



King County Library System Board of Trustees Meeting

Videoconference
5pm ♦ May 27, 2020

PRESENT MOTIONS APPROVED

KCLS Board

Pamela Grad
Ron Higgs
Robin McClelland
Anne Repass
Lalita Uppala

1. Board Meeting agenda
2. April 29, 2020 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures

KCLS Staff

Julie Acteson
Kristin Barsness
Jenny Engstrom
Maria Hatcher
Nicholas Lee
Tess Mayer
Cynthia McNabb
Jed Moffitt
Danielle Perry
Lisa Rosenblum
Bruce Schauer
Christine Schonhart
Greg Smith

CALL TO ORDER

Board Secretary Ron Higgs called the meeting to order at 5pm. The meeting was conducted by videoconference.

APPROVAL OF AGENDA

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

APPROVAL OF BOARD MINUTES

Anne Repass moved approval of the April 29, 2020 Board Meeting minutes. Lalita Uppala seconded and the motion passed unanimously.

PUBLIC FORUM

No public comments were submitted.

2019 ANNUAL REPORT

Community Relations and Marketing Director Julie Acteson presented the 2019 Annual Report, which highlights KCLS' major accomplishments and strategic initiative milestones over the past year, including a Five-Star rating from Library Journal for overall excellence, and the creation of a Capital Investment Program to protect taxpayers' investment in libraries. The report includes statistical trends in program attendance and service provision, circulation, and other library benchmarks. The **2019 Annual Report** is posted on <https://kcls.org/annualreports/>. Print copies are distributed to King County Council members and are available to other constituent groups on request. Lisa Rosenblum is invited to present the annual report to the King County Council, but her appearance before the Council is currently postponed due to COVID-19.

OLDER ADULT PROGRAMMING

Tess Mayer, Director of Library Outreach, Programs and Services said that KCLS has continued to serve its community of seniors, a population that is growing and that has been disproportionately impacted socially, economically and financially by the current public-health crisis. Tess acknowledged Wendy Pender, KCLS' Older Adults Specialist, for the strong relationships she has built with community providers. These relationships have enabled KCLS to continue to offer meaningful services during the pandemic, focusing on information, engagement and outreach. KCLS' Older Adults webpage has been updated with a more user-friendly design, which contributed to a nearly 1000% increase in usage over 2019. Popular programming such as book groups, Wisdom Cafés, and health information workshops have been offered online. Mobile Services staff, unable to serve senior facilities directly, created a Facebook page to stay in touch with patrons during this time. KCLS celebrated Older Americans Month in May with social media posts highlighting a variety of online classes and resources for patrons age 55 and older. Community Relations broadly publicized older adult programming in print publications, reaching nearly 3,000 individuals or households in April. Many publications added online event calendars, resulting in 105 postings of 66 senior events, with many registrants signing up for more than one.

PHASE TWO LEAVE AND PAY GUIDELINES

In anticipation of a System-wide closure in response to the COVID-19 outbreak, KCLS developed guidelines for pay practices during various phases of the Governor's Stay-at-Home emergency order. *Pay Guidelines for Pandemic and Communicable Disease Emergencies* was reviewed and approved by the Board of Trustees on March 13 with a stipulation that the policy be reviewed every 30 days while the state of emergency is in effect. After the last review by Finance Committee members on May 6, it was suggested that the timeline for review align with the monthly Board meeting schedule instead of convening a separate meeting mid-month.

While KCLS is in Phase 1 libraries are closed and staff are assigned to work at home. Some employees have continued to report to the Service Center to ensure continuity of essential operations, such as payroll, accounting and technology services. In both cases, employees are paid for regular work hours. Staff who have been unable to work from home during Phase One are eligible for paid Administrative Leave under the emergency pay guidelines while Phase One remains in effect.

When KCLS enters subsequent phases where staff return to buildings, paid Administrative Leave is generally no longer authorized. Human Resources created a decision tree to help managers and staff determine what pay codes to use for different work scenarios. If an employee is able to work their full authorized hours either in-building, from home, or a hybrid of the two, they will use the 'Regular' hours pay code. If an employee is unable to return to in-building work because they or someone they care for is under official quarantine, or they are impacted by a school/childcare COVID closure, they will use the pay code, or combination of pay codes, that applies to their situation, including but not limited to Regular, Sick, Vacation, Holiday, or paid leave as provided under the Families First Coronavirus Response Act (FFCRA) and, for self-quarantine, Leave Transfer donation and paid Administrative Leave, should all other accruals be exhausted.

If an employee refuses to return to work, it will be considered job abandonment.

KCLS RECOVERY PLAN

Deputy Director Christine Schonhart said that in alignment with Governor Inslee's Safe Start Plan, KCLS has been in **Phase 1** since March 13, when libraries closed to the public and staff began working from home.

Since early April, a cross-functional team from all levels of the organization has been working on a recovery plan that aligns with each stage of Washington State's Safe Start Plan. When the Governor gives approval to move to **Phase 2**, staff will return to in-building work to begin preparing for **Phase 3** and **Phase 4**. Staff will be required to follow all public health guidelines, including face coverings and physical distancing. Those who are able to work from home will continue to do so. KCLS will begin ordering physical materials again and staff will prepare buildings to quarantine returned materials.

When the State enters **Phase 3**, KCLS will implement a staggered approach. In **Phase 3A**, all KCLS buildings will remain closed to the public and limited services will be offered, including Curbside To Go service at 16 locations for holds pickup. Mobile Outreach will begin offering limited service. Patrons will also be able to return materials, place holds, request inter-library loans, and use "Suggest a Purchase." In **Phase 3B**, some or all buildings will open to the public, offering limited or modified services based on capacity restrictions defined by public health officials. Curbside To Go will be launched at additional locations. KCLS anticipates moving to **Phase 3B** approximately 3-4 weeks after **Phase 3A** has been implemented. Full service will resume when the Governor approves **Phase 4** of the Safe Start Plan.

To ensure broad coverage, KCLS is providing information to the public via kcls.org, local media outlets, email newsletters, social media channels and exterior signage. Christine thanked everyone who helped create a detailed plan in a very short period of time. She acknowledged Facilities Maintenance Services for obtaining masks, sanitizer, and other supplies for staff to return safely to buildings, and the Scheduling Process Team for managing the complicated task of creating work schedules for 50 library locations.

FINANCE REPORT

Total general fund revenues for the month of April are 35.9% of the Budget with 33.33% of the budget year expended. Total 2020 Revenue is budgeted 3.4% higher than last year. Year-over-year revenue is down 15.9 percent. Property tax revenue is down \$8.4M in April due to deferrals. Investment interest and Fines are down \$244K and \$167K, respectively. KCLS has suspended collection of late fines and lost material fees, and doesn't expect to recover this revenue in 2020. Staff has revised revenue estimates, but still anticipates collecting 95% of revenue by December 31.

Total general fund expenditures are below target at 28.1% of the Budget and 1.1% lower than the prior year. Over the prior year, Repairs and Maintenance is \$322K higher; Salaries is down \$47K. Supplies expenditures have increased 15.6% due to large software renewals and computer equipment purchases.

Total Capital Investment Program (CIP) expenditures year to date are 7.6% of Budget. By function, project expenditures are 3.3% of the total Facilities-CIP budget, and 19.3% of the total Information Technology Services-CIP budget.

APPROVAL OF MONTHLY EXPENDITURES

Anne Repass moved approval of Payroll expenditures for April in the amount of \$2,853,618.02: Apr 1-15 Ck#175486-175526; 150001-151244 and April 16-30 Ck#175527-175562; 170001-171244. Pamela Grad seconded and the motion passed unanimously.

Lalita Uppala moved approval of General Fund #0010 expenditures for April in the amount of \$4,948,914.30: Travel Advances - Ck# (04/08) Ck#1127191-1127236; (04/10) Ck#1127237-1127239; 5012447-5012450; (04/10) Ck#1127240-1127293; (04/13) Ck#5012451; (04/14) Ck#1127294-1127318; (04/17) Ck#5012452;1127319-1127330; (04/21) Ck#1127331-1127370; (04/23) Ck#5012453-5012456;1127371-1127376; (04/23) Ck#1127377-1127392; (04/27) Ck#1127393-1127463; (05/01) Ck#1127464-1127491; (05/04) Ck#1127492-1127513; (05/05) Ck#5012457; (05/07) Ck#5012458-5012461;1127514-1127516; (05/07) Ck#1127517-1127521; (05/08) Ck#5012462.

Robin McClelland seconded and the motion passed unanimously.

DIRECTOR'S REPORT

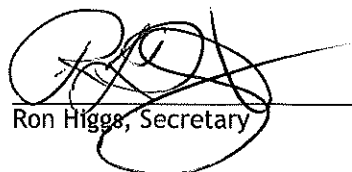
Lisa Rosenblum said it is important for the Board to see the level of detail that has gone into KCLS' Recovery Plan, and thanked everyone who has been involved in developing it. She further acknowledged staff at all levels for adapting so well to a situation that was completely unexpected.

The Governor's proclamation that waives certain requirements of the Open Public Meetings Act is due to expire May 31. Board meetings will continue to be conducted online for the foreseeable future, and staff will monitor whether the proclamation is extended to ensure KCLS is adhering to the State's requirements.

ADJOURNMENT

The meeting was adjourned at 6:42pm.

Pamela Grad, President



Ron Higgs, Secretary