



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ December 16, 2015

## PRESENT

### KCLS BOARD

Angélica Alvarez  
Jessica Bonebright  
Robin McClelland  
Robert Spitzer  
Jim Wigfall

### KCLS Staff

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

## MOTIONS APPROVED

1. Board Meeting agenda
2. November 18, 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. Adoption of 2016 Salary Schedule
9. Resolution 2015-07 and 2015-08 Property Tax Levy Issaquah and Redmond CFAs
10. Resolution 2015-09 Adoption of 2016 Budget
11. Election of 2016 Board Officers
12. Resolution 2015-10 Acknowledgment of Trustee Jessica Bonebright

## CALL TO ORDER

President Robin McClelland called the meeting to order at 5:08pm.

## APPROVAL OF AGENDA

*Angélica Alvarez moved approval of the Board meeting agenda. Jessica Bonebright seconded. Rob Spitzer moved to amend by inserting Resolution 2015-10 as Action Item #7. Jessica Bonebright seconded. Angélica Alvarez moved approval of the Board meeting agenda as amended and the motion passed unanimously.*

## APPROVAL OF BOARD MINUTES

*Rob Spitzer moved approval of the November 18, 2015 Board Meeting minutes. Jim Wigfall seconded and the motion passed unanimously.*

## PUBLIC COMMENT

There was no public comment. For the record, Robin McClelland thanked Gary and Lori Robinson for the treats they presented to the Board. She also reminded the audience that it was at this time last year that the Board agreed to pause and reconsider the Mercer Island Library project after a rough year in 2014. She said her understanding is that the process went well in 2015, and expressed her appreciation to Gary Wasdin for his efforts to that effect.

## FINANCE REPORT

General Fund expenditures in November were \$8.7M compared to the monthly budget average of \$9.3M. The books were closed sooner due to the earlier Board meeting in December so November expenditures are somewhat lower than usual.

General Fund revenues were \$6.1M, which includes \$5.2M in current property tax payments. Miscellaneous revenue of \$621K includes \$573K in eRate rebates and \$45K from the KCLS Foundation. Miscellaneous revenue of \$1.8M year-to-date includes just over \$900K for the Skyway property sale.

Expenditures in the 307 Fund of \$316K include project payments for Kingsgate (\$196K), White Center (\$20K), Skyway (\$13K), and trailing expenses for Fairwood (\$58K). Expenditures for opening-day collections for Skyway, Tukwila and White Center were \$23K for the month and \$393K year-to-date. A \$6,800 artwork expenditure was for White Center Library.

Expenditures in the 302 Fund of \$474K include payments for Renton Highlands (\$110K), Tukwila (\$350K) and trailing expenses for the Renton Library (\$14K).

#### **APPROVAL OF NOVEMBER EXPENDITURES**

**Jim Wigfall moved approval of Payroll expenditures for November in the amount of \$2,758,622.34:** Nov 1-15 Ck#160693-160768; 381195-382413 and Nov 16-30 Ck#160770-160840; 382414-383615. **Jessica Bonebright seconded and the motion passed unanimously.**

**Jessica Bonebright moved approval of General Fund #0010 expenditures for November in the amount of \$6,119,605.17:** Travel Advances - Ck#1182-1183(11/06) Ck#1079740-1079771; 1079772-1079791; (11/06) Ck#5005917-5005938; 1079792-1079859; (11/06) Ck#1079860-1079892; (11/13) Ck#1079893-1079926; 1079927-1080015; (11/13) Ck#1080016-1080022; (11/16) Ck#5005939-5005966; 1080023-1080035; (11/18) Ck#1080036-1080133; 1080134-1080184; (11/18) Ck#1080185-1080207; (11/19) Ck#1080208-1080235; 5005967-5005971; (11/19) Ck#1080236-1080245; (11/20) Ck#5005972-5005994; 1080246-1080255; (11/23) Ck#1080256-1080312; (11/24) Ck#1080313-1080350; (11/25) Ck#1080351-1080363; (11/30) Ck#1080364-1080369; (12/01) Ck#5005995-5006014; 1080370-1080393; (12/03) Ck#1080394-1080417; 5006015-5006019; (12/03) Ck#1080418-1080425; (12/04) Ck#1080426-1080442; (12/04) Ck#1080443-1080540; 1080541-1080564; (12/07) Ck#1080565-1080567; (12/08) Ck#1080568-1080604; 1080605 1080607;5006020; Voids - Ck#. **Rob Spitzer seconded and the motion passed unanimously.**

**Rob Spitzer moved approval of Construction Bond Fund 1988 #3020 expenditures for November in the amount of \$487,298.67:** (11/06) Ck#3020751; (11/13) Ck#3020752;3020753-3020754; (11/17) Ck#3020755; (11/18) Ck#3020756-3020757; (11/19) Ck#3020758-3020759; (11/23) Ck#3020760-3020761; (11/30) Ck#3020762-3020764; (12/03) Ck#3020765-3020766; (12/04) Ck#3020767-3020768. **Angélica Alvarez seconded and the motion passed unanimously.**

**Angélica Alvarez moved approval of Capital Project Fund 2005 #3070 expenditures for November in the amount of \$307,511.58:** (11/06) Ck#3073216; (11/13) Ck#3073217-3073219; (11/18) Ck#3073220; (11/19) Ck#3073221; (11/23) Ck#3073222-3073223; (11/30) Ck#3073224; (12/03) Ck#3073225; (12/04) Ck#3073226-3073229; (12/08) Ck#3073230. **Jim Wigfall seconded and the motion passed unanimously.**

**Jim Wigfall moved approval of Gift Fund #6010 expenditures for November in the amount of \$7,251.74:** (11/06) Ck#6010655-6010660; (11/13) Ck#6010661-6010662; (11/30) Ck#6010663; (12/08) Ck#6010664. **Jessica Bonebright seconded and the motion passed unanimously.**

#### **2016 SALARY SCHEDULE**

As discussed in Finance Committee, the 2016 Salary Schedule includes a 1.75% general wage increase for all staff in non-represented positions, and a 2% increase for all Local 1857-S represented classifications based on the existing collective bargaining agreement for that unit. There is no reference to staff represented by Local 1857-Main, Local 1857-Page and Local1652-LM (Maintenance) as KCLS remains in contract negotiations with those units. The proposed salary schedule would be effective January 1, 2016. **Rob Spitzer moved approval of the 2016 Salary Schedule as presented, effective January 1, 2016. Jim Wigfall seconded and the motion passed unanimously.**

#### **RESOLUTION 2015-07 AND 2015-08 PROPERTY TAX LEVY CAPITAL FACILITIES AREAS**

Dwayne Wilson said the Issaquah and Redmond Libraries were built with their own bond funds and require two similar but separate requests for property tax revenue that KCLS submits to the County to make annual bond payments.

**Jessica Bonebright moved approval of Resolution 2015-07 Property Tax Levy Issaquah Library Capital Facility Area. Rob Spitzer seconded and the motion passed unanimously.**

**Jim Wigfall moved approval of Resolution 2015-08 Property Tax Levy Redmond Library Capital Facility Area. Angélica Alvarez seconded and the motion passed unanimously.**

#### **RESOLUTION 2015-09 ADOPTION OF 2016 BUDGET**

As discussed in the Finance Committee meeting, Dwayne Wilson said there are few changes between the Preliminary and Final Budgets. The only change is the way in which KCLS accounts for expenditures funded by the KCLS Foundation. Revenue from the Foundation totaling \$620K will be included in the operating budget with an equal amount charged against expenses resulting in a net zero change to the ending fund balance. There is no change in property-tax revenue until KCLS receives final figures for new construction revenue from the King County Assessor, which is expected sometime in January. *Angélica Alvarez moved approval of the 2016 Budget as presented. Jim Wigfall seconded and the motion passed unanimously.*

#### **ELECTION OF OFFICERS AND COMMITTEE MEMBERS FOR 2016**

*Jim Wigfall moved to nominate Rob Spitzer for Board President in 2016. Jessica Bonebright seconded and the motion passed unanimously.*

*Rob Spitzer moved to nominate Jim Wigfall for Board Secretary in 2016. Jessica Bonebright seconded and the motion passed unanimously.*

Robin McClelland and Jim Wigfall volunteered to serve on the Finance Committee. Angélica Alvarez will attend as her schedule permits. The Planning Committee remains dormant.

#### **KCLS FOUNDATION BOARD LIAISON**

Angélica Alvarez was nominated by Jim Wigfall and agreed to serve as the KCLS Board Liaison to the KCLS Foundation in 2016.

#### **RESOLUTION 2015-10 RECOGNITION OF TRUSTEE JESSICA BONEBRIGHT**

*As resolved by the King County Library System Board of Trustees, Rob Spitzer moved approval of Resolution 2015-10, recognizing and expressing the Board's appreciation for Jessica Bonebright's leadership and service to the King County Library System and all members of the library community. Jim Wigfall seconded and the motion passed unanimously.*

#### **DIRECTOR'S REPORT**

Gary Wasdin thanked Jessica Bonebright for serving on the Board of Trustees and acknowledged her passion for libraries and social justice. He noted that KCLS Trustees can serve up to ten years, as Jessica did. It is a long time compared to other Board appointments and he thanked her for her commitment.

Gary also thanked Robin McClelland for her term as Board president. He said her presence and visibility at ribbon cuttings and other library events mean a lot to staff who otherwise do not have many opportunities to interact with Board members. Robin attended the annual Service Awards reception on December 3, where 48 staff members were honored for a combined 1,135 years of service.

Also recognized at the Service Awards reception was KCLS Teen Librarian Lara Mayelian who received the Catalyst Award for her program with the Sea Mar Renacer Youth Treatment Center. Twice weekly, two groups of at-risk young men ranging in age from 13 to 20 visit the Boulevard Park Library. They are issued special library cards with a limit of two items that they can use for the duration of their in-patient stay. For some of these patrons, this is their first library experience.

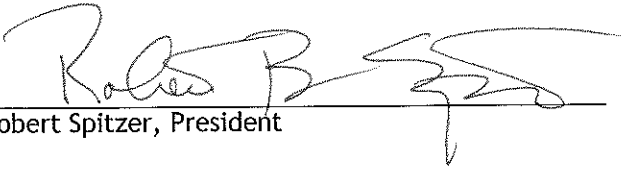
Starting in January, all KCLS libraries will be included in a group public performance license from Movie Licensing USA, which will allow all libraries to legally screen films from participating Hollywood studios, whether or not their Friends group has the money available to support it.

In 2016, KCLS' new adult program series Everyone's Talking About It will allow people to come together at the library to engage in civil conversations on issues ranging from cultural to controversial.

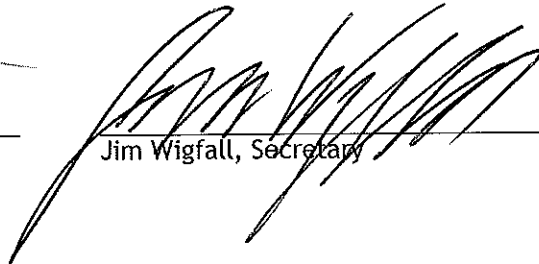
Gary Wasdin thanked Charlene Richards for her service and wished her well as she retires from KCLS on December 31.

**ADJOURNMENT**

The meeting was adjourned at 5:53pm.



Robert Spitzer, President



Jim Wigfall, Secretary