



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ June 28, 2017

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Robert Spitzer  
Jim Wigfall

### KCLS Staff

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

1. Board Meeting agenda
2. May 24, 2017 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. Resolution 2017-06 Disposition of Surplus Real Property (Boulevard Park Parcel A)

### CALL TO ORDER

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

### 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 May 24, 2017 Board Meeting minutes. Angélica Alvarez seconded. Rob Spitzer noted that the word "standard" appears twice in the public comments attributed to Good Space Guy and amended the motion to approve the minutes with the duplicate word removed. Angélica Alvarez seconded. There was no further discussion. All voted in favor and the motion passed as amended.*

### PUBLIC COMMENT

Trustee Robin McClelland welcomed Southeast Regional Manager Cecie Streitman and Maple Valley Library Advisory Board members Eric Magbaleta, Robin Kwong, and Ken Kinnear, and thanked them all for taking the time to attend a Board of Trustees meeting. Mr. Magbaleta said he and his fellow advisory board members simply wanted to observe a meeting and were glad to be able to attend.

### FINANCE REPORT

Interim Finance Director Jim Wood said he will serve in an interim capacity until a permanent finance director is hired. In addition to managing day-to-day accounting functions, his main focus will be the annual budget process.

General fund expenditures in May were \$10.4M versus the monthly budget average of \$9.9M, and \$8.9M compared to the prior year, and includes \$680K in retroactive pay resulting from recently ratified collective bargaining agreements; \$446K in insurance expenditures reflecting the remaining 2017 premiums for annual insurance policy renewals; and a one-time repair and maintenance expenditure of \$130K to replace the sewer line at Bellevue Library.

General fund revenues were \$8.5M, which includes \$7.0M in current year property-tax payments from the first semi-annual due date in April, in addition to a \$1.1M related to the sale of the Foster Library.

Expenditures in the 307 Fund of \$104K includes \$21K for Kent Panther Lake design fees; \$25K for Skyway change orders and project close-out costs; and \$58K for project management consulting fees primarily for Tukwila Library.

Expenditures in the 302 Fund of \$169K includes costs related to a curtain wall and finish carpentry at Tukwila Library.

Rob Spitzer thanked Jim for serving as interim finance director and acknowledged the challenge of stepping into the job on very short notice. He said the job is key to ensuring that KCLS spends its money appropriately and that the Board looks forwarding to working with him.

#### **APPROVAL OF MONTHLY EXPENDITURES**

**Rob Spitzer moved approval of Payroll expenditures for May in the amount of \$3,082,152.40:** May 1-15 Ck#170220-170304; 190001-191226 and May 16-31 Ck#170305-170388; 210001-211233.  
**Robin McClelland seconded and the motion passed unanimously.**

**Robin McClelland moved approval of General Fund #0010 expenditures for May in the amount of \$8,243,823.02:** Travel Advances - Ck#1250-1254; (05/09) Ck#5007909-5007970;1096416-1096461; (05/10) Ck#5007971-5007974;1096462-1096465; (05/10) Ck#1096466-1096574; (05/11) Ck#1096575-1096600;1096601-1096619; (05/11) Ck#1096620-1096637; (05/12) Ck#5007975-5008002; (05/15) Ck#1096638-1096691; (05/17) Ck#1096692-1096726;1096727-1096838; (05/18) Ck#1096839-1096857;5008003-5008015; (05/19) Ck#1096858-1096880;1096881-1096903; (05/22) Ck#1096904-1096992; (05/23) Ck#1096993-1097060; (05/25) Ck#5008016-5008018;1097061-1097065; (05/26) Ck#1097066-1097083;5008019-5008048; (05/30) Ck#1097084-1097145; (05/31) Ck#1097146-1097170; (06/01) Ck#5008049-5008070;1097171-1097187; (06/02) Ck#1097188-1097335; (06/05) Ck#1097336-1097351; (06/07) Ck#1097352-1097374;1097375-1097452; (06/07) Ck#5008071-5008072;1097453-1097456; (06/07) Ck#1097457-1097531; (06/08) Ck#5008073; 5008074-5008098; 1097532-1097551; (06/08) Ck#5008099; (06/12) Ck#1097552-1097576; (06/13) Ck#1097577-1097610; (06/14) Ck#5008100;1097611-1097642;1097643-1097710; (06/15) Ck#1097711-1097729; (06/16) Ck#1097730-1097754; 5008101-5008128; (06/16) Ck#1097755-1097779;1097780-1097810; Voids - Ck#5007972; 1096730. **Angélica Alvarez seconded and the motion passed unanimously.**

**Angélica Alvarez moved approval of Construction Bond Fund 1988 #3020 expenditures for May in the amount of \$312,433.99:** (05/10) Ck#3021052; (05/11) Ck#3021053-3021054; (05/17) Ck#3021055-3021057; (05/30) Ck#3021058-3021060; (06/05) Ck#3021061-3021062; (06/07) Ck#3021063; (06/14) Ck#3021064-3021070; (06/15) Ck#3021071-3021072. **Rob Spitzer seconded and the motion passed unanimously.**

**Rob Spitzer moved approval of Capital Project Fund 2005 #3070 expenditures for May in the amount of \$129,034.62:** (05/17) Ck#3073687-3073688; (06/05) Ck#3073689-3073693; (06/07) Ck#3073694;3073695; (06/14) Ck#3073696-3073698. **Robin McClelland seconded and the motion passed unanimously.**

#### **RESOLUTION 2017-06 DISPOSITION OF SURPLUS REAL PROPERTY**

As discussed in the Finance Committee meeting, Facilities Director Greg Smith said staff determined that the parcel adjacent to the Boulevard Park Library is not needed to expand the library's parking lot and is seeking the Board's approval to dispose of the surplus property. Robin McClelland noted that the resolution indicates that the Boulevard Park Library is located in the City of Seattle. Greg Smith said the property is actually located in the City of Burien. **Robin McClelland moved approval of Resolution 2017-06 based on the property being located in the City of Burien. Angelica Alvarez seconded and the motion passed unanimously.**

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

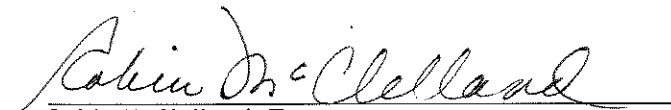
Woodmont Library staff took a team approach with the Des Moines Police Department to address safety and security concerns at the library, which has resolved problems and improved patrons' experience.

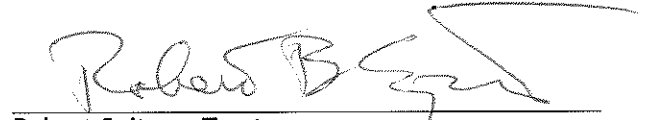
The King County Executive's Office indicated that it anticipates the appointments of two additional Trustees on or about July 1. New trustees can fully participate on the KCLS Board 30 days after their appointment by the Executive.

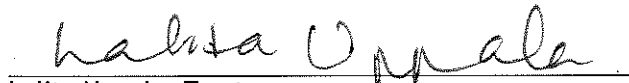
The Library Director Search Committee will hold its first meeting on June 28 and Robin McClelland has volunteered to serve as Chair. Proposals from prospective search firms will be reviewed and the Committee anticipates interviewing finalists within the next two weeks. The search process is anticipated to take three to four months.

**ADJOURNMENT**

The meeting was adjourned at 5:25pm.

  
Robin McClelland, Trustee

  
Robert Spitzer, Trustee

  
Lalita Uppala, Trustee