



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ March 28, 2018

## PRESENT

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Pamela Grad  
Jim Wigfall

### KCLS Staff

Julie Acteson  
Beth Castleberry  
Jenny Engstrom  
Maria Hatcher  
Holly Koelling  
Nicholas Lee  
Tess Mayer  
Cynthia McNabb  
Jed Moffitt  
Lisa Rosenblum  
Bruce Schauer  
Greg Smith

## MOTIONS APPROVED

1. Board Meeting agenda
2. February 28, 2018 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

## CALL TO ORDER

President Angélica Alvarez called the meeting to order at 5:06pm. She welcomed the public, staff and guests.

## APPROVAL OF AGENDA

*Pamela Grad moved approval of the Board Meeting agenda. Jim Wigfall seconded and the motion passed unanimously.*

## APPROVAL OF BOARD MINUTES

*Jim Wigfall moved approval of the February 28, 2018 Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.*

## PUBLIC COMMENT

There was no public comment

## TEEN VOICES

Teen Services Coordinator Jerene Battisti introduced Teen Services Librarians Rachel McDonald, Tandra Solvey, Rochelle Brown, and Michele Block, who formed a steering committee to seek funding for a pilot program called Teen Voices. Rachel McDonald said that KCLS currently has Teen Advisory Boards in many of its libraries to give teens a voice in creating library services for their peers, but that the Boards work independently of one another. The Teen Voices program was created to give Teen Advisory Board members an opportunity to work with teens from other libraries to plan and promote regional summits on topics of interest to middle- and high-school students. The pilot was based on a framework that focuses on programs created for-youth, by-youth, emphasizing connected learning that is peer-supported and interest-focused. Planning and promoting the summits helps teens develop valuable skills for future success, such as team-building, project management, public speaking and decision-making, while satisfying community service requirements for high school graduation. The KCLS Teen Voices program received a one-time, \$10,000 grant from the KCLS Foundation to cover the cost of food, supplies, guest speakers, t-shirts, raffle prizes, and bus tickets for the regional summits, which were held at the Redmond, Maple Valley, Renton, and Tukwila Libraries. Themes included Free to Be (immigration, mental health, and breaking the gender binary); Life Hacks (first aid, bike repair, self-defense); Bullying (featuring speakers from DC Bully Busters and NW Network); and Social Justice (equity, stereotypes, prejudice).

## **KCLS LEADS**

Staff Development Coordinator Terry McQuown said the goal of the KCLS LEADS program is to develop leaders for the library community, cultivate a culture of leadership, and encourage employee engagement. The curriculum incorporates information from staff surveys, focus groups, and leadership experts. The first cohort of participants included 16 non-supervisory and eight supervisory staff members with wide representation by position classification and geographic work locations. The course work emphasized the importance of self-awareness in terms of personal competence, relational competence, and organizational acumen as the foundation for developing strong leadership behaviors. The training included 10 in-person classes over five months facilitated by field experts, along with other extracurricular learning, such as videos, articles, supervisor meetings, and journaling. Peer Learning Circles (PLC) grouped participants together for peer support and coaching throughout the program. The program is aligned with KCLS' Strategic Focus to create opportunities for meaningful connections. Children's Services Librarian Lawrence Wawro and Teen Services Librarian Tandra Solvey were among the first cohort of graduates and spoke about their experience in the program. Lawrence noted that he was most surprised about the importance of looking inside oneself to be an effective leader. Tandra said the program was the most impactful training she's ever had.

## **2017 YEAR IN REVIEW**

Julie Acteson presented "Year in Review and Stories of 2017." She highlighted programs and activities related to KCLS' 75th birthday celebrations, and also pointed out artwork in the lobby installed earlier in the day that reflects KCLS' new Strategic Focus. KCLS' annual circulation of nearly 21 million includes 4.7 million digital downloads, making KCLS the highest digital-circulating library in the United States. With the opening of the Tukwila Library in April 2017, there are only two projects remaining in the 2004 Capital Bond program. Year in Review includes sections on technology, books and reading, adult, teen, and children's programs, and community support, as well as stories illustrating how KCLS program and services engage and benefit patrons. Year in Review is posted on <https://kcls.org/annual-reports/>.

## **FINANCE REPORT**

General-fund expenditures year-to-date show Benefits ahead of pace, due to an increasing participation in KCLS' high-deductible health insurance plans, which obligates the employer to make a lump sum payment to participants' HSAs in January, but reduces employer-paid premiums throughout the year. This spending category is expected to come back into line with the previous fiscal period by April and trend lower as the year continues. Supplies expenditures are ahead of pace due to a variety of different expenditures, such as technology replacement costs that happen on a revolving cycle. Higher-than-average expenditures for library materials will come into budget range later in the year. Repairs and maintenance expenditures are greater when compared to the prior year because the category's overall budget was increased significantly in anticipation of increases in KCLS maintenance contracts. Miscellaneous expenditures include ad valorem tax refunds.

## **APPROVAL OF MONTHLY EXPENDITURES**

***Jim Wigfall moved approval of Payroll expenditures for February in the amount of \$2,897,561.73: Feb 1-15 Ck#171533-171598;40001-40108;50001-51225 and Feb 16-28 Ck#171599-171679;54001-54021;60001-60318;70001-71232. Robin McClelland seconded and the motion passed unanimously.***

***Robin McClelland moved approval of General Fund #0010 expenditures for February in the amount of \$5,315,186.02: Travel Advances - Ck#1307-1311; (02/07) Ck#1104758-1104781;1104782-1104825; (02/09) Ck#1104826-1104845;5009025-5009058; (02/12) Ck#1104846-1104918; (02/15) Ck#1104919-1104942; (02/16) Ck#5009059-5009061;1104943-1104948;5009062-5009089; (02/16) Ck#1104949-1104955;1104956-1105003;1105004-1105030; (02/16) Ck#1105031-1105088; (02/20) Ck#1105089-1105106; (02/21) Ck#1105107-1105150; (02/23) Ck#1105151-1105188; (02/27) Ck#5009090-5009118;1105189-1105208; (02/27) Ck#1105209-1105304; (02/28) Ck#1105305-1105319; (03/01) Ck#1105320-1105345;5009119-5009121; (03/01) Ck#1105346-1105349;1105350-1105414; (03/05) Ck#1105415-1105428; Voids - Ck#1105154. Pamela Grad seconded and the motion passed unanimously.***

***Pamela Grad moved approval of Construction Bond Fund 1988 #3020 expenditures for February in the amount of \$125,707.00: (03/01) Ck#3021126. Jim Wigfall seconded and the motion passed unanimously.***

*Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for February in the amount of \$26,438.78: (02/07) Ck#3073782; (02/15) Ck#3073783-3073784; (02/21) Ck#3073785; (02/28) Ck#3073786; (03/01) Ck#3073787. Robin McClelland seconded and the motion passed unanimously.*

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

As discussed in the Finance Committee meeting, Lisa Rosenblum said that the Board is welcome to contact her at any time with questions they or their constituents may have. She said future Board agendas will include topics of specific interest to the Trustees and a section "for the good of the order" to allow time for the Board to report on activities or events they've attended in their official capacity.

The Bellevue Library Makerspace is scheduled to open on Saturday, April 14 with a ribbon-cutting ceremony starting at 10:30am. The guest list includes local elected officials.

Lisa attended the graduation ceremony for the first cohort of KCLS LEADS participants. The program represents an important investment in staff and graduates were clearly enthusiastic about their learning.

Lisa said she enjoyed sitting next to keynote speaker Kareem Abdul-Jabbar at the 2018 Literary Lions Gala on March 10. Lisa praised KCLS Foundation Executive Director Beth Castleberry and her staff for another successful event and for exceeding the Foundation's fund-raising target.

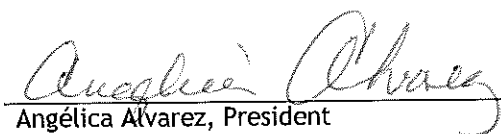
After an informal introduction at a recent meeting of community leaders, Lisa will meet with King County Sheriff Mitzi Johanknecht in April.

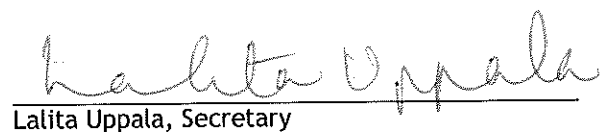
KCLS received a grant from the Urban Libraries Council to participate in its Entrepreneurship Peer Learning Cohort. KCLS is one of only eight libraries nationwide to have been chosen. Audrey Barbakoff, KCLS Community Engagement and Economic Development Manager, will represent KCLS in the cohort and engage with other libraries across the country to explore new approaches for encouraging entrepreneurship, particularly among people of color, women, immigrants, and veterans.

Sustainable Seattle selected the Tukwila Library as a finalist for a 2018 Sustainability Leadership Award in the "Built Environment: Innovative Projects" category. KCLS is honored to be recognized as a leader in sustainability efforts.

#### **ADJOURNMENT**

The meeting adjourned at 6:12pm.

  
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Angélica Álvarez, President

  
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Lalita Uppala, Secretary