



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ April 26, 2017

PRESENT

KCLS BOARD

Angélica Alvarez
Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Julie Acteson
Jenny Engstrom
Maria Hatcher
Holly Koelling
Tess Mayer
Cynthia McNabb
Jed Moffitt
Bruce Schauer
Greg Smith
Dwayne Wilson

MOTIONS APPROVED

1. Board Meeting agenda
2. March 29, 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. Gift Fund #6010 expenditures
8. Authorizing Finance Director to Sign Local 1857-Main Collective Bargaining Agreement
9. Resolution 2017-02 Authority to Act on Behalf of District
10. Resolution 2017-03 District Travel Advance Fund
11. Resolution 2017-04 Appointment of Interim Library Director

CALL TO ORDER

President Jim Wigfall called the meeting to order at 5:05pm.

APPROVAL OF AGENDA

Robert Spitzer moved approval of the Board Meeting agenda. Lalita Uppala seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Robin McClelland moved approval of the March 29, 2017 Board Meeting minutes. Lalita Uppala seconded and the motion passed unanimously.

PUBLIC COMMENT

Kenmore Library Advisory Board member Paul Steere said city library boards must follow the same stringent regulations that apply to the KCLS Board of Trustees with respect to appointments, open public meetings and reporting, but unlike the KCLS Board, city library boards have no decision-making authority with regard to library administrative and fiscal issues. City library boards are very useful when there are important issues to address, such as construction projects, and still serve as an important communication channel for citizens even when there are relatively few or minor issues to address. Mr. Steere suggested that KCLS explore the possibility of using its own authority to create a less formal structure for appointing library advisory boards as a way to encourage and foster continued citizen engagement in the mission of KCLS.

HOUSE BILL 1281

Government Relations Manager John Sheller said House Bill 1281, which increases the number of seats on the KCLS Board from five to seven, has been delivered to Governor Jay Inslee for signing. The was drafted by State Representatives Joe Fitzgibbons and Drew Stokesbary, who worked with King County Councilmember Reagan Dunn in an effort to ensure the KCLS Board is representative of King County's large and diverse population. John said it is the first change to the state statute governing trustee appointments in 70 years, and is a milestone in the history of the library. There is an opportunity to be present when the Governor signs the bill into law, and John encouraged Board members to attend if they are able.

STRATEGIC PLANNING UPDATE

Director of Strategy Holly Koelling shared the timeline for KCLS' strategic-planning process, which launched in May 2016. The first phase involved gathering input from staff through a series of questionnaires, one-on-one interviews and facilitated workshops during the months of August and September. The second phase - community engagement - was conducted from October through December and included regional community workshops, online surveys, public meetings, and interviews with community leaders. Starting in January 2017, KCLS' consultants began synthesizing the information and developing strategic scenarios around the central themes that were generated during the staff and community engagement phases. Those themes were presented for consideration to staff and stakeholders in February and March. A finalized strategic focus—along with a refreshed Mission, Vision, and Values statement that aligns with it—will be presented at the next Board meeting on May 24.

CYBER-SECURITY MEASURES

Jed Moffitt, Director of Information Technology Services (ITS) said that the KCLS employs a qualified staff with a security-conscious mindset, and that protecting the confidentiality of patron and staff information is taken very seriously. KCLS partners with companies such as Microsoft, Cisco, and ADP, and emphasizes many of the same best practices and standards used by these industry leaders. KCLS subdivides its networks so that patron and staff data are not commingled. Networks have multi-layer security protocols, including firewalls, user-authentication requirements, and robust virus protection. Access to financial systems and data is limited to strategically authorized users. Confidential patron information is protected by encrypted passwords, and patron records are exempt from disclosure in a public-records request unless a court order is produced. Public computers are protected by firewalls and undergo a "deep freeze" reboot to ensure patron privacy between sessions. Staff computers are centrally managed and staff are prompted to change security passwords every 180 days, per industry standard. In the event of a catastrophic disaster, KCLS has a data recovery plan. Daily and weekly backups are conducted and files are stored offsite for quick cutovers in case of system failures.

FINANCE REPORT

General fund expenditures in March were \$9.2M compared to the monthly budget average of \$9.9M.

General fund revenues were \$4.8M, which includes \$4.3M in current year property-tax payments. KCLS will see significant revenue again in April with the first semi-annual property tax due date of April 30.

Expenditures in the 307 Fund of \$44K includes \$25K for Kent East Hill design and consulting fees, and \$13K for Skyway legal fees.

Expenditures in the 302 Fund of \$484K includes \$447K for Tukwila Library construction expenses and furniture, and \$35K for furniture and consulting fees for Library Connection @ Southcenter.

PAYMENT OF BILLS

Robin McClelland moved approval of Payroll expenditures for March in the amount of \$1,766,793.60: Mar 1-15 Ck#163019-163077; 420793-421992 and Mar 16-31 Ck#163078-163145; 421993-423229. Lalita Uppala seconded and the motion passed unanimously.

Lalita Uppala moved approval of General Fund #0010 expenditures for March in the amount of \$5,552,196.37: Travel Advances Ck#1242-1245; (03/08) Ck#1094675-1094708; (03/09) Ck#1094709-1094725; 1094726-1094739; (03/13) Ck#1094740-1094792; (03/14) Ck#5007712-5007742; 1094793-1094817; (03/14) Ck#1094818-1094916; (03/16) Ck#1094917-1094949; 1094950-1095003; (03/16) Ck#5007743-5007744; 1095004-1095024; (03/21) Ck#1095025-1095083; (03/22) Ck#1095084-1095105; 1095106-1095133; (03/23) Ck#1095134-1095154; 5007745-5007762; (03/24) Ck#1095155-1095232; 1095233-1095264; (03/28) Ck#1095265-1095285; 1095286-1095340; (03/29) Ck#5007763-5007802; 1095341-1095372; (03/30) Ck#1095373-1095393; 1095394-1095398; (03/30) Ck#5007803-5007807; (04/03) Ck#5007808; (04/05) Ck#5007809; 1095399-1095446; (04/05) Ck#1095447-1095468; 1095469-1095565; 5007810; (04/06) Ck#5007811-5007834; 1095566-1095587; (04/07) Ck#1095588-1095664; (04/10) Ck#5007835; (04/14) Ck#1095921-1095923; Voids Ck#5007804. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Construction Bond Fund 1988 #3020 expenditures for March in the amount of \$484,031.60: (03/13) Ck#3021020-3021021; (03/16) Ck#3021022; (03/22) Ck#3021023-3021029; (03/28) Ck#3021030-3021031; (03/28) Ck#3021032;(04/07) Ck#3021033-3021038; (04/10) Ck#3021039. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for March in the amount of \$52,880.81: (03/22) Ck#3073672-3073676; (03/28) Ck#3073677-3073680; (04/05) Ck#3073681; (04/07) Ck#3073682-3073683. **Lalita Uppala seconded and the motion passed unanimously.**

Lalita Uppala moved approval of Gift Fund #6010 expenditures for March in the amount of \$1,200.00: (03/28) Ck#6010693. **Rob Spitzer seconded and the motion passed unanimously.**

LOCAL 1857-MAIN UNIT COLLECTIVE BARGAINING AGREEMENT

Human Resources Director Cynthia McNabb announced that bargaining for a successor contract for the Local 1857 Main Unit has concluded after about a year and a half of negotiation. The tentative agreement passed by an overwhelming majority and now requires Board authorization to approve the contract. The new contract specifies the following in terms of wage increases:

- For 2016, employees will receive a one-time payment of 1.75 percent of their 2016 compensable wages within 60 days of mutual ratification of the contract.
- For 2017, employees will receive a 1.75 percent wage increase, retroactive to January 1, 2017, with the 2016 wage increase of 1.75 percent applied at the same time.
- On July 1, 2017, employees will receive an additional one percent increase to compensate for an increase in health insurance premiums. The medical plan for this group is the same as the one offered to represented, supervisory staff and non-represented staff, except that the employee contribution for part-time employees will be one percent instead of three percent.

The contract also calls for improvements in the annual scheduling process; increases the break period from ten to fifteen minutes; adds an extra year to the contract term; improves the process for managing holiday work; provides compensation for interpretive services; and a commitment to building skills to enhance competitiveness of applicants applying for internal jobs.

Cynthia asked that the Board pass a resolution ratifying the contract approved by the Union. It would be effective upon signing by both parties and would continue through December 31, 2019.

Lalita Uppala moved approval to authorize KCLS' Finance Director to sign the collective bargaining agreement between the King County Library System and AFL-CIO, Local 1857 Main Unit, which includes a 3.5 percent general wage increase, effective immediately, and a 1.0 percent wage increase due on July 1, 2017 for represented Main Unit staff. The labor agreement is effective upon signing by both parties and continues through December 31, 2019. Further, within 60 days of mutual ratification, each Main Unit employee still employed by KCLS shall receive a one-time payment equal to 1.75 percent of their 2016 compensable wages. Rob Spitzer seconded. There was no further discussion. All voted in favor and the motion passed unanimously.

RESOLUTION 2017-02 AUTHORITY TO ACT ON BEHALF OF THE DISTRICT

A motion approved by the Board of Trustees on March 29, 2017, gave the Finance Director full signing authority to act on the Board's behalf. Resolution 2017-02 is the written instrument that formalizes the Board's action, and includes revised language that delegates signing authority to KCLS' Library Director, or Interim Library Director as appointed; or to the Finance Director in the absence of a permanent or interim director. **Rob Spitzer moved approval of Resolution 2017-02 as presented. Robin McClelland seconded and the motion passed unanimously.**

RESOLUTION 2017-03 DISTRICT TRAVEL ADVANCE FUND

As discussed in the Finance Committee meeting, KCLS is increasing the dollar amount in its travel advance fund from \$25,000 to \$75,000 to bring KCLS into alignment with guidelines set forth by the General Accounting Standards Board (GASB). The last time the Board approved an increase in the travel advance fund was from \$1,500 to \$25,000 in 1998.

Robin McClelland moved approval of Resolution 2017-03 as presented to the Board. Lalita Uppala seconded. Rob Spitzer stated for the record that it was explained in the Finance Committee meeting that KCLS exercises reasonable controls on travel expenditures and he feels comfortable supporting the resolution. There was no further discussion. **All voted in favor and the motion passed unanimously.**

EXECUTIVE SESSION

At 6:16pm Jim Wigfall announced that the Board would convene in Executive Session to evaluate the qualifications of an applicant for public employment in accordance with RCW 42.30.110, Section 1 (g). He estimated the duration of the session to be 30 minutes.

At 6:45, Jim Wigfall announced that the Executive Session would be extended 15 minutes.

RECONVENE REGULAR

Jim Wigfall reconvened the regular session at 7:13 pm. He said the Board discussed candidates for the Interim Director position and was prepared to make a decision. After considering three excellent candidates, **Rob Spitzer said he moved approval to extend an offer to Steve Smith. Lalita Uppala seconded.**

Jim Wigfall said that Mr. Smith has been a member of the KCLS Foundation Board of Directors for several years and is a retired attorney who is well known to the System. He said he was pleased to make the appointment and is confident that as Interim Director, Mr. Smith has the skills to lead KCLS until a permanent director is hired.

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

Robin McClelland formalized the appointment by reading Resolution 2017-04:

Be it resolved by the Board of Trustees of the King County Rural Library District that Stephen A. Smith is hereby appointed to serve as Interim Library Director for the District, effective immediately, with all the necessary power and authority under applicable law to serve in that role and to execute documents and instruments and otherwise act on behalf of the District until such time as the Board appoints a permanent new library director for the District.

Rob Spitzer moved that Resolution 2017-04 substitute for the previous motion by acclamation. Lalita Uppala seconded. All voted in favor.

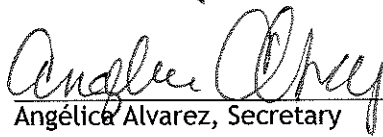
Jim Wigfall said the Board also discussed the process to select the next permanent director. Cynthia McNabb said the KCLS Leadership Team will offer its recommendations for the search process at the next Board meeting on May 24, and will also provide a short list of three executive search firms for the Board to consider. Jim recognized the Leadership Team for their resilience and thanked them for keeping KCLS moving forward during this interim period.

ADJOURNMENT

The meeting was adjourned at 7:18pm.



Jim Wigfall, President



Angélica Alvarez, Secretary