



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ November 18, 2015

PRESENT

KCLS BOARD

Angélica Alvarez
Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

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

MOTIONS APPROVED

1. Board Meeting agenda
2. October 28, 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. Resolutions 2015-04, 2015-05 Property Taxes
9. Resolution 2015-06 Limit Factor

CALL TO ORDER

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

APPROVAL OF AGENDA

Jim Wigfall moved approval of the Board Meeting agenda. Rob Spitzer seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Jim Wigfall moved approval of the October 28, 2015 Board Meeting minutes. Angélica Alvarez seconded and the motion passed unanimously.

PUBLIC COMMENT

Sally Holmes stated she has been a KCLS patron for over 25 years and uses many libraries regularly, but has concerns regarding what she feels are very unclear policies at the Bellevue Library regarding allowable conduct, noise levels and other rules she considers inexplicable. She said one is the \$40 fine imposed for parking more than three hours in the main lot when there is no warning clearly posted. She said she has heard others talking to staff at the information desk who were also surprised by the rule, and another friend who is an attorney who thinks it's unfair to spring a fine on patrons when the situation could easily be handled with a sign or sign-in sheet near the parking lot. Another concern she has is noise levels. She has submitted lots of comments and suggestions for creating noise buffers but frankly feels that Bellevue Library's design is not conducive to quiet. She said it is so noisy that even a sign designating the third floor as a quiet zone and prohibiting the use of cell phones has no effect. Patrons continue to use cell phones often and loudly. She has been harassed when confronting fellow patrons who violate the rule. She resents being put in that position because there is rarely a librarian in sight to back her up. Posting a more specific sign would help and is not a hard thing to do. Another concern is the Library's definition of "acceptable noise level." She said she has no idea what that means when apparently it's considered acceptable for a person to sit at a computer and sing loudly with the volume set so high that the music can be heard through the person's ear buds. She said the area on the first floor next to the windows is pleasant but anything goes and nothing is curtailed. She has heard people seated 20-30 feet away engaging in sexually explicit dialog while on speaker phone but not one librarian has ever walked through the section to see what is going on. Her understanding is that policy is handled at the Board level and asked who decides what is considered acceptable noise levels. She said someone must recognize that there's a problem because the Lake Hills Library is designed for noise and the same should be done for the Bellevue Library.

MATERIALS DISTRIBUTION SERVICES SORTING CHAMPIONS

Gary Wasdin said as someone who formerly worked at New York Public Library, it is a specific point of pride to announce that KCLS won the annual Sorting Smack Down against New York Public Library (NYPL) and introduced Materials Distribution Services (MDS) Manager Tony Miranda and Assistant Manager Steve Albert. He congratulated Tony, who said the whole experience was surreal. MDS had seven different news outlets at Preston to cover the sort, which felt like it went by very slowly even though it only lasted an hour. Tony said he used the analogy with one reporter that diamonds are created under pressure and he had a whole bag of them that day (the staff). He said it has been amazing to watch something that started out as a team-building exercise take on a life of its own on NBC Nightly News. It was a great tribute to staff, and he said he couldn't have done it without them. The friendly competition started five years ago and while KCLS has won three times, Tony said the worst they could have done is come in second. There are only two other library systems in the country that use the sorting technology that KCLS uses and KCLS beat NYPL by only a few hundred items. Tony said that can come down to how many items are in a single tote or where someone is positioned on the line. He said he didn't want to give away the team's secrets, but jokingly said that KCLS may have interpreted the definition of a New York minute as 65 minutes in an hour. With all kidding aside, Gary said it is easy to take for granted the volume of work handled by MDS staff. They process tens of thousands of items every day and it is thanks to their speed and hard work that KCLS is one of the highest circulating libraries in the country.

SUMMER LEARNING

Teen Services Coordinator Jerene Battisti said that research shows the impact of the summer slide on younger children cannot be made up by the time teens reach middle school and high school. While it is difficult to measure the correlation between participation in teen summer learning and success in school, KCLS measures success anecdotally based on the comments received from teens, and by research that has been proven time and time again that reading improves learning. A number of organizations, including the National Summer Learning Association, as well as public libraries and schools around the country are looking at the issue. KCLS does try to employ direct measures but until there is an accepted research standard, success is about creating lifelong readers. Teen librarians partner with schools all year long to promote library programs and resources, but they spend a great deal of time in May and June visiting schools to promote summer-learning programs.

Children's Services Coordinator Cecilia McGowan said there was a 279% increase in the number of summer meals served compared to last year. The free meals program is a vital component of KCLS' Summer Learning program and during the program, nearly two million items were checked out and 7.5 million reading minutes were logged.

QUARTERLY CAPITAL PLAN PROGRAM REVIEW

As discussed in the Finance Committee meeting, Dwayne Wilson said there have been few changes to the Capital Plan Program since last reviewed in August. Cost estimates for active projects, including Kingsgate, Skyway, Tukwila and White Center remain the same. The Tukwila and Duvall Library properties are the only two remaining to sell.

FINANCE REPORT

General Fund expenditures in October were \$8.3M, which was 7.4% of the total budget for the year. Year-to-date expenditures of \$85.6M represents 76.7% of the budget expended which is exactly equal to last year. An uptick is expected in November due to timing for substitute salary expenditures, but the expectation is that total expenditures will be under budget in the neighborhood of \$4.5M at the end of the year.

General Fund revenues for October include \$42.4M in current year property taxes and year-to-date represents 94.6% of total current year property tax revenue received, compared to 93.6% for the prior year.

Expenditures in the 307 Fund total \$1.4M and include large payments for Kingsgate (\$503K), Skyway (\$335K) and White Center (\$536K) Library projects as well as \$34K for opening day collections for the Skyway, Tukwila and White Center projects. A credit of \$17K for other construction projects is related to unclaimed property funds.

Expenditures in the 302 Fund of \$883K were for the Renton Highland Library (\$824K), \$27K in trailing invoices for the Renton Library and \$31K for owner's costs for the Tukwila Library.

APPROVAL OF OCTOBER EXPENDITURES

Jim Wigfall moved approval of Payroll expenditures for October in the amount of \$2,767,098.84: Oct 1-15 Ck#160544-160616; 378787-379983 and Oct 16-31 Ck#160617-160692; 379984-381194.
Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of General Fund #0010 expenditures for October in the amount of \$5,878,942.04: Travel Advances - Ck#1179-1181; (10/09) Ck#1078881; (10/12) Ck#1078882-1078916;5005783-5005821; (10/14) Ck#1078917-1079022; (10/15) Ck#1079023-1079055;1079056-1079135; (10/16) Ck#5005822-5005853;1079136-1079156; (10/16) Ck#1079157-1079194;1079195-1079204; (10/16) Ck#5005854-5005859; (10/21) Ck#1079205-1079252;1079253-1079287; (10/22) Ck#1079288-1079357;1079358-1079360; (10/26) Ck#1079361-1079382;5005860-5005890; (10/26) Ck#1079383-1079408;1079409-1079415; (10/28) Ck#1079416-1079525;1079526-1079555; (10/30) Ck#1079556-1079636;1079637-1079660; (10/30) Ck#5005891-5005910;1079661-1079664; (11/3) Ck#5005911-5005915;1079665-1079672; (11/04) Ck#1079673-1079739;5005916; Voids - Ck#.
Angélica Alvarez seconded and the motion passed unanimously.

Angélica Alvarez moved approval of Construction Bond Fund 1988 #3020 expenditures for October in the amount of \$882,879.34: (10/14) Ck#3020728-302073; (10/15) Ck#302073; (10/16) Ck#3020732-302073; (10/21) Ck#3020735-3020737;3020738; (10/26) Ck#3020739-3020744; (10/28) Ck#3020745; (10/30) Ck#3020746; (11/4) Ck#3020747-3020750.
Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for October in the amount of \$1,428,375.39 : (10/15) Ck#3073192; (10/16) Ck#3073193-3073194; (10/26) Ck#3073195-3073204; (10/28) Ck#3073205-3073206; (10/30) Ck#3073207-3073210; (11/04) Ck#3073211-3073215.
Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Gift Fund #6010 expenditures for October in the amount of \$52,166.63: (10/14) Ck#6010646; (10/16) Ck#6010647-6010648; (10/21) Ck#6010649; (10/22) Ck#6010650; (10/28) Ck#6010651-6010652; (10/30) Ck#6010653; (11/04) Ck#6010654.
Angélica Alvarez seconded and the motion passed unanimously.

PROPERTY TAX RESOLUTIONS 2015-04, 2015-05, 2015-06

As discussed in Finance Committee, three property tax resolutions require Board approval:

Resolution 2015-04 certifies that public budget hearings were held and certifies that the Library District requires a regular levy in the amount of \$113.0M. **Rob Spitzer moved approval of Resolution 2015-04. Jim Wigfall seconded and the motion passed unanimously.**

Resolution 2015-05 is the standard form submitted to King County that certifies the Library District's estimate for property tax levies for 2016. **Jim Wigfall moved approval of Resolution 2015-05. Angélica Alvarez seconded and the motion passed unanimously.**

Resolution 2015-06 certifies the Library District's substantial need for the full property tax increase allowable by law in response to impact of an inflation price deflator, which effectively reduces the increase when inflation is less than 1%. The last time the Board approved a similar resolution was in 2009 when inflation was low. **Angélica Alvarez moved approval of Resolution 2015-06. Rob Spitzer seconded and the motion passed unanimously.**

DIRECTOR'S REPORT

KCLS recently installed bike-repair stations at nine libraries and the Service Center in Issaquah, and staff has received positive feedback in the communities where they're located. The bike racks have a small footprint, and provide air pumps and cable tools for simple repairs. Each station costs just over \$1,000, requires very little maintenance and serves everyone in the community, not just library patrons. They are a good way to encourage biking, not only for adults but for kids who don't drive.

A County ordinance that allows Board commissioners to continue to serve beyond their expired terms created confusion with regard to term limits for KCLS' Trustees. As an independent Board, the County's ordinance does not apply to KCLS. Term limits for Library Trustees are established by State law, which stipulates that Library Trustees cannot serve beyond the end of their term(s). The County's authority is limited to the appointment and approval process only and past attempts to introduce legislation to give jurisdiction over public libraries to counties and other municipalities have never moved forward. The information has been shared with the King County Council and KCLS is optimistic that council members are working aggressively to find a replace for Jessica Bonebright, who cycles off the Board of Trustees at the end of December.

Older Adult Program Specialist Wendy Pender received a Gold Award from AARP for two programs she helped coordinate in partnership with AARP: "Fraud and Identity Theft" and "Life Re-imagined." The programs reached over 200 people and were the #1-ranked AARP programs by attendance in the United States.

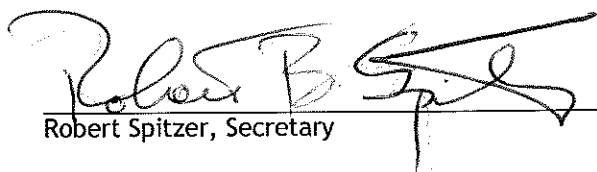
Two changes in senior staffing were recently announced in an email to the Board and staff. Tess Mayer who has been serving as Interim Director of Services Strategies, will assume the position permanently in addition to her responsibilities as Director of Mobile Services. Both departments have different delivery methods but do similar work. Combining staff will be the best way to provide capacity to support and expand programs and services in both areas. KCLS has also created a new department to focus on strategic planning to ensure that programs and services are tied to a clear vision and aligned with the organization's long-term mission. Holly Koelling, Director of Operations, will oversee this new department and Jennifer Wiseman will move with her. KCLS will launch a strategic planning project in early 2016 that will engage Trustees, staff, patrons and other key community stakeholders.

ADJOURNMENT

The meeting was adjourned at 6:16pm.



Robin McClelland, President



Robert Spitzer, Secretary