



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ May 27, 2015

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Jessica Bonebright  
Robin McClelland  
Jim Wigfall

### KCLS Staff

Julie Acteson  
Beth Castleberry  
Maria Hatcher  
Holly Koetting  
Tess Mayer  
Jed Moffitt  
Charlene Richards  
Bruce Schauer  
Denise Siers  
Greg Smith  
Gary Wasdin  
Dwayne Wilson

1. Board Meeting agenda
2. April 29, 2015 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
8. Inter-fund transfer
9. Kent East Hill Site Selection

### CALL TO ORDER

President Robin McClelland called the meeting to order at 5:02pm.

### APPROVAL OF AGENDA

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

### APPROVAL OF BOARD MINUTES

*Jim Wigfall moved approval of the April 29, 2015 Board Meeting minutes. Jessica Bonebright seconded and the motion passed unanimously.*

### PUBLIC FORUM

Mercer Island Library Advisory Board Chair Bryan Cairns said things are moving forward since the group's last meeting on May 18. He thanked Gary Wasdin for attending and sharing his thoughts about preliminary milestones and goals for the project, including the look and feel of the Library, number of items in the collection, Automated Materials Handling equipment, a fire sprinkler system, additional seating, staff work space, acoustical paneling, and the circulation desk. In the last few days, Library Advisory Board members have discussed their goals and will flush out the details. The Advisory Board hopes to reach agreement with KCLS on final project goals at its next meeting on June 22.

Bellevue resident Barbara Spindel asked about the status of the current Board vacancy since it has been almost half a year since the position opened up. She said the community would appreciate an update.

### STAFF REPORTS

#### Summer Meals

Children's Services Coordinator Cecilia McGowan reminded the Board that last year the Skyway and Federal Way 320th Libraries served as meals sites three days a week. This year, meals will be provided by Food Lifeline three days a week at the Kent Library, and provided by Federal Way Multi-service Center five days a week at the Federal Way 320th Library. The Des Moines Food Bank will provide meals three days a week at the Boulevard Park and Skyway Libraries. Cecilia is working with the Office of Superintendent of Public Instruction to determine other possible sites. The program is run by VISTA volunteers through the United Way of King County and library staff add value by offering summer learning programs at each site.

### Summer Learning Kickoff

Community Relations and Marketing Director Julie Acteson said the theme of the 2015 Summer Learning Program is all about super heroes and KCLS will host a Summer Learning kickoff event that helps kids and teens make the connection between good nutrition and learning. "Learn and Eat Like a Super Hero" will offer fun programs and activities and feature costumed super heroes who will talk to kids about the importance of eating healthy and distribute trading cards that show foods that give them their super powers. The kickoff is scheduled for Friday, June 19 at 1pm at the Renton Community Center. Kids will be able to build robots, play Minecraft and other computer games, and parents will find information on summer meal sites around the County. Promotional spots featuring KIRO TV news anchor Monique Laven will begin running the first week of June.

### FINANCE REPORT

General Fund expenditures in April were \$8.0M compared to the monthly budget average of \$9.3M. Year-to-date expenditures of \$33.3M represents a 1.8% increase over last year.

General Fund revenues for the month were \$42.5M. Year-to-date revenue received reflects 43.7% of the total budget and an increase of 4.3% over last year.

Expenditures in the 307 Fund were \$1.3M, which includes large payments for Skyway (\$546K), White Center (\$291K), Kingsgate (\$193K) and \$70K for opening-day collections for the Skyway, Tukwila and White Center Libraries.

Expenditures in the 302 Fund of \$546K includes \$404K in construction payments and consulting fees for Renton Highlands; \$138K for computer workstations and project fees for Renton Library, and \$5K in legal fees for Tukwila Library.

### QUARTERLY CAPITAL PLAN PROGRAM REVIEW

As discussed in Finance Committee meeting, Dwayne Wilson presented the quarterly capital plan program review (green sheet). Active green sheet projects include Kingsgate, Mercer Island, Skyway, Tukwila and White Center Libraries. Future projects include Boulevard Park, Valley View and Kent East Hill Libraries. Current Renton and Renton Highlands projects are not part of the bond capital plan.

- Kingsgate Library: The budget has increased from \$3.3M to \$3.8M.
- Mercer Island Library: The project is currently on hold.
- Skyway Library: The \$8.0M project budget includes \$1.0M in costs incurred to clean up contaminated soil.
- Tukwila Library: The project budget has been updated to \$8.0M.
- White Center Library: The project budget remains the same at \$8.8M.
- Boulevard Park Library: The project budget for interior renovations remains the same at \$550K.
- Valley View Library: The project budget for interior renovations remains the same at \$550K.

The project budgets for the Boulevard Park and Valley View Libraries will be re-evaluated if additional funds become available from future property sales.

### APPROVAL OF EXPENDITURES

**Jim Wigfall moved approval of Payroll expenditures for April in the amount of \$2,781,711.07:** Apr 1-15 Ck#159648-159731; 364361-365565 and Apr 16-30 Ck#159732-159808; 365566-366762. **Jessica Bonebright seconded and the motion passed unanimously.**

**Jessica Bonebright moved approval of General Fund #0010 expenditures for April in the amount of \$4,674,673.46:** Travel Advances - Ck#1162 (04/08) Ck#1073696-1073772;1073773-1073791 (04/08) Ck#5005073-5005096; (04/09) Ck#1073792-1073825; (04/10) Ck#1073826-1073848;1073849-1073940; (04/14) Ck#1073941-1073988; (04/15) Ck#1073989-1074061; (04/16) Ck#5005097;5005098-5005113; (04/16) Ck#1074062-1074080;1074081-1074106; (04/16) Ck#1074107-1074159;(04/17) Ck#5005114-5005118;1074160-1074170; (04/22) Ck#1074171-1074226; (04/23) Ck#1074227-1074248;1074249-1074273; (04/23) Ck#5005119-5005147; (04/24) Ck#1074274-1074361; (04/27) Ck#1074362-1074379; (04/29) Ck#1074380-1074402; (04/30) Ck#1074403-1074457; (05/04) Ck#1074458-1074471;5005148-5005184; (05/04) Ck#1074472-1074480;5005185-5005189; (05/05) Ck#1074481-1074576;1074577-1074578; (05/06) Ck#1074579-1074580;5005190; Voids - Ck#. **Jim Wigfall seconded and the motion passed unanimously.**

*Jim Wigfall moved approval of Construction Bond Fund 1988 #3020 expenditures for April in the amount of \$551,977.58: (04/16) Ck#3020564;3020565; (04/21) Ck#3020566; (04/27) Ck#3020567; (04/30) Ck#3020568-3020574. Jessica Bonebright seconded and the motion passed unanimously.*

*Jessica Bonebright moved approval of Capital Project Fund 2005 #3070 expenditures for April in the amount of \$1,273,069.19: (04/08) Ck#3073054-3073055; (04/06) Ck#3073056-3073057; (04/15) Ck#3073058-3073061; (04/16) Ck#3073062-3073063; (04/21) Ck#3073064-3073069; (04/23) Ck#3073070;3073071; (04/27) Ck#3073072-3073077; (04/29) Ck#3073078-3073079; (04/30) Ck#3073080-3073085; (05/01) Ck#3073086. Jim Wigfall seconded and the motion passed unanimously.*

*Jim Wigfall moved approval of Gift Fund #6010 expenditures for April in the amount of \$385.10: (04/05) Ck#6010614. Jessica Bonebright seconded and the motion passed unanimously.*

*Jessica Bonebright moved approval of an Inter-fund transfer in the amount of \$186,608.39. Jim Wigfall seconded and the motion passed unanimously.*

### **KENT EAST HILL SITE SELECTION**

Facilities Design Coordinator Adrienne (Dri) Ralph presented the Site Selection Analysis for a new Kent East Hill Library, which is the last site acquisition in the 2004 Capital Bond program. Dri noted that the Site Selection Analysis is the criteria adopted by the Board and the tool KCLS has used for all capital projects over the last several years. Staff analyzed several factors and assigned ranks on a scale of 1 (lowest) to 3 (highest) for the property located at 108th Avenue SE and SE 208th Street in Kent.

#### **PHASE I:**

- Visibility (3): The site has excellent visibility and approximately 20,000-30,000 cars drive past it each day.
- Capacity (2): The capacity is excellent but there is no space for expansion.
- Access (2): The site is very accessible by car and fairly accessible by public transportation and pedestrians. Although there are sidewalks in the vicinity, it is not considered a walking community.

#### **PHASE II:**

- Sustainability (3): The site is a tenant-improvement project and won't disturb surrounding land.
- Centrality (3): The site is located approximately four miles from Kent Library, 4.2 miles from Fairwood and 7.5 miles from Covington Library. It is close to schools and retail.
- Infrastructure (3): As a tenant-improvement project, the infrastructure is already in place.
- Cost & Availability (3): The building is currently vacant and has been appraised at a fair market value.

#### **PHASE III:**

- Community Preference (2): KCLS received feedback from elected officials, but there is no established Library Advisory Board or Friends group. Most expressed a desire for a larger library but understand that funds are not available for a facility of that size. There was also interest in locating the library in a planned development to revitalize downtown, but the development was only one mile from the Kent Library.
- Lease vs. purchase/long-term viability (2): Rating is based on KCLS' preference to buy rather than lease.
- Partnerships (3): The site is co-located with other businesses and agencies, including a police department satellite office, schools and other community organizations.

The site received a score of 26 out of a possible 30 points. KCLS has budgeted \$2.9M from the Capital Bond for improvements and the annual operating budget covers rent. Staff recommends the site for Board approval.

*Jessica Bonebright moved approval of the site for a new Kent East Hill Library as presented. Jim Wigfall seconded and the motion passed unanimously.*

**DIRECTOR'S REPORT**

Gary Wasdin addressed the question that was asked during Public Comment about the vacant Board position. He received a call from a staff member in the County Executive's office, who informed him that they are committed to filling the position as soon as possible. Gary underscored the urgency of the situation, noting that KCLS has received numerous questions from the public and another Board member is cycling off in December. He appreciates that the Executive's office reached out to him and he will continue to follow up.

Gary reminded the Board that Planning Committee meetings are cancelled indefinitely since most topics are discussed publically in the Board meeting. He added that the meetings can be restarted any time at the Board's discretion. Gary also reiterated that the June Board meeting is cancelled and the July meeting is rescheduled for Tuesday, July 21 at the Service Center.

The Federal Way 320th Library and the Duvall Library were selected as Merit Award winners by The American Institute of Architects Washington Council. Gary, Robin McClelland, and staff members Greg Smith and Dri Ralph attended the awards ceremony on May 7.

Planning for the 2016 Budget has begun and there will be opportunities to gather input from Trustees, staff and the public throughout the process. Staff will present a broad strategic overview at the July Board meeting.

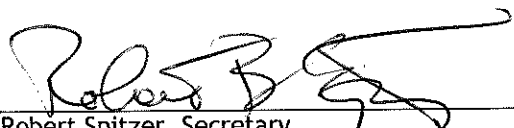
KCLS has closed the property sale for the Tukwila Library and the project is getting underway. Bids are due in June.

A Regional Trustees meeting is being planned for mid-October. KCLS will host the meeting at the Renton Library. Information will be shared once details are finalized.

**ADJOURNMENT**

The meeting adjourned at 5:49pm.

  
Robin McClelland, President

  
Robert Spitzer, Secretary