in an unincorporated area of White Center. KCLS signed an agreement seven years ago spelling out that Seattle would get library assets in the event of annexation but the agreement expires at the end of 2015. She asked what happens then and whether taxpayers have been notified about the possibility of a library being build that would become a Seattle library. She said the Board has a fiduciary responsibility to taxpayers who voted to fund a library within KCLS, not SPL. She is concerned about whether SPL would keep the library in White Center or whether they would close on Sundays. She closed by saying she is additionally concerned that the new Library will be located in a busy area with not enough policing and questions whether it's the best site for a library.

Liz Giba said she submitted about 15 comments to Greg Smith on KCLS' Determination of Non-significance (DNS) and SEPA checklist. Two were related to siting problems and she reiterated Barbara Dobkins request to get corrected copies at the end of the evening. She said Mr. Smith indicated that the checklist had been corrected but did not attach it to his email. He did provide the traffic and wetlands analyses. She noted the wetlands analysis was conducted on August 8, 2013 after Seattle went 35 days with no rain so she has a problem with that. She looked at the study and two of the samples had vegetation that was indicative of a wetland so she thinks the study should be redone. In regard to traffic, the estimate used appears to be understated because it calculated traffic for the new 10,000 square foot library and subtracted the traffic for the existing 6,000 square foot library. She said the problem is that the new proposed library is not going in the same place so the study needs to be corrected. She said the checklist needs to be redone and reposted with adequate notice given to the public. The community has waited 10 years so two more months won't make that much difference.

Mercer Island resident Gary Robinson said he would be remiss if didn't join with the 11-year old patrons to report that the Mercer Island Concerned Citizens Committee received a disturbing email on its website from a Mercer Island patron who walked through the Mercer Island Library and had the same experience as the young ladies and was livid when he learned that pornography is available to anyone to see and asked what to do. Mr. Robinson told him it is the responsibility of the Board of Trustees and to write them. He brought a copy of the patron's correspondence to furnish to the Board if requested.

Gerald Robison is a resident of Burien and asked why KCLS intends to spend \$7.0 million to build a library for Seattle. He said the site selection is funny to say the least. The community was told for years that replacement was delayed because of potential annexation. A portion of North Highline that includes the current library got annexed into Burien and Burien withdrew its interest in the Potential Annexation Area. Seattle is now pushing ahead at top speed and if they annex the area, the new library will not be part of KCLS. What seems fishy is the SEPA report. He looked at it and said if he'd submitted a SEPA like that it would be thrown back at him. He said the SEPA report indicates the new library and parking lot will cover 60% of a one acre flat site but it clearly denies the presence of wetlands. As Ms. Giba testified, the wetlands study was done during one of the driest periods of time. He has been to the site to clean up camps and it is very boggy and he can't believe it was an honest wetlands report. Also, the report says commercial development is adjacent to the site but three sides are residential and include an elementary school. It raises question why KCLS is so eager to move forward after sitting on the project for ten years, just as Seattle is getting ready to annex the area.

Rob Spitzer asked staff to respond to the request for a corrected DNS. Facilities Director Greg Smith said that he just responded to Ms. Giba earlier in the day to acknowledge that the DNS would be corrected but that he still needs to go back and amend the physical document. He apologized to Ms. Giba if his message was misinterpreted and said he will send the corrected document to her, but noted the corrections will have no effect on the DNS. As to the validity of the traffic and wetlands analyses, both reports were conducted by professionals.

APPROVAL OF AGENDA

Jessica Bonebright moved approval of the Board Meeting agenda. Jim Wigfall seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Rob Spitzer moved approval of the December 17, 2014 Board Meeting minutes. Jim Wigfall seconded and the motion passed unanimously.

Robin McClelland noted in the minutes that a question had been asked during public comment about extending library hours during electrical outages. Holly Koelling said staff is composing a response to send to the person who inquired.

FINANCE REPORT

Dwayne Wilson noted that December financial statements are preliminary. The books are open for a couple more weeks so that 2014 revenues and expenditures can be appropriately recorded as bills continue to come in. Both final December and January statements will be presented at the February Board meeting.

Preliminary General Fund expenditures in December were \$10.1M, which represents 93.4% of the Budget. Year-to-date expenditures are \$99.7M and the expectation is to finish December at \$100.7M, or roughly \$6.0M under budget.

General Fund revenues in December were \$1.0, which included \$593K in current year property tax payments. Another \$500K represents a combination of revenue from Youth Services Center, fines and miscellaneous revenue. Year-to-date revenue is 100.6% of budget, which is where KCLS finished last year.

Expenditures in the 307 Fund were \$378K, which includes payments for the Skyway (\$213K), Fairwood (\$90K), Kingsgate (\$28K) and White Center (\$19K) projects. It is expected that another \$700k in expenditures will come in between the Fairwood and Skyway projects as December is finalized.

Expenditures in the 302 Fund of \$2.1M includes \$1.2M for Renton Library, \$880K for Renton Highlands and \$40K for Tukwila Library. It is expected that another \$1.0M in expenditures will come in between the two Renton projects as December is finalized. The City of Renton will reimburse KCLS for expenses related to the Renton and Renton Highlands Libraries.

PAYMENT OF BILLS

Jim Wigfall moved approval of Payroll expenditures for December in the amount of \$2,746,712.73: Dec 1-15 Ck#158980-159057; 354856-356039 and Dec 16-31 Ck#159058-159136; 356040-357223. **Rob Spitzer seconded and the motion passed unanimously.**

Rob Spitzer moved approval of General Fund #0010 expenditures for December in the amount of \$8,359,815.37: Travel Advances - Ck#1141-1150; (12/08) Ck#5004638-5004660;1070009-1070031; (12/09) Ck#1070032-1070051;1070052-1070068;1070069-1070098; (12/09) Ck#1070099-1070105;1070106-1070122; (12/10) Ck#1070123-1070126;1070127-1070168;1070169-1070210; (12/10) Ck#1070211-1070267;1070268-1070306;1070307-1070379; (12/10) Ck#1070380-1070385; (12/12) Ck#1070386-1070401;1070402-1070414 (12/12) Ck#1070415;1070416-1070539; (12/15) Ck#1070540-1070560; (12/16) Ck#5004661-5004675;1070561-1070595;1070596-1070620; (12/17) Ck#1070621-1070677; (12/18) Ck#5004676-5004680 (12/19) Ck#1070678-1070688; (12/19) Ck#5004681-5004704; 1070689-1070734; (12/29) Ck#1070735-1070799 (01/02) Ck#1070800-1070808; 5004705-5004709; (01/05) Ck#5004710-5004731; 1070809-1070830 (01/07) Ck#1070831-1070859;1070860-1070875; (01/07) Ck#5004732-5004755;1070876-1070898;1070899-1070912; (01/07) Ck#1070913-1070951;1070952-1070997;1070998-1071076; (01/07) Ck#1071077-1071108;1071109-1071121; (01/08) Ck#1071122-1071133;1071134-1071153; (01/09) Ck#1071154; (01/12) Ck#1071155-1071170;1071171-1071236; (01/12) Ck#1071237-1071272;1071273-1071356; (01/13) Ck#1071357-1071379; (01/14) Ck#1071380-1071397;5004756-5004772; (01/14) Ck#1071398-1071428;1071429-1071524; (01/15) Ck#5004773; Voids - Ck#. **Jessica Bonebright seconded and the motion passed unanimously.**

Jessica Bonebright moved approval of Construction Bond Fund 1988 #3020 expenditures for December in the amount of \$2,137,489.14: (12/17) Ck#3020515-3020519; (01/08) Ck#3020520-3020523; (01/14) Ck#3020524-3020527. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for December in the amount of \$416,539.54: (12/10) Ck#3072939; (12/12) Ck#3072940-3072947; (12/17) Ck#3072948; (01/07) Ck#3072949-3072961; (01/12) Ck#3072962; (01/14) Ck#3072963;3072964-3072970. **Rob Spitzer seconded and the motion passed unanimously.**

Rob Spitzer moved approval of Gift Fund #6010 expenditures for December in the amount of \$7,469.58: (12/10) Ck#6010594-6010603;(12/12) Ck#6010604; (12/17) Ck#6010605-6010606; (01/7) Ck#6010607-6010609. **Jessica Bonebright seconded and the motion passed unanimously.**

KCLS/CITY OF BURIEN JOINT COLLABORATION

Public Services Director Holly Koelling said KCLS is working with the City of Burien to find positive solutions to problem behaviors and activities that occur in and around the facilities and grounds of the co-owned Library and City Hall. KCLS Cluster Manager Angie Benedetti, Burien City Manager Kamuron Gurol and KCLS Community Conduct Coordinator Melissa Munn reported on collaborative efforts between the two agencies over the past several months. The co-owned facility is used by a large number of people and is experiencing a significant increase in behavioral and criminal activities. KCLS has employed facilities fixes where possible

and also began having a police presence starting in September 2014. The goal is to both manage disruptive or criminal behaviors in and around the building as well as build a positive relationship between KCLS staff, the community and police in pursuit of the shared goal of encouraging a respectful and safe environment for all. KCLS and the City have developed the mutual understanding that each agency has different missions and to value those differences when working together as community partners to solve difficult problems. The two agencies are in the process of developing rules for managing the common spaces. Library staff is the first point-of-contact for behavior issues inside the Library and police are partners in building a safe and friendly library space. Both KCLS and the City are responsible for managing the common areas. Trespassing is typically reserved for egregious, illegal activity. KCLS conducts small-group trainings on Rules of Conduct Policy and Bans and Trespass procedures, and KCLS and City staff debrief after incidents.

KCLS FOUNDATION HIGHLIGHTS

KCLS Foundation Executive Director Beth Castleberry shared 2014 highlights, strategies for securing support, revenues sources and tactics to engage the community and steward donor relationships.

The Foundation Board of Directors relies on librarians and KCLS staff to develop programs and services that meet patrons' needs and the Foundation Board provides funding support for some programs that fit with the Foundation's mission to promote learning, literacy and libraries. As the Foundation seeks support from prospective funders in the community, Board members and staff can point to these programs when cultivating and retaining donor relationships. The Literary Lions Gala is another way in which the Foundation engages the community and is easily the most visible event of the year. Last year's event brought together more than 600 donors, community leaders and volunteers.

The Foundation Board of Directors ended the year with 22 active members as a number of long-time members cycled off the Board and were bestowed with the newly established title Director Emeriti.

In 2014, the Board worked hard to establish or reinvigorate relationships with KCLS' 46 Friends groups, some of which generously sponsored a Gala challenge match with more than \$18,000. Likewise, Foundation staff worked hard to engage with KCLS staff and volunteers across the System by sending hand-signed notes to every single staff member thanking them for their service to KCLS. The effort paid dividends—the Foundation received approximately 30% of Workplace Giving pledges in 2014 compared to 19% in the prior year.

Reaching out to 250,000 library patrons by way of an online survey helped the Foundation develop its new branding and website, both of which launched in November 2014.

Sources of support included special events (37%); individuals (25%); corporate (6%); foundations (2%); and earned income (30%). Most of these funds are raised through one-on-one meetings, proposals and direct mail campaigns. In 2014, the Foundation's mailing list increased by 42,000.

In studying why donors stop giving, the top two reasons cited are lack of timely or accurate acknowledgement of gifts, and not knowing how gifts are used. Foundation staff employed several tactics to improve donor retention rates, including hand-written thank you notes from the Board of Directors, newsletters and periodic mailings to report on gift use, and most notably, re-branding and re-designing the annual report as a Gratitude Report that was mailed to the entire Foundation mailing list.

In 2014, the Foundation exceeded its revenue goal by more than 30% and was able to grant more than \$730,000 to KCLS, including \$400,000 toward the construction of the new Tukwila Library Community Mosaic.

The Foundation is reorganizing with the addition of a half-time position, which will allow more than double the staff time dedicated to fundraising. Beth acknowledged Fiscal Technician Andrea Wood, who joined the team in September. She immediately began developing new reporting systems.

Beth mentioned that invitations for Literary Lions would arrive in mailboxes early February, and she shared a video that may be shown the night of the March 28 gala.

2013 AUDIT REPORT

As discussed in Finance Committee meeting, the Washington State Auditor conducted KCLS' annual Exit Conference on Thursday, January 22, which was attended by Board members Jessica Bonebright and Robin McClelland. The meeting included review and discussion of both the Financial Statement Audit and Accountability Audit. For fiscal year 2013, the State Auditor focused on procurement, construction, self-insurance, cash receipting, payroll, timesheets, and library board governance in the Accountability Audit, which assesses areas of risk specific to KCLS or topic areas identified for all state agencies. The Financial Statements Audit examines whether KCLS has properly presented its financial statements with no material misstatements.

KCLS received a clean audit with no findings in either the Accountability Audit Report or the Financial Statement Audit Report, which included an unmodified opinion that KCLS' financial statements were presented fairly in all material respects. As part of the review, the Auditor presented recommendations for process improvements. The expectation is that both formal audit reports will be published online later in the week or the first week of February.

DIRECTOR'S REPORT


Gary Wasdin said Julie Acteson prepared the written report in the Board packet and he would let her present it, but wanted to take a moment to thank the Board for their confidence in choosing him as KCLS' new Library Director. He said the Administrative Planning Team, Service Center and branch staff have all been very welcoming and kind, and staff has respectfully not overwhelmed him as he gets up to speed, noting that he has learned a lot after only three days. He said KCLS has a strong reputation among library systems across the country and that it's an honor beyond his wildest imagination to be part of it. He said he is excited by the level of public engagement he has seen so far as it is a sign of healthy communities and a healthy library system.

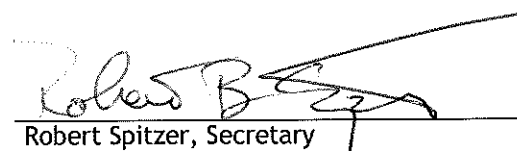
Julie Acteson said she hopes it came through that all her Director's Reports over the past year tried to focus on the incredible work of staff.

On behalf of the Board, Robin McClelland thanked Julie for her expert leadership over the past year, acknowledged the communication she maintained with staff and community groups, and expressed the Board's appreciation working with her.

ADJOURNMENT

The meeting adjourned at 7pm.


Robin McClelland, President


Robert Spitzer, Secretary