



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ January 27, 2016

PRESENT

KCLS BOARD

Angélica Alvarez
Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Julie Acteson
Beth Castleberry
Holly Koelling
Tess Mayer
Jed Moffitt
Catherine Schaeffer
Bruce Schauer
Greg Smith
Gary Wasdin
Dwayne Wilson
Jennifer Wiseman

MOTIONS APPROVED

1. Board Meeting agenda
2. December 16, 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. Increase Library Director's 2016 Salary

CALL TO ORDER

President Rob Spitzer called the meeting to order at 5:05pm.

APPROVAL OF AGENDA

Jim Wigfall moved to amend the agenda to add a reconvening of the regular session after the Executive Session to take action on the Library Director's salary. Robin McClelland seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Jim Wigfall moved approval of the December 16, 2015 Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.

PUBLIC FORUM

Gary Robinson said it seems the voice of the patron should always be heard at the Board meetings. He didn't want to sound presumptuous by inferring that he represents all patrons, but he said he just wanted to comment on how much more smoothly the meetings have been going. He attributes a lot of that to Board actions, and said everyone is appreciative.

STAFF REPORTS

Library Programs: Girls who Code

Gary Wasdin introduced Bothell Teen Librarian Catherine Schaeffer to talk about "Girls who Code," a national nonprofit organization whose mission is to inspire, educate and equip girls with computing skills to pursue 21st century opportunities, and whose vision is to reach gender parity in computing and technology sectors. Catherine said there were very few girls in coding classes back in the 1980s and it is still like that today. Statistics show that in a room of 25 software engineers, only three are women. Catherine cited an example of only two girls in a Woodinville High School computer science class in a district that includes families who work at Google and Microsoft. Girls Who Code is offered to girls in grades 6-12 with any level of computing background. Classes are taught by volunteers and instructors are encouraged to invite industry speakers to provide examples of how computers are solving real-life problems. Girls Who Code provides a free online curriculum, so KCLS can offer high-quality service in a budget-neutral way. Three levels of courses are offered, and all are self-paced and project-based. Catherine teaches at Bothell Library and Rachel Adams teaches at Des Moines Library. The two classes currently have 19 and 16 attendees, respectively.

FINANCE REPORT

Preliminary General Fund expenditures in December were \$10.6M compared to the monthly budget average of \$9.3M, representing 9.5% of the total budget. This compares to preliminary December 2014 expenditures of \$10.1M which were also 9.5% of the budget. Final December 2015 expenditures will be presented at the February Board meeting and total expenditures are expected to finish at 95% of the total budget.

Total year-to-date revenue of \$113.7M includes \$109.2M in current and prior year property-tax revenue, coming in \$100K better than the budget of \$109.1M. Final December total revenue should only increase about \$100K from the preliminary figures presented due to additional contract revenue.

Expenditures in the 307 Fund in December were \$2.0M, which includes payments for White Center (\$1.3M); Skyway (\$407K) and Kingsgate (\$201K) projects; opening day collections (\$89K) and project management fees (\$44K) for the Skyway, Tukwila and White Center Libraries.

Expenditures in the 302 Fund in December were \$1.2M, which includes \$514K for Tukwila; \$602K for Renton Highlands; and trailing expenses for the Renton Library (\$80K). Additional expenditures are expected before the final December close.

APPROVAL OF NOVEMBER EXPENDITURES

Jim Wigfall moved approval of Payroll expenditures for December in the amount of \$2,825,404.32: Dec 1-15 Ck#160841-160915; 383616-384816 and Dec 16-31 Ck#160916-160988; 384817-386028. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of General Fund #0010 expenditures for December in the amount of \$8,097,106.44: Travel Advances - Ck#; (12/09) Ck#1080608-1080659;1080660-1080676; (12/09) Ck#5006021-5006056; (12/10) Ck#1080677-1080716;1080717-1080782; (12/10) Ck#1080783-1080821; (12/14) Ck#1080822-1080831; (12/16) Ck#1080832-1080879;1080880-1080944;1080945-1080973; (12/16) Ck#1080974-1081037;1081038-1081049; (12/17) Ck#5006057-5006079;1081050-1081076; (12/18) Ck#1081077-1081089;5006080-5006084; (12/18) Ck#1081090-1081099;1081100-1081200;1081201; (12/21) Ck#5006085-5006107;1081202-1081214; (12/23) Ck#1081215-1081249; (01/04) Ck#1081250-1081273;5006108-5006152; (01/05) Ck#5006153-5006157;1081274-1081279; (01/05) Ck#1081280-1081299; (01/07) Ck#1081300-1081333;1081334-1081417; (01/08) Ck#5006158;1081418-1081469;1081470-1081564; (01/08) Ck#1081565-1081604;1081605-1081617;1081618-1081717; (01/11) Ck#5006159-5006198;1081718-1081739;1081740-1081780; (01/12) Ck#1081781-1081824;1081825-1081883; (01/13) Ck#5006199; Voids - Ck#. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Construction Bond Fund 1988 #3020 expenditures for December in the amount of \$1,135,038.01: (12/09) Ck#3020769-3020770; (12/10) Ck#3020771-3020773; (12/16) Ck#3020774; (12/17) Ck#3020775-3020776; (12/18) Ck#3020777-3020783; (12/23) Ck#3020784-3020785; (01/08) Ck#3020786-3020795; (01/11) Ck#3020796-3020797; (01/12) Ck#3020798-3020806. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for December in the amount of \$2,013,534.24: (12/09) Ck#3073231-3073232; (12/10) Ck#3073233-3073237; (12/16) Ck#3073238-3073240; (12/18) Ck#3073241-3073248; (12/23) Ck#3073249-3073253; (01/08) Ck#3073254-3073261; (01/11) Ck#3073262-3073266; (01/12) Ck#3073267-3073273. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Gift Fund #6010 expenditures for December in the amount of \$2,111.20: (12/16) Ck#6010665-6010667; (12/18) Ck#6010668; (01/13) Ck#6010669. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of inter-fund transfer in the amount of \$40,875.00. Jim Wigfall seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Gary Wasdin said he spoke with each Trustee about a bill before the State Legislature to increase the number of Library Trustees from five to seven. The legislation applies only to counties with populations over one million, so KCLS is the only Library System affected. Gary testified at hearings in the House and Senate. The House voted to move the bill to the Senate, and it is expected to pass. In addition to increasing the number from five to seven, language will be added to the legislation that specifies Trustees should be geographically representative of the County. Terms will still be five years long and Trustees will be limited to serving two terms. The appointment and approval process will remain the same. Rob Spitzer asked if there is anything the Board can do to improve the speed at which the County fills vacancies. Gary said the King County Council collaborated with KCLS on writing the bill, and he asked Council members what KCLS can do to expedite the appointment process for a larger Board, given how challenging it is to fill the existing seats. The Council indicated it will stagger terms to minimize simultaneous vacancies.

Gary said that Jim Wigfall has been officially reappointed to a second term and that he is optimistic the seat vacated by Jessica Bonebright will be filled soon.

The Director's written report gives a snapshot of 2015, including total print and digital circulation, top five libraries for circulation and traffic, as well as key accomplishments by department. Rob Spitzer asked who the audiences are for newsletters and videos.

Gary said he started sending weekly videos to all staff so that they can get to know him better and help make him more approachable. The videos also help him draw attention to all the good things that are happening at KCLS that staff may not know about given the size and geographic spread of the System.

Julie Acteson said distribution of the Adult Program Series guide has grown to about 6,500 over three years. KCLS Reads is distributed to 3,000 subscribers and starting in February, a new newsletter "KCLS and You" will feature messages from the Director and highlights from across the System. When it launches, "KCLS and You" will be distributed to 165,000 patrons who have opted in for the newsletters via their library card. KCLS also has a long history of emailing schools, and has recently transitioned to an online newsletter platform called MailChimp. In May, when KCLS migrates to its new website, patrons will be able to find and sign up for all newsletters more easily.

On a final note, Gary said that he marked his one-year anniversary with KCLS on Monday, January 25.

EXECUTIVE SESSION

At 5:49pm, President Rob Spitzer announced that the Board would convene in Executive Session to review the performance of a public employee in accordance with RCW 42.30.110, 1 (g). The estimated duration of the session was 20 minutes. He said the Board would reconvene the regular session afterward for final business. In addition to the Board, Gary Wasdin was in attendance.

At 6:15pm, the Executive Session was extended for approximately 15 minutes.

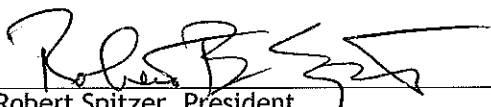
RECONVENE REGULAR SESSION

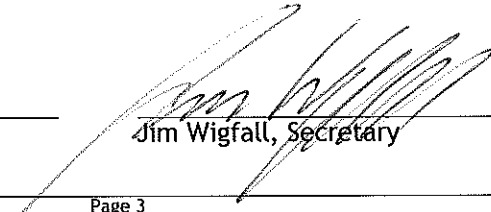
Rob Spitzer reconvened the regular session at 6:34pm.

Robin McClelland moved approval to increase the Library Director's salary 5.2% from \$190,000 to \$200,000 per year. Jim Wigfall seconded and the motion passed unanimously. Rob said it is the sense of the Board that KCLS is very happy with Gary Wasdin's performance in his first year as Director.

ADJOURNMENT

The meeting was adjourned at 6:36pm.


Robert Spitzer, President


Jim Wigfall, Secretary