



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ January 30, 2019

PRESENT MOTIONS APPROVED

KCLS BOARD

Ron Higgs
Robin McClelland
Pamela Grad
Anne Repass
Lalita Uppata

KCLS Staff

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

1. Board Meeting agenda
2. December 19, 2019 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Capital Project Fund 2005 #3070 expenditures
6. Amendments to Bylaws

CALL TO ORDER

Secretary Pamela Grad called the meeting to order at 5:02pm.

APPROVAL OF AGENDA

Ron Higgs moved approval of the Board Meeting agenda. Anne Repass seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Robin McClelland moved approval of the December 19, 2019 Board Meeting minutes. Ron Higgs seconded and the motion passed unanimously.

PUBLIC FORUM

There was no public comment.

KCLS VALUES

Organizational Performance Project Manager Lisa Fraser said that KCLS' values are the key principles that guide staff's conduct with coworkers, patrons, partners, and the public.

As part of the strategic engagement process in 2017, community members and staff were asked what they believe are the key values KCLS represents. Through surveys and other feedback, stakeholders identified three values: Knowledge; Intellectual Freedom, and Diversity, Equity and Inclusion. These three values along with KCLS' refreshed mission and vision, and Strategic Focus were shared with the Board in 2017.

In early 2018, the KCLS Leadership Team formed and empowered small teams of staff to define these values within the context of KCLS and to recommend initiatives that help put these values into action. While the work was underway, the KCLS Leadership Team identified three additional values considered essential to KCLS' organizational culture: Professional Ethics, Stewardship, and Service Mindset.

The six values have been defined for staff and each includes a statement that describes how the value is demonstrated within the context of KCLS' Strategic Focus. KCLS values will drive consistency in organizational decision-making and accountability to stakeholders. Values are aspirational and will not be used as a measure of employee performance.

PAYROLL TASK FORCE UPDATE

Director of Strategy Holly Koelling said resolving problems with KCLS' payroll system is the organization's highest priority, and that Executive Director Lisa Rosenblum has allocated staff and resources to support the effort. Holly said the Leadership Team takes ownership of the problem and recognizes the impact it has had on staff. She reported that substantial progress has been made since problems came to light and payroll processes are the most stable they've been in two years.

KCLS implemented an automated payroll system in 1999. At the time, the new system eliminated the need for manual time-entry, but could not be customized to integrate with other payroll-related systems. The software lacked flexibility and only a limited number of staff had expertise to correct routine errors. In April 2017, KCLS implemented a new payroll system in an effort to reduce these errors and allow KCLS to adopt payroll practices that were in greater compliance with the Fair Labor Standards Act (FLSA). KCLS selected a vendor with large-organization expertise, whose product offered a fully integrated system that, among other things, gave employees online access to their personal pay information.

After implementation, it was discovered that between April and December 2017, some full-time staff had been overpaid, and their sick and vacation leave hours over-accrued. During this same period, sick and vacation leave hours over-accrued for many part-time hourly staff as well. Additionally, contributions to the Public Employment Retirement System (PERS) for all eligible staff were intermittently calculated incorrectly. After working with KCLS' Unions and outside experts to verify overpayment figures, in November 2018, letters were sent to impacted staff offering payback options. Over-accrual figures for impacted full-time staff have been verified and corrected. Over-accrual figures for part-time staff have not yet been completed. Corrections to 2017 PERS calculations are underway.

Holly introduced KCLS' Organizational Performance Project Manager Sheila Stark, who will lead KCLS' Payroll Task Force in 2019. Sheila worked for Boeing for 30 years prior to coming to KCLS and has 12 years' experience as a senior manager in business operations and learning management.

Holly said several lessons were learned with respect to teams, needs-assessment, implementation, and timelines that will help KCLS avoid a similar situation in the future. She acknowledged the strong collaborative relationship with KCLS' union representatives and said everyone is doing their best to get things right moving forward. She said the Payroll Task Force will have a kickoff meeting on February 8 and KCLS has selected a consultant to assist with the RFP process and selection of a new payroll vendor.

Lisa Rosenblum said the situation has been very complex and thanked everyone involved for their efforts in finding a solution.

FINANCE REPORT

Lisa Rosenblum presented the finance report in the absence of Finance Director Nicholas Lee.

General-fund revenues year-to-date are 101.3 percent of Budget. Total revenues received increased \$3.1M, or 2.6 percent over the prior year. Budgeted revenue is 2.8 percent higher in 2018 than the previous year.

General-fund expenditures year-to-date are 98.1 percent of Budget. Expenditures increased \$7.0M, or 6.1 percent over the prior year. Budgeted expenditures in 2018 are 5.4 percent higher than 2017.

Project Fund 307 total budget expended for the Kent Panther Lake and Boulevard Park libraries is 67.3 percent and 64.5 percent, respectively.

APPROVAL OF MONTHLY EXPENDITURES

Ron Higgs moved approval of Payroll expenditures for December in the amount of \$2,842,785.89:

December 1-15 Ck#173098-173164; 490001-491239 and December 16-31 Ck#173015-173246; 490940-511231.
Anne Repass seconded and the motion passed unanimously.

Anne Repass moved approval of General Fund #0010 expenditures for December in the amount of \$9,415,914.09: Travel Advances - Ck#1354-1357; (12/04) Ck#5010291-5010372; 1113327-1113363; (12/06) Ck#5010373; 1113364-1113445; 1113446-1113450; (12/06) Ck#1113451-1113458; 1113459-1113463; 1113464-1113469; (12/06) Ck#5010374-5010376; 1113470-1113474; (12/12) Ck#1113475-1113509; 5010377-5010379; 5010380-5010415; (12/13) Ck#1113510-1113551; 1113552-1113637; 1113638-1113645; (12/13) Ck#1113646-1113650; 1113651-1113656; (12/17) Ck#1113657-1113736; 1113737-1113742; 1113743-1113745; (12/17) Ck#1113746-1113758; 1113759-1113768; (12/20) Ck#1113769-1113866; (12/21st Ck#5010416-5010418; 1113867-1113872; (12/27) Ck#5010419-5010454; 5010455; 1113873-1113892; (12/28) Ck#1113893-1113903; 1113904-1113912; 1113913-1113920; (12/28) Ck#1113921-1113929; 1113930-1113939; 1113940-1113948; (12/28) Ck#1113949-1114003; 1114004-1114096; 1114097-1114134; (01/03) Ck#1114135-1114183; (01/04) Ck#5010456-5010458; 1114184-1114188; 1114189-1114194; (01/04) Ck#1114195-1114207; 1114208-1114210; 1114211-1114217; (01/04) Ck#1114218-1114224; 1114225-1114226; 1114227-1114232; (01/07) Ck#1114233-1114322; (01/08) Ck#5010459-5010500; 5010501; 1114323-1114362; (01/09) Ck#1114363-1114469; 1114470-1114582; (01/10) Ck#5010502-5010504; (01/11) Ck#1114583-1114669; (01/14) Ck#1114670-1114671; 1114672-1114690; 1114691-1114699; (01/14) Ck#1114700-1114708; 5010505-5010528; 1114709-1114720; (01/15) Ck#1114721-1114809; 1114810-1114855; 1114856-1114860; (01/16) Ck#5010529; Voids - Ck#5010362; 5010459; 1114612. **Pamela Grad seconded and the motion passed unanimously.**

Pamela Grad moved approval of Capital Project Fund 2005 #3070 expenditures for December in the amount of \$824,239.23: (12/06) Ck#3073879-3073882; (12/13) Ck#3073883-3073885; (12/17) Ck#3073886-3073888; 3073889-3073892; (12/20) Ck#3073893-3073894; (12/28) Ck#3073895-3073897; 3073898-3073900; (01/03) Ck#3073901-3073902; (01/04) Ck#3073903-3073906; (01/14) Ck#3073907-3073908; (01/15) Ck#3073909-3073913; (01/16) Ck#3073914. **Robin McClelland seconded and the motion passed unanimously.**

BYLAW AMENDMENTS

Ron Higgs moved approval of the amended bylaws as presented at the December 19, 2018 Board meeting. Anne Repass seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Lisa Rosenblum said she attended a ULC meeting in Washington, D.C. with 12 other library leaders to discuss the potential risks of Artificial Intelligence and how to maximize the technology's potential for public good.

Lisa sat on two panels at ALA Midwinter and thanked KCLS staff who participated in other presentations. KCLS also had a recruitment booth on the floor of the exhibit hall.

Rakuten-OverDrive named KCLS the top digital circulating library in the United States for a fifth straight year. Lisa said the recognition has generated a lot of attention in the press.

The biannual Public Library Directors' Meeting will be held in Federal Way at the end of the month.

TRUSTEES REPORT

Pamela Grad said she enjoyed the ALA Midwinter Conference and especially a presentation by Eric Klinenberg, whose latest book makes the case that libraries are uniquely positioned to create communities that are more resilient by providing physical spaces for social interaction that are more satisfying than online interactions in the digital world. She also learned that good digital citizenship reinforces the importance of demonstrating the same manners and considerations in the virtual world as one would use in face-to-face interactions.

Robin McClelland said she also enjoyed attending ALA Midwinter and particularly Melinda Gates' keynote address.

EXECUTIVE SESSION

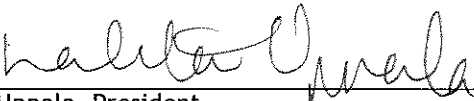
At 6:18pm, President Lalita Uppala announced an Executive Session for approximately 75 minutes to discuss real estate, and the director's annual review, in accordance with RCW 42.30.110, Sections 1 (b) and 1 (g). She said there would be no further action taken by the Board at the conclusion of the Executive Session and the regular meeting would be immediately adjourned. Executive Director Lisa Rosenblum and Facilities Director Greg Smith attended for the first 15 minutes.

RECONVENE REGULAR SESSION

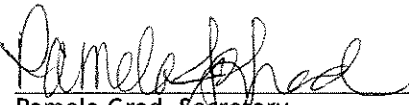
At 8:20pm, Lalita Uppala reconvened the regular session and announced that the Board would hold a special meeting on February 13, 2019 at 5:30pm to convene another Executive Session to continue their discussion of the director's annual review.

ADJOURNMENT

The meeting adjourned at 8:20pm.



Lalita Uppala, President



Pamela Grad, Secretary