MOTIONS APPROVED

1. Board Meeting agenda
2. October 26, 2016 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. Resolution 2016-03 Disposition of Surplus Vehicles
8. Resolutions 2016-04, -05, -06, -07, -08 Property Taxes
9. 2017 Board and Planning Committee Meetings

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

APPROVAL OF AGENDA
Robin McClelland moved approval of the Board Meeting agenda. Lalita Uppala seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES
Lalita Uppala moved approval of the October 26, 2016 Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.

PUBLIC COMMENT
Council 2 Representative Mary Louis said she was coming before the Board for conscience-raising to share her members’ concerns about their lack of medical benefits. At a prior meeting, she shared results from a survey administered to the Page Unit which indicated that 81 percent had expressed interest in 20-hour benefit positions, and that 34 percent responded that it was necessary for them to hold a second job to make ends meet. She said that a majority of Pages—58 percent—have bachelor’s degrees and are able-bodied employees who are trying to support themselves and their families. The Page Unit also makes up 30% of KCLS’ workforce, yet only six out of 383 Pages have benefits. She said if she were to read an article about organizations attempting to avoid the Affordable Care Act, she would never imagine the article would be written about King County Library System. Although Pages currently qualify for benefits provided through Health Exchange plans, no one knows how long that safety net will last and further necessitates the need for KCLS to shift its thinking about benefits. She said there is a perception among her members that the Board does not value some of its staff during a time of economic prosperity. She said she has spent the last year bargaining with KCLS’ management team, which has indicated the Library System is facing a $1 million budget deficit due to the increased cost of healthcare premiums, yet she also learned after attending the public budget hearings that KCLS has $50 million in reserves. She said when the Board gets good news to please ask at what cost. She had hoped that by communicating employees’ concerns, the Board would have advised Administration to reconsider the need for benefits for all employees. Since that doesn’t seem to have happened, Council 2 has launched a public information campaign to rally support from the community and, if need be, will launch a strike campaign as well.
KINGSGATE LIBRARY REPORT
Teen Librarian Catherine Schaeffer gave an overview of Science, Technology, Engineering and Math (STEM) programs offered by North Cluster youth services librarians to the communities of Bothell, Kenmore, Kingsgate and Kirkland. Locally-developed programs are conducted by branch staff and supported by local partners such as University of Washington Bothell, Google, and teen volunteers. IdeaX, which is a central program funded by the KCLS Foundation and offered System-wide, is conducted by Service Center and branch staff. The programs are well-attended and popular with kids, and Catherine said staff has observed that parents are engaged in the learning as well.

SAFETY AND SECURITY UPDATE
Melissa Munn said that in her role as Community Conduct Coordinator, she works with management and staff on patron behavior issues. In response to recommendations from the staff input sessions that were conducted in 2015 regarding safety and security concerns, Melissa convened two separate committees to review and revise KCLS’ Rules of Conduct Policy and guidelines for bans and trespasses. Melissa said committee members renamed the policy ‘Code of Conduct’ based on the recommendation that the language should intentionally be shifted away from ‘rules’ and toward expectations for respectful, law-abiding behavior. Committee members also added language that had been missing covering patron conduct toward staff; expectations for respectful communication with staff by telephone or online; and a specific emphasis on parents’ responsibility for their children’s behavior.

While actual content did not fundamentally change, the document was reformatted to simplify language, improve readability, and provide examples of “include, but are not limited to” conduct violations. In addition, the Library Director has approved the posting of Code of Conduct signs in all libraries. Staff is currently working on tailoring language for Children’s area signage, KCLS’ Courtesy brochure, and Guidelines for Bans and Trespasses.

The two committees were comprised of a cross-section of staff representing different job positions across the System, from Pages to Cluster Managers. Staff still have the authority to enforce the Policy in the way that is best for their local libraries. Patrons who want to challenge bans have due process with local library management. Trespasses on the other hand are issued by local law enforcement agencies and are System-wide. Committee members will conduct in-person training for branch staff starting January 2017.

QUARTERLY CAPITAL PLAN PROGRAM REVIEW
As discussed in the Finance Committee meeting, there have been few changes to the Capital Plan Program since last reviewed in August. Valley View has moved to the Active Projects category and Library Connection @ Southcenter, Boulevard Park and East Kent are scheduled to begin in 2017. There is no change in estimated project costs.

FINANCE REPORT
General Fund expenditures in October were $9.1M, which represents 78 percent of the total Budget expended year-to-date compared to 76.7 percent last year, with 83.3 percent of the year completed. Repair and maintenance expenditures of $960K include $242K for Covington Library roof repairs.

General Fund revenues in October were $42.1M, which reflects the second semi-annual property tax due date of October 31 and includes $41.5M in current property-tax revenue. Year-to-date revenue received represents 94.1 percent of the Budget, compared to 95.1 percent for the previous year.

Expenditures in the 307 Fund include $64K for demolition of a house on the lot that is adjacent to the Boulevard Park Library; $79K for Valley View furniture; and trailing invoices for the White Center ($39K), Kingsgate ($31K) and Mercer Island ($21K) projects.

Expenditures in the 302 of $459K includes $452K for Tukwila construction progress payments and architectural fees; and $16K of trailing costs for the Renton Highlands Library.
APPROVAL OF EXPENDITURES

Lalita Uppala moved approval of Payroll expenditures for October in the amount of $2,827,440.75: October 1-15 Ck#162340-162402; 408319-409572 and October 16-31 Ck#162403-162463; 409573-410824. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of General Fund #0010 expenditures for October in the amount of $6,944,612.06: Travel Advances - Ck#1228; (10/05) Ck#1089775-1089797; (10/07) Ck#1089798-1089869; (10/10) Ck#5007198-5007206;1089870-1089892; (10/12) Ck#5007207;1089893-1089929; (10/12) Ck#1089930-1089970;1089971-1090055; (10/14) Ck#1090056-1090166; (10/18) Ck#5007208-5007221;1090167-1090190; (10/19) Ck#5007222-5007226;1090191-1090196; (10/19) Ck#1090197-1090248;1090249-1090294; (10/20) Ck#1090295-1090356;1090357-1090402; (10/21) Ck#1090403-1090421; (10/22) Ck#5007227-5007245;1090422-1090444; (10/26) Ck#1090445-1090511;1090512-1090539;1090540; (10/27) Ck#1090541-1090568;1090569; (10/28) Ck#1090570-1090616;1090617-1090638; (10/31) Ck#1090639-1090665; (11/01) Ck#5007246-5007262;1090666-1090681; (11/02) Ck#1090682-1090774; (11/03) Ck#1090775-1090808; (11/04) Ck#5007263-5007267;1090809-1090812; (11/04) Ck#1090813-1090853;1090854; (11/07) Ck#5007268; (11/08) Ck#1090855-1090858; Void - Ck#. Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of Construction Bond Fund 1988 #3020 expenditures for October in the amount of $488,744.51: (10/12) Ck#3020962; (10/14) Ck#3020963-3020966; (10/20) Ck#3020967; (10/28) Ck#3020968-3020972; (11/02) Ck#3020973-3020977; (11/04) Ck#3020978;3020979-3020980.

Lalita Uppala seconded and the motion passed unanimously.

Lalita Uppala moved approval of Capital Project Fund 2005 #3070 expenditures for October in the amount of $258,180.57: (10/07) Ck#3073578; (10/12) Ck#3073579-3073581; (10/20) Ck#3073582-3073587; (10/28) Ck#3073588-3073595; (11/02) Ck#3073596-3073605; (11/04) Ck#3073606-3073609.

Robin McClelland seconded and the motion passed unanimously.

RESOLUTION 2016-03 DISPOSITION OF SURPLUS VEHICLES

As discussed in the Finance Committee meeting, Dwayne Wilson said KCLS has seven fleet vehicles that are beyond their useful life and require Board approval to send to the State of Washington for disposition. Lalita Uppala moved approval of Resolution 2016-03. Robin McClelland seconded and the motion passed unanimously.

PROPERTY TAX RESOLUTIONS

Also discussed in the Finance Committee meeting, Dwayne said there are five resolutions to submit to King County to request property tax revenue for the Library District in 2017. The resolutions have been reviewed by the Assessor and King County to ensure proper procedures have been followed. KCLS is instructed by the Assessor’s Office to slightly overestimate the amount requested in case there is a further increase in assessed values for new construction, but actual tax revenue levied will be based on final assessed value figures from the Assessor in December.

- RESOLUTION 2016-04 PROPERTY TAX REVENUE INCREASE
  Robin McClelland moved approval of Resolution 2016-04. Jim Wigfall seconded and the motion passed unanimously.

- RESOLUTION 2016-05 PROPERTY TAX LEVY
  Jim Wigfall moved approval of Resolution 2016-05. Robin McClelland seconded and the motion passed unanimously.

- RESOLUTION 2016-06 LIMIT FACTOR
  Lalita Uppala moved approval of Resolution 2016-06. Robin McClelland seconded and the motion passed unanimously.

- RESOLUTION 2016-07 ISSAQAH LIBRARY CAPITAL FACILITY AREA
  Robin McClelland moved approval of Resolution 2016-07. Jim Wigfall seconded and the motion passed unanimously.
• RESOLUTION 2016-08 REDMOND LIBRARY CAPITAL FACILITY AREA
  Jim Wigfall moved approval of Resolution 2016-08. Lalita Uppala seconded and the motion passed unanimously.

APPROVAL OF 2017 BOARD AND PLANNING COMMITTEE MEETING SCHEDULES
Lalita Uppala moved approval of the 2017 Board and Planning Committee meeting schedules with authority given to the Library Director to modify dates as necessary in response to unforeseen scheduling conflicts. Jim Wigfall seconded and the motion passed unanimously.

DIRECTOR’S REPORT
Gary Wasdin reminded anyone travelling through Seattle-Tacoma Airport to look for the banner on the sky bridge advertising KCLS’ eBook kiosks, which are installed next to the children’s play area near Terminal A and just past the Alaska Boardroom near Terminal D. The two kiosks were installed on November 15 and staff should have usage numbers to report at the December Board meeting.

KCLS’ Strategic Planning consultants have been in town the week of November 28 to conduct community forums at various locations across the county. A public survey is also online at kcls.org.

KCLS and the KCLS Foundation hosted Friends Day on October 29 to thank all of the Library Friends, Guilds and Association members who support KCLS throughout the year. Each year, these groups contribute over $300,000 to support library programs to better serve the public.

KCLS continues to work on with school districts on the student accounts program. Currently, all but four of the 18 school districts in KCLS’ service area are enrolled in the program and the last four are in process. Next year, staff will continue the effort with private and parochial schools.

ADJOURNMENT
The meeting was adjourned at 6:37pm.

[Signatures]

Robert Spitzer, President
Jim Wigfall, Secretary