



# King County Library System Board of Trustees Meeting

White Center Library  
5pm ♦ May 24, 2017

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Lalita Uppala  
Jim Wigfall

### KCLS Staff

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

1. Board Meeting agenda
2. April 26, 2017 Board meeting minutes
3. Adoption of KCLS Strategic Focus
4. Payroll expenditures
5. General Fund #0010 expenditures
6. Construction Bond Fund 1988 #3020 expenditures
7. Capital Project Fund 2005 #3070 expenditures
8. Gift Fund #6010 expenditures
9. Appointment of Executive Search Committee

### CALL TO ORDER

President Jim Wigfall called the meeting to order at 5:02pm.

### APPROVAL OF AGENDA

*Angélica Alvarez moved approval of the Board Meeting agenda. Robin McClelland seconded and the motion passed unanimously.*

### APPROVAL OF BOARD MINUTES

*Robin McClelland moved approval of the April 26, 2017 Board Meeting minutes. Lalita Uppala seconded and the motion passed unanimously.*

### PUBLIC COMMENT

Good Space Guy said he is really pleased with KCLS and that libraries provide important continuing education for members of the community. For those citizens who want to raise their standard of living, a good library system is helpful, and one that is open as opposed to closed is much better. He considers KCLS superior to Seattle Public Library because it has more open hours. He said it's also easier for users to make copies at KCLS than SPL because if a person's time runs out on a computer at one library, they can go to another library in the System, so they have as much time as they need by going from branch to branch. He said the library also operates as a safety net for people who are homeless. Many can't get minimum-wage jobs, which condemns them to unemployment. KCLS is a place of last refuge for homeless people who are trying to raise their standard of living ~~standard~~, which is another reason why it is important to keep libraries open. He finds the new White Center Library much more spacious than the old library. He also noted that the new Tukwila Library does not have as much parking as the old Foster Library, and hopes that more parking spaces will be added.

Pat Price is a 40-year resident of White Center and secretary of the White Center Library Guild. She asked whether staff could provide an update on plans for the Boulevard Park Library. Finance Director Dwayne Wilson said an update would be part of the Capital Plan Program review on the agenda.

Gil Loring said he has been a White Center resident since 1998 and loves the new library. He said his biggest concern is that kids get an education because it is the only way they will get ahead in the world. He said the library is key and wants to keep the progress going.

### REGIONAL MANAGER'S REPORT

Regional Manager Angie Benedetti gave the Board an update on library activities. She noted that staff has been especially busy with the opening of three libraries over the last year: the new White Center

Library (May 21, 2016); the remodeled Valley View Library (December 17, 2016); and the new Tukwila Library (April 29, 2017).

### **KCLS STRATEGIC FOCUS**

After giving an update on the strategic planning process at the April Board meeting, Director of Strategy Holly Koelling has since had an opportunity to meet with each of the Trustees individually to review the results. She said KCLS is still operating under the Future Services Strategy, which the Board adopted almost 10 years ago in April 2008. In contrast to how KCLS developed its previous strategic plan, the current process involved extensive staff and citizen engagement to understand patrons' needs and interests, hopes and dreams for themselves, their families and their communities at large. The overarching theme to "create opportunities through meaningful connections" will help shape KCLS' decisions over the next five years. The foundational principles that guide the work—KCLS' mission, vision and values—have also been refreshed to align with the new strategic focus. Holly said the Board's approval of the new strategic focus, and refreshed mission, vision, and values will guide the work of the Library System for the next five years.

*Angélica Alvarez moved approval of the new KCLS Strategic Focus. Lalita Uppala seconded. Angélica modified the motion to include approval of KCLS' refreshed mission, vision and values statements. Lalita seconded. There was no further discussion. All voted in favor and the motion passed unanimously.*

### **QUARTERLY CAPITAL PLAN PROGRAM REVIEW**

As discussed in the Finance Committee meeting, Dwayne Wilson noted a few changes to the Capital Plan program since it was last reviewed in February:

#### **Completed Projects**

- The Tukwila Library opened on April 29 and has been moved to Completed Projects. The projected cost remains the same as originally budgeted at \$9.6M. A \$1.0M grant from the KCLS Foundation results in a net project cost of \$8.6M. The Foster Library sold for \$1.1M and funds will be reflected in the revenue reports for May.

#### **Active Projects**

- The expansion of Library Connection @ Southcenter is anticipated to be completed by the end of June with the Library reopening in July. The projected cost of \$975K remains unchanged.

#### **Future Projects**

- A minor remodel of the Boulevard Park Library is in the design phase. One consultant is working on the interior design and a second consultant is working on the design for the parking lot expansion. The projected cost of \$550K for the interior remodel remains unchanged.
- Feedback from the first public meeting for the new Kent East Hill Library reflected a strong desire for the name to reflect the community it will serve, so the library will be called Kent Panther Lake Library moving forward. Fivedot Architects will present updated design plans at a second public meeting scheduled for June 15. KCLS anticipates bidding the project in the fall and starting work before the end of the year.

### **FINANCE REPORT**

General-fund expenditures in April were \$8.4M compared to the monthly budget average of \$9.9M. Year-to-date expenditures are 1.7 percent lower compared to 2016.

General fund revenue includes \$46.2M in current property tax payments reflecting the first semi-annual due date in April. Year-to-date revenue received reflects 45.5 percent of the total 2017 budget.

Expenditures in the 307 Fund of \$36K includes \$22K for Boulevard Park parking expansion design fees, and \$14K for Kent Panther Lake design fees.

April expenditures in the 302 Fund of \$144K includes \$118K for Tukwila Library's signage, display panels, other furniture & fixtures, and \$26K for construction design costs for Library Connection @ Southcenter.

## **PAYMENT OF BILLS**

**Lalita Uppala moved approval of Payroll expenditures for April in the amount of \$2,672,636.62:** Apr 1-15 Ck#170000-170117; 154001-155191 and Apr 16-30 Ck#170118-170219; 170001-171230. **Robin McClelland seconded and the motion passed unanimously.**

**Robin McClelland moved approval of General Fund #0010 expenditures for April in the amount of \$5,824,466.49:** Travel Advances - Ck#1246-1249; (04/12) Ck#1095665-1095698;1095699-1095826; (04/13) Ck#5007836-5007840;1095827-1095830; (04/13) Ck#1095831-1095893; (04/14) Ck#5007841-5007871;1095894-1095920; (04/17) Ck#1095924-1095940; (04/18) Ck#1095941-1095971; (04/19) Ck#1095972-1096048; (04/21) Ck#1096049-1096088;1096089-1096109; (04/21) Ck#5007872-5007902;5007903; (04/25) Ck#1096110-1096137;1096138; (04/25) Ck#5007904-5007907;1096139-1096141; (04/26) Ck#1096142-1096231; (04/28) Ck#1096232-1096268; (05/01) Ck#1096269;1096270-1096272; (05/02) Ck#1096273-1096324; (05/04) Ck#1096325-1096382; (05/05) Ck#1096383-1096411; (05/08) Ck#1096412-1096415;5007908; Voids - Ck#5007896.

**Lalita Uppala seconded and the motion passed unanimously.**

**Angélica Alvarez moved approval of Construction Bond Fund 1988 #3020 expenditures for April in the amount of \$143,203.63:** (04/13) Ck#3021040; (04/21) Ck#3021041-3021043; (04/27) Ck#3021044-3021045; (05/01) Ck#3021046-3021047; (05/02) Ck#3021048; (05/04) Ck#3021049-3021050. **Robin McClelland seconded and the motion passed unanimously.**

**Lalita Uppala moved approval of Capital Project Fund 2005 #3070 expenditures for April in the amount of \$36,282.96:** (04/27) Ck#3073684-3073686. **Angélica Alvarez seconded and the motion passed unanimously.**

## **DIRECTOR'S REPORT**

Steve Smith noted that he has been on the job for one month. He attended the opening of the new Tukwila Library on April 29 and said it was a great way to start as KCLS' Interim Director. He said the old Foster Library was very heavily used, and recognized the fundraising efforts of the KCLS Foundation to make the new Library even better. He thanked Jim Wigfall and Robin McClelland for representing the Board of Trustees at the ceremony.

The Xperience Music and Technology Festival at the Bellevue Library provided a window into what libraries of the future can look like. Activities included ukulele lessons, virtual reality demonstrations, 3D printing displays, and a digital music composition workshop for kids. Information Technology Services Director Jed Moffitt shared a video of a song that the kids composed.

The KCLS Leadership Team met to discuss the process for hiring a permanent Library Director. A letter will be mailed to four search firms soliciting interest and ability to perform the scope of work within the desired timeframe. KCLS hopes to have a search firm selected by mid-June.

Staff also recommended the appointment of an Executive Committee as outlined in Resolution 2017-05 "for the purpose of completing a nationwide search for a new Library Director and recommending candidates for consideration. The Executive Search Committee will be comprised of the following constituents: KCLS Trustees (2); KCLS Foundation Board members (1); KCLS Interim Director; KCLS Leadership Team members (3); KCLS managers (2); and KCLS community members (2)."

**Angélica Alvarez moved approval of Resolution 2017-05 Appointment of Executive Search Committee as presented. Lalita Uppala seconded and the motion passed unanimously.**

Robin McClelland and Angélica Alvarez agreed to serve on the Executive Search Committee and will defer to staff to identify and select its other members.

## **REOPENING OF PUBLIC COMMENT**

After a motion was made to adjourn, Jim Wigfall reopened the public comment period after an audience member requested to address the Board.

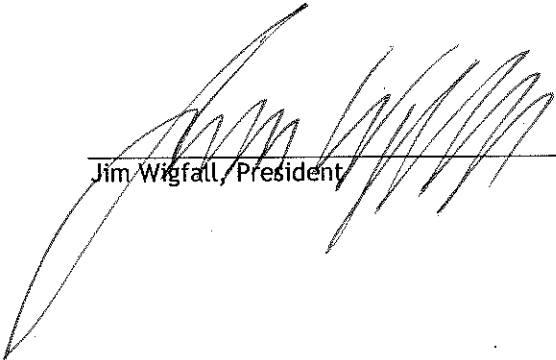
Zach von Schneidau stated his concerns about KCLS' Request for Proposal for HVAC Maintenance and Repair Service, which is currently out for bid and due May 31. He said the scope of work is written so specifically--

particularly the requirement of the vendor to self-perform services in-house—that it prevents many companies from submitting a competitive bid and effectively narrows the field to only three contractors. Of the three, the first is a company in Thurston County; the second does little work in King County; and the third is the incumbent vendor. He said other contractors can offer viable solutions, but they are immediately disqualified from consideration because the criteria to self-perform services is graded heavily in the evaluation process. He said there are many companies that would like to partner with KCLS and asked the Board to consider modifying the RFP by separating control services from mechanical services, which would make it possible for more contractors to submit competitive bids.

David VanVolkenburg said he shares the same concerns as Mr. von Schneidau. He noted that the criteria to self-perform services in-house is heavily weighted in the evaluation process and that by disqualifying other contractors from submitting bids, KCLS could be paying higher prices for services.

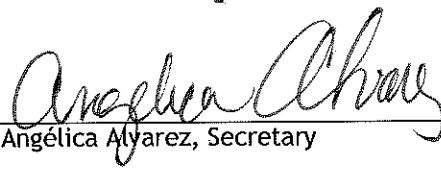
**ADJOURNMENT**

The meeting adjourned at 6:15pm.



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Jim Wigfall, President



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Angélica Alvarez, Secretary