



King County Library System Board of Trustees Meeting

Videoconference
5pm ♦ March 31, 2021

PRESENT

KCLS Board

Pamela Grad
Ron Higgs
Harish Kulkarni
Srini Raghavan
Anne Repass

KCLS Staff

Julie Acteson
Angelina Benedetti
Jenny Engstrom
Maria Hatcher
Nicholas Lee
Cynthia McNabb
Jed Moffitt
Dominica Myers
Danielle Perry
Lisa Rosenblum
Ken Ryals
Greg Smith

MOTIONS APPROVED

1. Board Meeting agenda
2. February 24, 2021 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures

CALL TO ORDER

President Ron Higgs called the meeting to order at 5:05pm.

APPROVAL OF AGENDA

Anne Repass moved approval of the Board Meeting agenda. Pamela Grad seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Srini Raghavan moved approval of the February 24, 2021, Board Meeting minutes. Harish Kulkarni seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

STAFF REPORTS

EQUITABLE ACCESS TO TECHNOLOGY

KCLS launched three pilot projects to ensure patrons have equitable access to technology while libraries were closed for in-building use. Each provides a nimble solution in response to challenges posed by the pandemic and some will serve patrons beyond the initial scope of the project. All were funded through grants from the KCLS Foundation and federal CARES Act (Coronavirus Aid Relief and Economic Security).

The first project was an installation of antennas at 45 library locations to extend KCLS' Wi-Fi signal beyond the periphery of buildings. A \$25,000 CARES grant provided funding for the hardware and installation services.

Hotspots and Digital Navigation provides access to both devices and connectivity to fill in the gaps for vulnerable community members who rely most heavily on in-building services. Grant funding allowed KCLS to purchase laptops and Wi-Fi hotspots to lend to shelters, day centers, tent cities, senior housing, vocational training centers, and social service agencies. Grant funding also covered the training for Digital Navigators to provide technical assistance at each location.

In partnership with Harborview, TeleConnect provides equipment and private space for online health and social service appointments at the library. Service providers reserve a KCLS meeting room and include a HIPAA-compliant Zoom link in the reservation details. When patients arrive at the library, staff set up an iPad in the meeting room and launch the Zoom call to ensure a stable connection. Appointments are conducted in private between the health care provider and patient, and KCLS staff clean and sanitize the room after each call. The program will be piloted at the Woodmont, Tukwila, Enumclaw, Federal Way 320th and Skyway libraries, which were selected in part based on proximity to public transportation.

PANDEMIC SERVICES UPDATE

Library Operations Director Jenny Engstrom gave a brief update on library in-building services since KCLS reopened five libraries March 3. All is going well and staff has developed a process for deciding when a location is ready to increase patron capacity limits and/or expand service hours. Based on experience with the first six libraries currently open, KCLS plans to launch in-building service at the next five libraries on April 5: Snoqualmie, Enumclaw, Federal Way 320th, Woodinville and Vashon.

FINANCE REPORT

Finance Director Nicholas Lee thanked Budget Analyst Vic Lin for supporting the production of the monthly finance report for the Board packet. Vic has done significant work using Microsoft Power BI to improve the process.

General fund revenue in February was \$2.4M year-to-date, which reflects only 1.8% of the total revenue budget. KCLS will receive its first semi-annual property tax revenue disbursement in April.

General Fund expenditures in February were \$18.4M year-to-date, representing 14.1% of the total expenditures budget with 16.67% of the budget year completed. This includes \$101K in expenditures in the Capital Investment Program (CIP).

APPROVAL OF MONTHLY EXPENDITURES

Pamela Grad moved approval of Payroll expenditures for February in the amount of \$2,690,567.60: (02/05) Ck#00200463-00200486; 372739111-372740359; (02/19) Ck#00200487-00200507; 375701569-375702816. Srinu Raghavan seconded and the motion passed unanimously.

Harish Kulkarni moved approval of General Fund #0010 expenditures for February in the amount of \$4,403,964.42: Travel Advances - Ck#; (02/11) Ck#1132120-1132137; (02/12) Ck#5012629-5012630;1132138-1132235; (02/18) Ck#5012631-5012634;1132236-1132242; (02/18) Ck#1132243-1132273; (02/19) Ck#5012635; (02/23) Ck#5012636-5012637;1132274-1132341; (02/25) Ck#5012638;1132342-1132432; (03/01) Ck#1132433-1132435; (03/02) Ck#1132436-1132497; (03/04) Ck#5012639-5012642;1132498-1132500; (03/04) Ck#1132501-1132546;1132547-1132564; (03/04) Ck#5012643; Voids - Ck#. Anne Repass seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Sergio Razos has accepted the position of Director of Information Technology Services, replacing Jed Moffitt who will retire next month. Mr. Razos will be in attendance at the April Board meeting.

Lisa Rosenblum thanked everyone involved with the 2021 Literary Lions Gala for a successful event.

In association with National Library Week, Governor Jay Inslee proclaimed April 4-10, 2021, Washington State Library Week.

TRUSTEES REPORT

There were no Trustee reports.

ADJOURNMENT

The meeting was adjourned at 6:27pm.

Ron Higgs, President


Anne Repass, Secretary