



King County Library System Board of Trustees Meeting

KCLS Service Center
5:30pm ♦ July 25, 2018

PRESENT MOTIONS APPROVED

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
Jed Moffitt
Lisa Rosenblum
Bruce Schauer

1. Board Meeting agenda
2. June 27, 2018 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Capital Project Fund 2005 #3070 expenditures

CALL TO ORDER

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

APPROVAL OF AGENDA

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

APPROVAL OF BOARD MINUTES

Lalita Uppala moved approval of the June 27, 2018 Board minutes. Robin McClelland seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

Public Computing at KCLS

Information Technology Services Director Jed Moffitt and PC Services Manager Chris Martin talked about public computing services at KCLS. Since 2009, the number of devices throughout the System has nearly doubled from 1,142 to 2,108. Devices include library desktop and laptop computers, Learning Resource Center kits, mobile lab computers, catalog PCs, self-checkout machines, printers, and copy/scan/fax document stations. Library computers are configured with Microsoft Office and Adobe productivity software, while Learning Resource Center kits include computers that can be used by staff to offer classes such as gaming or coding, which require specialized software. Computer usage statistics differ from library to library but show that use is heaviest in the afternoons. On average, individual patrons use computers four hours per day.

After two years of planning, KCLS is upgrading staff and public computers to Windows 10, which will simplify software updates and installation of specialized software, improve support efficiencies, and ensure a top-quality experience for users. Microsoft and other companies are moving toward subscription services to allow users to customize the software they need and industry trends are expected to move toward more cloud-based technologies through 2025. KCLS did a comprehensive upgrade two years ago to significantly increase the bandwidth for wireless networking to support an increasing number of patrons who use their own laptops in the library.

FINANCE REPORT

Year-to-date revenues in June were 53.2 percent of budget and slightly lower than the same point in the prior year, due to a property sale in 2017 that accounted for additional revenue.

Year-to-date expenditures in June were 48 percent of budget and slightly ahead of pace compared to the prior year. Professional Services expenditures reflect recent Windows 10 and SharePoint implementations.

Project Fund 307 expenditures in June of \$116K include \$98K for Kent Panther Lake construction fees and \$18K for Boulevard Park demolition.

APPROVAL OF MONTHLY EXPENDITURES

Pamela Grad moved approval of Payroll expenditures for June in the amount of \$2,874,662.24: Jun 1-15 Ck#172178-172242;230001-231262; Jun 16-30 Ck#172243-172305;250001-251261.

Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of General Fund #0010 expenditures for June in the amount of \$6,396,845.19: Travel Advances - Ck#1334-1336; (06/07) Ck#5009507-5009509;1108122-1108125; (06/07) Ck#1108126-1108201;1108202-1108224; (06/08) Ck#5009510-5009569;1108225-1108276; (06/11) Ck#1108277-1108305;1108306-1108372; (06/11) Ck#1108373-1108432; (06/13) Ck#1108433-1108481; (06/14) Ck#1108482-1108499;1108500-1108547; (06/19) Ck#1108548-1108600; (06/20) Ck#5009570-5009611;1108601-1108623; (06/20) Ck#5009612-5009614;1108624-1108628; (06/20) Ck#1108629-1108680; (06/21) Ck#1108681-1108708;1108709-1108737; (06/26) Ck#1108738-1108802; (06/27) Ck#1108803-1108836;1108837-1108854; (06/27) Ck#5009615-5009651; (06/28) Ck#1108855-1108871; (06/29) Ck#1108872-1108940; (07/02) Ck#1108941-1108996; (07/03) Ck#1108997-1109010; (07/05) Ck#5009652-5009681;1109011-1109035; (07/05) Ck#1109036-1109054; (07/06) Ck#5009682-5009684;1109055-1109059; (07/06) Ck#5009685;1109060-1109131; (07/09) Ck#1109132-1109170; (07/ 11) Ck#1109171-1109213; Voids - Ck#1108455. Lalita Uppala seconded and the motion passed unanimously.

Lalita Uppala moved approval of Capital Project Fund 2005 #3070 expenditures for June in the amount of \$112,234.31: (06/13) Ck#3073800; (06/14) Ck#3073801; (06/20) Ck#3073802-3073803; (06/21) Ck#3073804-3073805; (07/05) Ck#3073806. Pamela Grad seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Lisa Rosenblum joined King County's Director of Elections Julie Wise and North Bend Mayor Ken Hearing for a ribbon-cutting event held July 25 to announce the placement of a ballot box at the North Bend Library.

The City of Tukwila celebrated the opening of Tukwila Village on Saturday, July 21. The City's re-development plan included 400 units of senior housing and KCLS staff is looking at ways to offer programming at the new facilities. Senator Maria Cantwell spoke about the importance of senior services and praised KCLS' partnership with the city.

Lisa and Director of Strategy Holly Koelling met with the President and the Vice President of Administrative Services for Bellevue College to discuss opportunities for future collaboration. In an attempt to reach students beyond campus, professors could use library meeting rooms to speak on topics of interest, while KCLS could use Bellevue College's new student events center as a venue for future all-staff meetings.

KCLS will have a presence at Seahawks Training Camp on July 29 at the Virginia Mason Athletic Center (VMAC) in Renton. Library2Go will be on hand and fans will be able to board the vehicle, sign up for library cards, and receive KCLS giveaways and information. As part of its partnership with KCLS, the Seahawks donated six tickets to training camp for Summer Reading prize drawings and the winners will be present on July 29.

Twice a year, Washington state public library directors meet in Federal Way to collaborate on best practices and discuss issues that impact public libraries. It is an opportunity to hear from smaller library systems around the state and to meet with directors from nearby Pierce, Sno-Isle and Seattle Public Libraries.

Lisa has begun attending meetings of the Washington Leaders' Group, a professional association of city managers. The meetings will be a good forum to share information about a potential levy-lid lift and other library-related issues.

TRUSTEES' REPORT

KCLS Foundation Executive Director Beth Castleberry said that once a year, the Foundation hosts a summer reception to give KCLS Foundation Board members an opportunity to meet members of the KCLS Board of Trustees and Leadership Team. The reception will be held on August 8 and will follow an Author Salon format featuring mystery writer Kevin O'Brien, to be interviewed by Readers' Services Librarian Emily Calkins.

EXECUTIVE SESSION

At 5:35pm, Angelica Alvarez convened an Executive Session per RCW 42.30.110, Section 1 (g). She said the Executive Session would last approximately 45 minutes and that the regular meeting would be adjourned at the conclusion of the Executive Session. Trustees Alvarez, Uppala, McClelland, Grad and Executive Director Lisa Rosenblum were in attendance.

RECONVENE REGULAR SESSION

Angelica Alvarez reconvened the regular session at 6:36pm. Pamela Grad moved to adjourn. Lalita Uppala seconded.

ADJOURNMENT

The meeting adjourned at 6:36pm.



Angelica Alvarez, President

Lalita Uppala, Secretary