



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ August 26, 2015

PRESENT MOTIONS APPROVED

KCLS BOARD

Angélica Alvarez
Jessica Bonebright
Robin McClelland
Robert Spitzer
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. July 21, 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. Capital Plan Program Revision

CALL TO ORDER

President Robin McClelland called the meeting to order at 5:06pm.

APPROVAL OF AGENDA

Jessica Bonebright moved approval of the Board Meeting agenda. Rob Spitzer seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Rob Spitzer moved approval of the July 21, 2015 Board Meeting minutes. Jessica Bonebright seconded and the motion passed unanimously.

PUBLIC COMMENT

There were no speakers.

Robin McClelland welcomed Angélica Alvarez to the KCLS Board of Trustees. Ms. Alvarez lives in Burien and is a Highline School District Board member. She is also active with non-profits that focus on equity and social justice issues.

FINANCE REPORT

General Fund expenditures for July were \$8.7M compared to the monthly budget average of \$9.3M. Year-to-date expenditures of \$59.8M represents 53.6% of the budget, compared to 53.7% last year, with seven months completed for the year.

General Fund revenue for July was \$760K, which includes \$216K in current property tax payments. Contracts revenue of \$309K includes \$205K from the Burien Condominium Association and \$104K from the Youth Services Center.

Expenditures in the 307 Fund in July were \$1.1M, which includes large payments for Skyway permits, construction and architect services (\$497K); Kingsgate construction and architect services (\$278K); White Center construction and architect services (\$267K); planned opening day collection materials for Skyway, Tukwila, and White Center (\$38K); and project management fees (\$20K).

Expenditures in the 302 Fund in July expenditures were \$1.6M and includes Renton Highlands construction progress payments and architectural fees (\$775K); Renton Library construction progress payments and furniture (\$775K); and \$59K for Tukwila permit fees.

APPROVAL OF JULY EXPENDITURES

Gary Wasdin noted for the record that Angélica Alvarez has been appointed by the King County Executive but has not yet been approved by the King County Council. King County Code allows appointees to exercise full voting powers beginning thirty days after appointment, but appointees remain subject to later confirmation or rejection by the Council.

Jim Wigfall moved approval of Payroll expenditures for July in the amount of \$2,832,264.83: Jul 1-15 Ck#160105-160177; 371563-372764 and Jul 16-31 Ck#160178-160257; 372766-373975.
Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of General Fund #0010 expenditures for July in the amount of \$6,532,115.10: Travel Advances - Ck#1169-1170; (07/08) Ck#1076226-1076245;1076246-1076268;5005411 (07/08) Ck#1076269-1076326;1076327-1076412; (07/10) Ck#5005412-5005440; 1076413-1076423; (07/13) Ck#1076424-1076491; (07/14) Ck#1076492-1076506;1076507-1076584; (07/15) Ck#5005441-5005458; (07/16) Ck#5005459;5005460-5005464; (07/16) Ck#1076585-1076596; (07/17) Ck#1076597-1076661;1076662-1076665; (07/21) Ck#5005465-5005482;1076666-1076689; (07/21) Ck#1076690-1076749; (07/23) Ck#1076750-1076771;1076772-1076808; (07/28) Ck#1076809-1076852; (07/29) Ck#1076853-1076889; (07/30) Ck#1076890-1076912; (07/31) Ck#1076913-1076988; (08/04) Ck#5005483-5005513;1076989-1077008; (08/04) Ck#1077009-1077066;5005514-5005518; (08/04) Ck#1077067-1077076; (08/05) Ck#1077077-1077090;1077091-1077099; (08/06) Ck#1077100-1077117;5005519; Voids - Ck#1076456.

Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Construction Bond Fund 1988 #3020 expenditures for July in the amount of \$1,614,575.75: (07/07) Ck#3020611-3020614; (07/09) Ck#3020615; (07/14) Ck#3020616;3020617-3020620; (07/17) Ck#3020621-3020622; (07/21) Ck#3020623; (07/23) Ck#3020624;3020625-3020629; (07/30) Ck#3020630-3020631; (07/31) Ck#3020632-3020634; (08/05) Ck#3020635-3020637; (08/06) Ck#3020638.

Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for July in the amount of \$1,088,851.68: (07/08) Ck#3073133-3073134;3073135; (07/09) Ck#3073136; (07/14) Ck#3073137-3073143 (07/07) Ck#3073144-3073148; (07/23) Ck#3073149; (07/30) Ck#3073150-3073151; (08/05) Ck#3073152-3073154. **Jessica Bonebright seconded and the motion passed unanimously.**

Jessica Bonebright moved approval of Gift Fund #6010 expenditures for July in the amount of \$1,246.49: (07/17) Ck#6010619; (07/21) Ck#6010620; (07/29) Ck#6010621; (08/04) Ck#6010622; (08/05) Ck#6010623. **Rob Spitzer seconded and the motion passed unanimously.**

CAPITAL PLAN PROGRAM REVISIONS

As discussed in Finance Committee meeting, KCLS accepted the low bid for the Tukwila Library project. Board approval is required to update the Capital Plan to reflect the new project cost of \$9.6M.

Jessica Bonebright moved approval to revise the Capital Plan to reflect the increased cost of the Tukwila Library project based on the awarded bid. Jim Wigfall seconded. Greg Smith said Edifice Construction was the lowest bidder out of 12 bids received, all of which were within \$200K of each other, and that construction costs increased during the time that KCLS was in negotiations with the City of Tukwila.

There was no further discussion. **All voted in favor and the motion passed unanimously.**

CAPITAL PLAN PROGRAM REVIEW

The Capital Plan Program was reviewed in the Finance Committee meeting.

FLEET VEHICLES

Director of Facilities Maintenance Services Greg Smith said KCLS has been considering installing Global Positioning Systems (GPS) on all fleet vehicles for several reasons. One is to be able to confidently confirm vehicle locations in response to inquiries from members of the public, who often mistake KCLS vehicles with other King County government vehicles. The second is to manage the fleet more efficiently. The system shows at a glance which vehicles are in closest proximity to community libraries as well as traffic patterns for choosing alternate routes, allowing Service Center staff to dispatch or re-route maintenance and service vehicles for quicker response to high-priority calls. The system also provides reports on gas consumption and maintenance alerts to help KCLS monitor vehicle costs and reliability.

KCLS CODE OF CONDUCT

Gary Wasdin said he reviewed expectations for ethical behavior in a recent email to staff to remind them that as public employees, they are held to a higher standard than their counterparts in the private sector. KCLS' Code of Ethics Policy provides guidance to staff if they are faced with situations that may pose, or present the appearance of posing, a potential conflict of interest and clearly outlines appropriate behavior when working with existing or potential business partners. He said issues typically don't come up with existing partners since most are accustomed to working with government agencies, but can come up at conferences when vendors provide giveaways or host receptions or dinners for potential customers. He said it is perfectly acceptable for staff to accept trinkets of nominal value or attend a reception that is open to all conference attendees, but accepting dinner invitations or gifts of greater value that are directed exclusively to an individual or group of individuals from KCLS is prohibited. He said if a staff member ever finds themselves in a gray area, either intentionally or not, they should share concerns with their supervisor.

In tangent with the policy, KCLS also has a process in place that provides an avenue for staff to report improper actions on the part of other employees without fear of retaliation, whether the allegations are found to be true or false. Staff are encouraged to report to their supervisor, manager or Human Resources department any action that could be a violation of KCLS' Code of Ethics Policy.

Gary said that in addition to these policies and procedures, KCLS' Purchasing Policy is consistent with other government agencies and includes a number of checks and balances that make it difficult for anyone to curry favor with an employee. The bid process is open and transparent and multiple staff are involved in awarding contracts, which typically go to the lowest bidder.

As appointees of the King County Executive, KCLS Trustees are similarly bound by King County Code of Ethics and new appointees are required to attend ethics training. Trustees are held to the same standard as employees and while not directly involved in the bid selection process, they are prohibited from presenting even the appearance of favoritism toward existing or potential vendors.

DIRECTOR'S REPORT

Gary Wasdin recognized staff for the tremendous amount of work they've done to incorporate a literacy component at several YMCA day camps around the county. He said KCLS' partnership with the YMCA gives library staff an opportunity to interact with kids and get them excited about reading. Campers can check out books, or choose a free book to keep at those camps participating in the Let's Read program.

Attendance at the King County-Enumclaw Fair has dropped over time and organizers have looked at ways to reinvigorate interest, especially among the Latino community in south King County. KCLS' promotion and advertisement of "Library Day" likely contributed to attendance doubling at this year's fair in July. King County Councilmember Reagan Dunn expressed his thanks to KCLS for their support of this community event.

An excited community turned out for the opening of the Renton Library on Saturday, August 22. Hundreds poured through the doors to see their new Library, but also to return books and work on computers. Laurie Renton, who cut the ribbon on the old Renton Library was on hand to cut the ribbon on the new Library 50 years later. Gary thanked everyone who helped with the monumental task of opening the Library.

As discussed in the Finance Committee meeting, staff continues to work on the 2016 Budget. KCLS anticipates a 2.5% revenue increase in 2016 but salaries and rising benefits costs will absorb much

of the increase. KCLS will budget conservatively in order to achieve its goal to push the next levy lid lift out beyond the original 2018 projection.

KCLS is engaged in a pilot project with the Bellevue School District to give every student in the District a library card. Parents will be notified in September and have discretion to opt out. The project is scheduled to launch in October and is intended to remove stumbling blocks that prevent kids from getting library cards. The new *Student* cards will provide access to digital resources only and cannot be blocked because fines don't accumulate. This will allow teachers to direct their students to online resources with confidence knowing that there is guaranteed access at all times. The library card barcode will also match the student's school ID number, making it easy for kids to remember their login credentials. Gary has discussed the project with other school superintendents who are thrilled with the idea. Staff will monitor the program to determine how best to roll it out to other school districts in the future.

EXECUTIVE SESSION

At 6:20pm, President Robin McClelland convened an Executive Session to discuss a complaint against a public employee in accordance with RCW 42.30.110, Section 1, (f). The estimated duration of the session was 10 minutes. Jim Wigfall, Jessica Bonebright, Robert Spitzer, Angélica Alvarez and Gary Wasdin were in attendance.

RECONVENE REGULAR SESSION

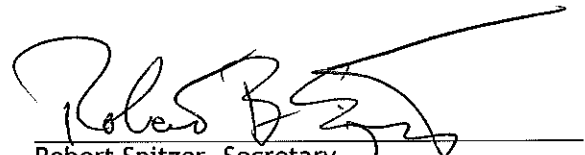
Robin McClelland reconvened the regular session at 6:34pm. *Jim Wigfall moved to adjourn. Jessica Bonebright seconded.*

ADJOURNMENT

The meeting adjourned at 6:34pm.



Robin McClelland, President



Robert Spitzer, Secretary