



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ May 30, 2018

PRESENT

KCLS BOARD

Angélica Alvarez
Robin McClelland
Pamela Grad
Lalita Uppala

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 as amended
2. April 25, 2018 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Capital Project Fund 2005 #3070 expenditures
6. Gift Fund #6010 expenditures

CALL TO ORDER

President Angélica Alvarez called the meeting to order at 5:03pm.

APPROVAL OF AGENDA

Angelica Alvarez asked for a motion to amend the agenda to add a discussion about the June meeting and holding an Executive Session in June. **Robin McClelland moved approval of the agenda as amended. Pamela Grad seconded and the motion passed unanimously.**

APPROVAL OF BOARD MINUTES

Pamela Grad moved approval of the April 25, 2018 Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

LIBRARY ADVISORY BOARDS

Government Relations Manager John Sheller said his major duties include participating in library and civic associations at the city, state and national levels to stay apprised of issues that may affect public libraries, and then communicating those issues to staff so they understand the challenges KCLS may face. He also works with elected officials to ensure they understand the value of libraries.

KCLS is governed by a seven-member Board of Trustees that has fiduciary responsibility for KCLS' annual operating budget. Trustees are appointed by the King County Executive with approval by the King County Council. KCLS Trustees serve at-large and represent library patrons as a whole. Library Advisory Boards are established by city ordinances and members are appointed by their city councils. Library Advisory Board members serve as liaisons to KCLS and keep their respective city councils apprised of issues that potentially impact their local libraries. Library Advisory Board members primarily interact with KCLS' Regional Managers and Librarian Services Managers throughout the year and participate in an annual forum hosted by KCLS to come together for learning and engagement on topics of shared interest.

There are 14 Library Advisory Boards in KCLS' service area. Not all cities have a Library Board, and activity can wax and wane for those that do, depending on whether there are library issues that could potentially impact the community. Cities sometimes put Advisory Boards in place during library construction projects, when there is heightened citizen interest, and sunset them when construction is completed.

John recognized Library Advisory Board members Lori Robinson (Mercer Island) and Ron Higgs (Bellevue) who were in the audience and thanked them for their service.

COMMUNITY LIBRARY STAFFING MODEL

Director of Strategy Holly Koelling said KCLS' past and current staffing models have represented an ongoing improvement process to ensure that KCLS is continually responsive to community needs by providing relevant services to library patrons.

Prior to 2001, KCLS had 43 libraries of varying sizes that operated independently, with each having its own branch manager. Starting in 2001, KCLS moved to a cluster model that grouped proximate libraries under one management team and rotated staff within the cluster. The cluster model allowed KCLS to consistently apply policies and practices across all libraries, implement operational efficiencies, build connections among staff to generate new ideas and encourage best practices, and create opportunities for staff to connect with a wider range of colleagues and patrons. The cluster model was fully implemented in 2006.

In 2008, KCLS embarked on a new strategic planning process after recognizing that librarians were spending hours at reference desks despite significantly declining demand for the service, which prevented them from having time to plan and develop programs for underserved patrons in the community and online. The strategy was developed over eight years through a collaborative effort between labor and management. The process was complex and included a significant amount of staff engagement that focused heavily on change management. The new Future Services Strategy (FSS) resulted in a staffing model that untethered MLIS-credentialed librarians (Master of Library Information Science) from operational duties so that they could fully utilize their professional skills to provide service beyond the library building itself. It also created new positions for both MLIS and non-MLIS staff to provide opportunities for career growth and enrichment. In 2011, KCLS transitioned two clusters as part of a pilot implementation and fully implemented the model by 2014. Holly recognized Christine McQuown who was a member of the Future Services Staffing Pilot Implementation team.

As part of KCLS' continuous improvement process, a project team comprised of 18 staff members is evaluating the current staffing model for its impacts on service provision. The evaluation does not measure customer satisfaction, but staff has a sense that patrons are happy with the quality of library services based on feedback from recent community surveys. Staff will present the results of the staffing model evaluation to the Board of Trustees later in the year.

FINANCE REPORT

General-fund revenues year-to-date are 44.9 percent of budget. Year-over-year (YOY) revenue growth is 1.5 percent. Property-tax receipts year-to-date are one percent lower than 2017 but are offset by YTD increases in investment interest.

General-fund expenditures year-to-date are 31.6 percent of budget with 33.33 percent of the budget year completed. The total expenditures budget was increased 5.4 percent in 2018 but YOY expenditures have increased 10.8 percent, primarily driven by cyclical expenditures for benefits and supplies.

The green sheet will be updated in June to reflect completion of the last projects in the 307 Fund. The Kent Panther Lake project is underway, and the bid for the Boulevard Park project has been awarded.

APPROVAL OF MONTHLY EXPENDITURES

Robin McClelland moved approval of Payroll expenditures for April in the amount of \$3,015,058.97: Apr 1-15 Ck#171868-171957;134001-140001;150001-151272 and Apr 16-30 Ck#171958-172025;170001-171264. Lalita Uppala seconded and the motion passed unanimously.

Lalita Uppala moved approval of General Fund #0010 expenditures for April in the amount of \$4,943,325.07: Travel Advances - Ck#1321-1327; (04/09) Ck#1106416-1106446;1106447-1106513; (04/11) Ck#1106514-1106544;5009292-5009331; (04/11) Ck#1106545-1106626;1106627-1106664; (04/12) Ck#5009332-5009335;1106665-1106693; (04/12) Ck#5009336-5009338;1106694-1106699; (04/13) Ck#1106700-1106739; (04/18) Ck#1106740-1106828;1106829-1106858; (04/19) Ck#5009339-5009369;1106859-1106880; (04/23) Ck#1106881-1106922;1106923; (04/24) Ck#1106924-1106999; (04/25) Ck#1107000-1107026; (04/25) Ck#1107027-1107030; (04/26) Ck#5009370-5009372;1107031-1107035; (04/26) Ck#1107036-1107083; (04/27) Ck#1107084-1107125; (05/01) Ck#1107126;1107127-1107181; (05/03) Ck#1107182-1107224; (05/04) Ck#1107225-1107260; (05/08) Ck#1107261-1107263; (05/08) Ck#5009373; Voids - Ck #.

Pamela Grad seconded and the motion passed unanimously.

Pamela Grad moved approval of Capital Project Fund 2005 #3070 expenditures for April in the amount of \$23,935.92: (04/11) Ck#3073790-3073791; (04/18) Ck#3073792; (04/23) Ck#3073793. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of Gift Fund #6010 expenditures for April in the amount of \$37.29: (04/09) Ck#6010698. **Lalita Uppala seconded and the motion passed unanimously.**

DIRECTOR'S REPORT

KCLS received a 2018 PR Xchange Award for *KCLS Art in Libraries: A Visual Journey of Possibilities, Knowledge and Imagination (1st edition)*. Community Relations and Marketing Director Julie Acteson will accept the award at the ALA Annual Conference in New Orleans in June.

Lisa met with King County Councilmember Kathy Lambert at the Fall City Library to talk about library service and ways KCLS can partner with the county. Lisa had a similar meeting with Deputy King County Executive Fred Jarrett.

Lisa attended her first meeting as a member of the University of Washington's MLIS Advisory Board. She said it is exciting to hear about what the students are learning, and KCLS will explore ways to utilize their skill sets for internships and other library-related projects.

The Shoreline Library has reopened after an interior remodel that includes a new teen space.

KCLS hosted a celebration of El Día de Los Niños/El Día de Los Libros at the Burien Library on April 29 where Lisa had the opportunity to meet Mayor Jimmy Matta.

JUNE MEETING

Angélica Alvarez suggested that the June meeting be used as an opportunity to discuss Board attendance and to convene an Executive Session to conduct a six-month evaluation of KCLS' Executive Director. Staff will confirm Trustee Wigfall's availability. The meeting start time will possibly be moved to 5:30pm to accommodate Trustee Grad.

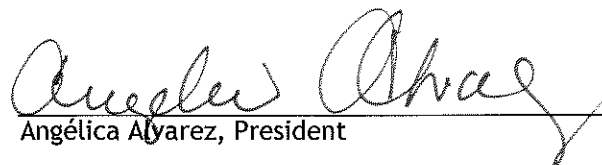
TRUSTEES REPORT

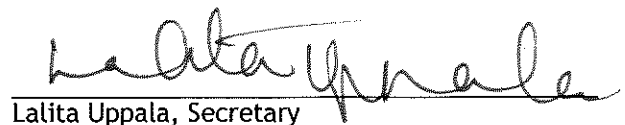
Robin McClelland noted that she no longer receives email newsletters from the Urban Libraries Council and asked if other Trustees have dropped off the distribution as well.

Angélica Alvarez asked for a status report on any pending Trustee appointments. Maria Hatcher reported that the King County Executive's Office has received one application. A meeting of the office's Executive Review Team had been scheduled for May 25, but it was postponed until June 1.

ADJOURNMENT

The meeting was adjourned at 6:24pm.


Angélica Alvarez, President


Lalita Uppala, Secretary