



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5:30pm ♦ June 27, 2018

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Pamela Grad  
Lalita Uppala

### KCLS Staff

Beth Castleberry  
Maria Hatcher  
Holly Koetting  
Cynthia McNabb  
Lisa Rosenblum  
Bruce Schauer  
Greg Smith

1. Board Meeting agenda
2. May 30, 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
7. Gift Fund #6010 expenditures
8. Capital Plan Program Revisions

### CALL TO ORDER

President Angélica Alvarez called the meeting to order at 5:30pm.

### APPROVAL OF AGENDA

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

### APPROVAL OF BOARD MINUTES

Robin McClelland said the language on page three of the Board minutes regarding an Executive Session at the June meeting is stronger than the Board intended. She said the purpose of the Executive Session is not to conduct a six-month performance evaluation of the Executive Director, but "to discuss the process for conducting a six-month review." *Robin moved to amend the May 30, 2018 minutes to correct the language as stated.*

Angelica Alvarez accepted the motion on the table. *Lalita Uppala seconded. All voted in favor and the motion passed unanimously.*

### PUBLIC COMMENT

There was no public comment.

### FINANCE REPORT

Executive Director Lisa Rosenblum presented the Finance Report in Nicholas Lee's absence.

General-Fund revenue, driven by property-tax payments for the first half of 2018 are at 52.2 percent of budget and represents a 2.8 percent increase from 2017. Continued increases from the Federal Reserve Bank have had positive impacts on interest earnings. Investment interest revenue is 90 percent higher than 2017. The completion of KCLS' first Makerspace has driven an increase in Foundation grant revenue for this time of year at 26.7 percent of budget with the busy summer programming season just getting into full swing.

General-Fund expenditures are at 40.4 percent of budget with 41.66 percent of the budget year elapsed. Personnel costs are at 41 percent of budget, representing a 9.4 percent increase from 2017. The increases are largely due to healthcare cost inflation, implementation of the Classification and Compensation Study, and the annual Cost of Living Adjustment. Repairs and Maintenance expenditures are up 41 percent from last year (\$1.5M) due to planned capital maintenance projects, such as Bellevue and Shoreline Library renovations, and the ideaX Makerspace.

## APPROVAL OF MONTHLY EXPENDITURES

**Robin McClelland moved approval of Payroll expenditures for May in the amount of \$2,909,558.86:** May 1-15 (05/11) Ck#172026-172085;190001-191268 and May 16-31 (05/25) Ck#172086-172177;210001-211271. **Lalita Uppala seconded and the motion passed unanimously.**

**Lalita Uppala moved approval of General Fund #0010 expenditures for May in the amount of \$7,067,597.24:** Travel Advances - Ck#1328-1333; (05/08) Ck#1107264-1107344;5009374-5009420; (05/08) Ck#5009421;1107345-1107386; (05/09) Ck#5009422-5009425;1107387-1107390; (05/09) Ck#1107391-1107467; (05/10) Ck#1107468-1107508; (05/11) Ck#1107509-1107525;5009426-5009461; (05/14) Ck#5009462-5009479; (05/15) Ck#1107526-1107578;1107579-1107594;1107595; (05/18) Ck#1107596-1107660;1107661-1107675; (05/21) Ck#1107676-1107736; (05/22) Ck#1107737-1107794; (05/24) Ck#5009480-5009482;1107795-1107799; (05/24) Ck#1107800-1107853;1107854-1107876; (05/24) Ck#5009483-5009505; (05/30) Ck#1107877-1107913; (05/31) Ck#1107914-1108017;1108018-1108055; (06/04) Ck#1108056-1108096; (06/05) Ck#1108097-1108118; (06/06) Ck#1108119-1108121; (06/07) Ck#5009506; Voids - Ck#. **Pamela Grad seconded and the motion passed unanimously.**

**Pamela Grad moved approval of Capital Project Fund 2005 #3070 expenditures for May in the amount of \$78,207.29:** (05/09) Ck#3073794-3073795; (05/18) Ck#3073796-3073797; (06/06) Ck#3073798; (06/07) Ck#3073799. **Robin McClelland seconded and the motion passed unanimously.**

**Robin McClelland moved approval of Gift Fund #6010 expenditures for May in the amount of \$25.02:** (05/31) Ck#6010699. **Lalita Uppala seconded and the motion passed unanimously.**

## CAPITAL PLAN PROGRAM REVISIONS

As discussed in the Finance Committee meeting, Facilities Development Director Greg Smith said that the purple and green sheets were developed after the State Auditor recommended that KCLS create reports to use for planning and forecasting capital project expenditures. The purple sheet represents the original 2004 Capital Plan Program and includes start dates, square footage and budgeted costs for all capital projects.

The final two capital projects are the Boulevard Park and Kent Panther Lake Libraries. Boulevard Park is a renovation of the existing space and has a revised project cost of \$2,341,000. Kent Panther Lake is a tenant improvement of a 5,300 square-foot leased space, and has a revised project cost of \$3,453,700.

The revised total project cost budgeted for the Capital Plan Program is \$222,937,488 compared to \$172 million approved by voters in 2004. Transfers from the General Fund, along with proceeds from property sales and investment interest revenue will cover the difference. Staff seeks Board approval to revise the project budgets.

**Pamela Grad moved approval of the revisions to the Capital Plan as presented. Robin McClelland seconded and the motion passed unanimously.**

## DIRECTOR'S REPORT

Lisa Rosenblum acknowledged Elizabeth Castleberry and the KCLS Foundation staff for securing a three-year, \$300,000 grant from the Moccasin Lake Foundation in support of ideaX, including mobile outreach programs and Makerspaces at the Bellevue and Federal Way Libraries. Lisa said staff is identifying best practices from the Bellevue space to ensure a smooth planning and design process for the Federal Way space.

Lisa enjoyed an impromptu chat and took questions from the audience at a meeting of the Friends of the Bellevue Libraries. The Bellevue Friends are strong library advocates, and Lisa was delighted to be invited to their meeting.

The Sunset Neighborhood Park project represents a great partnership between KCLS and the City of Renton. The celebration on June 16 was well attended and several state and local dignitaries were on hand for the ribbon-cutting ceremony.

Lisa would like to schedule a Board retreat at the Bellevue Library to give the Board an opportunity for in-depth discussions on topics of interest. It will also include a tour of the ideaX Makerspace. Staff will propose dates for a half-day retreat on a Saturday morning in the fall.

#### TRUSTEES' REPORT

Robin McClelland said she loves the Passport to Libraries activity and encourages everyone to visit public libraries when out of town. She said it's a good reminder that KCLS has exceptional libraries. Lisa Rosenblum said the Secretary of State came up with the idea in support of literacy programming and the Washington State Librarian invited KCLS to participate as the state's largest library system. Human Resources Director Cynthia McNabb said that her department launched a similar activity coincidentally to generate interest in KCLS' beautiful buildings and collections.

#### EXECUTIVE SESSION

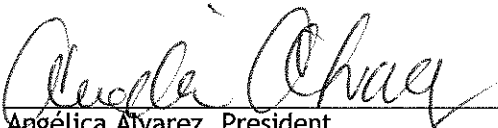
At 5:50pm, Angelica Alvarez convened an Executive Session per RCW 42.30.110, Section 1 (g). She said the Executive Session would last for approximately 30 minutes and that the regular meeting would be adjourned at the conclusion of the Executive Session, with no further business conducted. Trustees Alvarez, Uppala, McClelland, Grad and Human Resources Director Cynthia McNabb were in attendance.

#### RECONVENE REGULAR SESSION

Angelica Alvarez reconvened the regular session at 6:35pm. Pamela Grad moved to adjourn. Robin McClelland seconded.

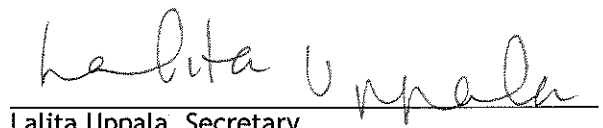
#### ADJOURNMENT

The meeting was adjourned at 6:35pm.



---

Angelica Alvarez, President



---

Lalita Uppala, Secretary