



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ November 28, 2018

PRESENT MOTIONS APPROVED

KCLS BOARD

Angélica Alvarez
Pamela Grad
Ron Higgs
Robin McClelland
Anne Repass
Lalita Uppala

KCLS Staff

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

1. Board Meeting agenda
2. September 26, 2018 Board meeting minutes
3. October 24, 2018 Board meeting minutes
4. Payroll expenditures
5. General Fund #0010 expenditures
6. Capital Project Fund 2005 #3070 expenditures
7. Resolution 2018-02 Property Tax Increase
8. Resolution 2018-03 Property Tax Levy
9. 2019 Board meeting schedule
10. Appointment of Ad Hoc Governance Committee

CALL TO ORDER

President Angélica Alvarez called the meeting to order at 5:02pm.

APPROVAL OF AGENDA

Pamela Grad moved approval of the Board Meeting agenda. Ron Higgs seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Angélica Alvarez asked the Board for a motion to approve the September 26, 2018 Board meeting minutes after a motion was not recorded at the October meeting.

Anne Repass moved approval of the September 26, 2018 Board Meeting minutes. Pamela Grad seconded and the motion passed unanimously.

Lalita Uppala moved approval of the October 24, 2018 Board meeting minutes. Ron Higgs seconded and the motion passed unanimously.

PUBLIC COMMENT

Angélica Alvarez noted that Bellevue patron Dwight Schrag submitted written comments for the record:

Formal Complaint filed September 30, 2018 (Transcript #13938973)

You already have my previous complaint per TRANSCRIPT noted above. Now we also have a second repeat event, too.

On my very next visit to KCLS Downtown <Bellevue> on October 12, 2018, there was a very similar repeat of the earlier child safety situation on the third floor Mezzanine. This situation will eventually result in some innocent child being seriously hurt. I'm wondering "how many times per day these events occur??" Does anyone know?

Again, as before, the Library staff gave me a Comment Card to fill out. To me this is a ridiculously unprofessional step when the LIBRARY STAFF is fully aware of these situations and could escalate the issue immediately; and/or fill out their own

*"Comment Card(s)." Why not? The KCLS members are not your "front-line-of-defense."
Or are they?*

*The security system cameras would be able to clearly show the events I personally
observed at KCLS Downtown on both September 29, 2018 and October 12, 2018.*

*Here's what occurred on October 12: Just so you know, nothing changed for the better
at KCLS. On October 12, I returned to Downtown Library and was given another
"Comment Card."*

*Two little children were standing atop the Mezzanine stairs while their mother slowly,
slowly step by step helped a baby (1-year-old) climb and crawl up the stairs. The
children stood at the top of the stairs without anyone approaching or warning their
mother of the safety risk. Library staff did nothing!*

*Request and Recommendation: KCLS Board of Trustees should walk the Mezzanine area,
see what policies, training and protections should be put in place. There's a tiny sign
behind the Main doorway entrance on the first floor reminding KCLS visitors to be
"Aware for Their Own Safety." I doubt if anyone has ever seen or read it due to its small
size and placement. Get real.*

*Thank you for putting this on KCLS Board of Trustees Agenda. I urge your actions before
some child is seriously hurt. This safety risk situation seems a Risk Management issue
for the Board to assess and address.*

*I also reported the second incident to Tom Miller, Bellevue City Supervisory Building
Inspection Official.*

STAFF REPORTS

Facilities Management Services Director Greg Smith presented an update on the 2004 Capital Improvement Program, which was approved by voters in 2004 and resulted in 17 new libraries, 13 expanded libraries, and 15 renovated libraries. The project teams focused on designing sustainable buildings that will last for decades. Many have green roofs, green walls and rain gardens, and a number have won awards from the American Institute of Architects, including a recent Merit Award for the Skyway Library. The Bond program included a one-percent funding allocation for art work, which is showcased in a print publication entitled "Art in Libraries: A Visual Journey of Possibilities, Knowledge and Imagination." The Capital Improvement Program included five design-build libraries that utilized the same architect and contractor for all five projects (Black Diamond, Carnation, Duvall, Fall City, and Snoqualmie); a joint development with the City of Burien; one library in a community that did not previously have one (Newcastle) and two parking-lot expansions (Bellevue and Shoreline). The new Tukwila Library gained an additional 2,000 square feet thanks to a \$1 million donation from the KCLS Foundation. The CIP also funded new Mobile Services vehicles, which doubled the fleet. The final two projects, Kent Panther Lake and Boulevard Park, are currently on schedule and on budget.

FINANCE REPORT

Total general-fund revenues for October are 93.5 percent of budget. Fiscal year 2018 revenues are budgeted 2.8 percent higher than 2017. Current property-tax revenue receipts increased \$3.4M compared to the same period last year. Investment interest increased \$475K due to favorable short-term interest rates on fund balances, and revenue from the KCLS Foundation increased \$107K. Miscellaneous revenue is \$900K lower compared to 2017 due to a property sale that occurred in the previous year.

General-fund expenditures are at 80.1 percent of budget with 83 percent of the budget year completed. Total expenditures are budgeted 5.4 percent higher than 2017. Year-over-year expenditures increased 6.8 percent. Salaries increased \$2M in 2018, Professional Services decreased \$145K. Repairs and Maintenance expenditures are ahead of pace, which is partly attributable to unanticipated repairs. Recent expenditures are related to the Bellevue Library.

In the 307 Fund, total budget expended for the Kent Panther Lake and Boulevard Park projects is 30 percent and 37 percent, respectively.

APPROVAL OF MONTHLY EXPENDITURES

Anne Repass moved approval of Payroll expenditures for October in the amount of \$2,828,022.59: Oct 1-15 Ck#172749-172812; 410001-411235 and Oct 16-31 Ck#170155-172885;430001-431232. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of General Fund #0010 expenditures for October in the amount of \$5,685,598.75: Travel Advances - Ck#1350-1352; (10/08) Ck#1111545-1111561; (10/09) Ck#1111562-1111658; (10/12) Ck#1111659-1111686;5010107-5010133;5010134-5010136; (10/12) Ck#1111687-1111691; (10/15) Ck#1111692-1111742;1111743-1111802;1111803-1111877; (10/15) Ck#1111878-1111900;1111901-1111914;1111915-1111933; (10/15) Ck#1111934-1111951; (10/16) Ck#1111952-1111969; (10/18) Ck#5010137-5010163;1111970-1111992; (10/18) Ck#1111993;1111994;1111995-1112032; (10/18) Ck#1112033-1112075;1112076-1112154; (10/22) Ck#5010164-5010172;1112155-1112158; (10/24) Ck#5010173; (10/25) Ck#5010174-5010176;1112159-1112167;1112168; (10/31) Ck#1112169-1112172;1112173; (11/01) Ck#5010177-5010211;1112174-1112189; (11/03) Ck#1112190-1112257;1112258-1112318;1112319-1112355; (11/03) Ck#1112356-1112384;1112385-1112386;1112387-1112419; (11/05) Ck#1112420-1112456;5010212-5010247;1112457-1112458; (11/06) Ck#5010248; Voids - Ck#1112227;1112244. Pamela Grad seconded and the motion passed unanimously.

Pamela Grad moved approval of Capital Project Fund 2005 #3070 expenditures for October in the amount of \$423,368.75: (10/16) Ck#3073836; (10/18) Ck#3073837-3073841; (11/03) Ck#3073842-3073843;3073844-3073848; (11/6) Ck#3073849. Lalita Uppala seconded and the motion passed unanimously.

An Inter-fund transfer in the amount of \$2,500,000 did not require Board approval.

RESOLUTION 2018-02 PROPERTY-TAX INCREASE

Lalita Uppala moved approval of Resolution 2018-02 as presented in the Finance Committee meeting. Ron Higgs seconded and the motion passed unanimously.

RESOLUTION 2018-03 PROPERTY-TAX LEVY

Anne Repass moved approval of Resolution 2018-93 as presented in the Finance Committee meeting. Pamela Grad seconded and the motion passed unanimously.

2019 BOARD MEETING SCHEDULE

Pamela Grad moved approval of the 2019 Board meeting schedule as written. Ron Higgs seconded and the motion passed unanimously.

APPOINTMENT OF AD HOC GOVERNANCE COMMITTEE

Angelica Alvarez said that now that the Board has increased from five to seven members, she would like to propose the formation of a Governance Committee that would be tasked to meet one time before the December meeting to review the Board bylaws and make recommendations for amendments. She spoke with individual Board members to determine if any would have the time to meet, and said that both Ron Higgs and Robin McClelland are able and willing to serve. She asked for a motion to constitute a Governance Committee with the two members and noted that it cannot be more than two members to avoid a quorum.

Pamela Grad moved to approve formation of a Governance Committee and to appoint Ron Higgs and Robin McClelland Motion as its members. Lalita Uppala seconded. All voted in favor and the motion passed unanimously.

Angelica said she hopes the Committee will have recommendations to present at the December 19 meeting. She asked the other Trustees to forward any suggested amendments to Maria Hatcher, who will forward to the Governance Committee for consideration.

DIRECTOR'S REPORT

Lisa Rosenblum said that KCLS' Five-Star rating from Library Journal is based on transactional usage of libraries, and indicates that library funding is being used in a way the public likes.

Lisa said her recent visit to the Youth Services Center was very inspiring. She said it takes a special kind of librarian to work with incarcerated youth and it shows.

Friends Day on October 27 was packed. Staff received great feedback from attendees, who uniformly agreed that it was the best one yet.

Staff attended and presented at the Washington Library Association annual conference at the end of October. As the largest library system in the state, Lisa said it is important for KCLS to have a presence at state conferences.

Lisa said her meeting with King County Executive Dow Constantine focused on ways KCLS can partner with the county on issues such as homelessness and census counting. At a networking dinner later in the evening, Lisa said Secretary of State Kim Wyman was very impressed with KCLS' partnership with King County Elections and told her that she is a strong believer that libraries support democracies.

The appointments of Anne Repass and Ron Higgs to the KCLS Board will be confirmed by the King County Council on December 11. Also on December 11, the Issaquah and Redmond Capital Facilities Areas will be dissolved by their respective King County governing boards.

KCLS received an \$80,000 grant from The Boeing Company to support STEAM education programs at the Federal Way ideaX Makerspace opening next year. Lisa thanked the KCLS Foundation for securing the grant and Community Relations & Marketing staff for a great media campaign announcing the award. She said receiving a grant from a legacy company such as Boeing is wonderful recognition of KCLS' efforts to promote STEAM education.

KCLS continues to lead the nation in usage of digital materials according to Overdrive. Lisa said it is great to be part of a Library System where patrons love to read books as well as online.

TRUSTEES' REPORT

Angelica thanked Robin McClelland and Ron Higgs for volunteering to serve on the Governance Committee. Robin McClelland asked the Trustees to please send suggestions to Maria Hatcher so that everyone has an opportunity to weigh in with their opinions.

ADJOURNMENT

The meeting was adjourned at 5:51pm.



Angélica Alvarez, President

Lalita Uppala, Secretary