



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ September 26, 2018

PRESENT MOTIONS APPROVED

KCLS BOARD

Robin McClelland
Pamela Grad
Ron Higgs
Anne Repass
Lalita Uppala
Jim Wigfall

KCLS Staff

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

1. Board Meeting agenda
2. August 29, 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

Secretary Lalita Uppala called the meeting to order at 5:01pm.

APPROVAL OF AGENDA

Pamela Grad moved approval of the Board Meeting agenda. Robin McClelland seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Robin McClelland moved to amend the minutes so that they correctly indicate that Lalita Uppala was not present at the August meeting. Pamela Grad seconded the motion.

Pamela Grad moved approval of the August 29, 2018 Board Meeting minutes as amended. Jim Wigfall seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

GREEN INITIATIVE

Executive Director Lisa Rosenblum reported that the 2019 Preliminary Budget will include funding for a pay-for-print system intended to control costs associated with KCLS' free public printing service. Lisa said that most libraries in the U.S. began charging for printing two decades ago out of economic necessity. KCLS' current practice results in more than 23 million sheets of paper printed each year, and costs the Library System more than \$800K annually in paper, toner, and staff resources to support.

This "green initiative" will control escalating costs at the same time it gives patrons the ability to print beyond the 75-page weekly limit, which is currently not an option. It also promotes environmental stewardship by teaching patrons about paperless alternatives, such as Cloud-based storage using copy/scan/fax document stations in libraries.

The 2019 budget includes the capital investment for new pay-for-print equipment. KCLS will issue an RFP and select a vendor before the end of the year, for System-wide implementation in 2019. Estimated cost-savings in paper and toner will be offset by the initial capital investment. Staff expects a return on investment within two to three years of implementation.

In response to concerns expressed by the Board, staff will look at various options with regard to implementation.

CAPITAL INVESTMENT PROGRAM

As discussed in the Finance Committee meeting, Finance Director Nicholas Lee said the draft Capital Investment Program policy creates a five-year plan to ensure that facilities and vehicles are safe and well-maintained so that KCLS can continue to provide a high-quality level of service to patrons. The draft policy is presented in its entirety for review by the Board and will be included in the 2018 Preliminary Budget. Staff will incorporate any suggested revisions prior to seeking the Board's approval of the policy.

PUBLIC COMMENT (REOPENED)

Lalita Uppala deviated from the agenda to reopen public comment for a resident who arrived late to the meeting.

Sylvia Holden, who lives in the Renton area, is a patron of the Renton Highlands Library. She said she had visited the library earlier in the morning and found only a half dozen parking spots in the parking garage. Since she is not comfortable negotiating her car in between other cars, she had to drive two blocks away to park on the street, to which she objects. She suggested that KCLS develop the land adjacent to the library for overflow parking when meetings or other library activities diminish available parking in the garage. She said her first experience at the Newcastle Library was even worse in terms of being able to navigate the parking lot with confidence and safety. She thanked the Board for listening.

FINANCE REPORT

General-fund revenues year-to-date through August were \$66.93M compared to \$65.97M in the prior year, and represent 54.9 percent of the budget received. Current-year property taxes are 2.8 percent higher than the previous year. Investment Interest is \$396K higher due to rising interest rates. Revenue from the KCLS Foundation is 69.7 percent higher compared to 2017. KCLS will receive the second semi-annual revenue payment in October.

General-fund expenditures year-to-date through August of \$79.4M are 63.7 percent of budget with 66.7 percent of the budget year lapsed. Growth in expenditures is 6.2 percent higher than the previous year, but within budget. Professional services spending is lower than last year. Repairs and maintenance expenditures are 63.8 percent of the budget, but include IT systems maintenance in addition to facilities maintenance.

Expenditures in the 307 fund include construction invoices for the Boulevard Park and Kent Panther Lake libraries.

APPROVAL OF MONTHLY EXPENDITURES

Jim Wigfall moved approval of Payroll expenditures for August in the amount of \$4,374,664.17: (08/03) Ck#172443-172508;310001-311251; (08/17) Ck#172511-172571;330001-331267; (08/31) Ck#172572-172628;350001-351259. Anne Repass seconded and the motion passed unanimously.

Anne Repass moved approval of General Fund #0010 expenditures for August in the amount of \$5,922,559.24: Travel Advances - Ck#1339-1343; (08/08) Ck#1109864-1109907; (08/10) Ck#1109908-1109950; (08/14) Ck#1109951-1110015;1110016-1110062; (08/15) Ck#1110063-1110088;5009802-5009833; (08/16) Ck#5009834-5009836;1110089-1110093;1110094-1110179; (08/17) Ck#1110180-1110209;1110210-1110238; (08/20) Ck#1110239-1110282;1110283; (08/23) Ck#1110284-1110365; (08/24) Ck#1110366-1110400; (08/29) Ck#1110401-1110423;1110424-1110443;1110444-1110503; (08/29) Ck#1110504-1110505;5009837-5009839; (08/30) Ck#1110506-1110560;1110561; (09/04) Ck#5009840; (09/06) Ck#1110562-1110624; (09/07) Ck#5009841; (09/10) Ck#1110625-1110688. Pamela Grad seconded and the motion passed unanimously.

Pamela Grad moved approval of Construction Bond Fund 1988 #3020 expenditures for August in the amount of \$32,633.16: (08/10) Ck#3021128. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for August in the amount of \$292,640.99: (08/08) Ck#3073814-3073816; (08/14) Ck#3073817; (08/17) Ck#3073818-3073820; (08/23) Ck#3073821-3073822; (08/30) Ck#3073823-3073825; (09/04) Ck#3073826. **Ron Higgs seconded and the motion passed unanimously.**

RESOLUTION 2018-01

Lalita Uppala read Resolution 2018-01, which declares a fleet vehicle as surplus and authorizes its sale. **Pamela Grad moved approval of Resolution 2018-01. Ron Higgs seconded and the motion passed unanimously.**

NEW TRUSTEES

Lalita welcomed new Trustees Anne Repass and Ron Higgs to the KCLS Board. Anne said she is pleased to be appointed and looks forward to working with her fellow Board members. Ron said he previously served on the Bellevue Library Advisory Board and is pleased to be appointed as well.

DIRECTOR'S REPORT

Lisa Rosenblum welcomed the new Trustees to the KCLS Board.

Lisa acknowledged staff who used vacation time to participate in the annual Day of Caring event sponsored by United Way King County.

KCLS received a Civic Design Citation Award from the American Institute of Architects Washington Council for the Skyway Library. Lisa acknowledged Facilities Director Greg Smith and the architects from Weinstein AU for doing great work.

Lisa has visited all branch libraries with plans to visit the Youth Services Center soon. She is now focused on Library Advisory Boards, and has recently attended Advisory Board meetings in Bothell, Mercer Island, Bellevue, and Lake Forest Park.

Lisa reminded the Board of several important dates, including the Board work session (October 6), Friends Day (October 27), and ALA Midwinter (January 25-29). She said Trustees from Seattle Public Library and Pierce County Regional Library plan to attend the conference and encouraged KCLS Board members to participate as well.


Lisa also reminded the Board that she will miss the October 24 meeting to present at the LYRASIS Member Summit in Nashville.

ADJOURNMENT

The meeting was adjourned at 6:11pm.



Angélica Álvarez, President



Lalita Uppala, Secretary