



# King County Library System Board of Trustees Meeting

Videoconference  
5pm ♦ April 28, 2021

## PRESENT

### KCLS Board

Pamela Grad  
Ron Higgs  
Harish Kulkarni  
Robin McClelland  
Srini Raghavan  
Anne Repass  
Lalita Uppala

### 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. March 31, 2021 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures

## CALL TO ORDER

President Ron Higgs called the meeting to order at 5:03pm.

## APPROVAL OF AGENDA

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

## APPROVAL OF BOARD MINUTES

*Anne Repass moved approval of the March 31, 2021 Board Meeting minutes. Lalita Uppala seconded and the motion passed unanimously.*

## PUBLIC COMMENT

There was no public comment.

## STAFF REPORTS

### REOPENING UPDATE

Library Operations Director Jenny Engstrom said KCLS has reopened 13 libraries since March 3, including four that have maintained a hybrid of modified in-building and curbside service. Lake Hills hit capacity within its first hour of service earlier in the day. All libraries will expand capacity limits and open hours as staff get a better sense for providing optimum service. All libraries are operating at 25% capacity and most have yet to hit capacity. In May, the Skyway, Black Diamond and Carnation Libraries are scheduled to reopen, and Enumclaw and Federal Way 320th Libraries will expand to three-hour time blocks for service. The public has responded enthusiastically to the reopenings and have been cooperative in abiding by all safety and operational protocols.

### 2020 YEAR IN REVIEW

Community Relations and Marketing Director Julie Acteson presented the 2020 Annual Report, which KCLS created exclusively as an online document for the first time. Julie said the shift to an electronic document is appropriate in a year where everything had to shift online. KCLS never closed during the pandemic, and the document highlights the Library System's major accomplishments throughout the year, including a robust demand for eCards, digital content, and contactless services; sharp increases in online engagement for programming and access to resources; and key partnerships with other government agencies to ensure information and resources reached patrons throughout the county. KCLS remained focused on critical strategic initiatives, which included continuing to reduce barriers to access by increasing public Wi-Fi access, and hiring a new Director of Diversity, Equity, and Inclusion. The 2020 Annual Report is posted on <https://kcls.org/annualreports/> and will be emailed to city and county elected officials, Library Advisory Boards, Friends groups, and KCLS newsletter subscribers.

## DIVERSITY, EQUITY, INCLUSION

Executive Director Lisa Rosenblum introduced Dominica Myers, who was hired as KCLS' new Director of Diversity, Equity and Inclusion in October 2020. Lisa said that starting a new job in the middle of a pandemic poses many challenges and commended Dominica for her fortitude.

Dominica shared KCLS' organizational DEI values, which center on inclusion of marginalized people, countering injustice and inequality, and eliminating discrimination in all forms.

The Library System's DEI efforts date back to 2001 when KCLS first formed a Diversity Committee. A Diversity Coordinator was hired in 2009 to focus on outreach, programs and services to immigrant populations in particular, and a Project Specialist position was created in 2015 to serve Spanish-speaking populations.

Starting in 2016, KCLS embarked on a multi-year process to create a new Strategic Focus and reframe its Mission, Vision and Values statements. The recommendation to create a DEI department and hire a DEI Director arose from that process.

As DEI Director, Dominica is responsible for building and strengthening a holistic DEI strategy that embodies KCLS' mission and values, and for developing, implementing and tracking initiatives aimed at dismantling inequities for historically underrepresented communities.

The DEI department is comprised of staff reassigned from other KCLS departments. Their work will focus on five key priorities:

- Social Impact: community partnerships and program strategies
- Library Access: intentional focus on library and online accessibility
- World Language Equity: programs, collections, online resources
- DEI Assessment, Strategy, Training: staff and patrons
- DEI Communications: internal and external

Within each focus area, the DEI department will sponsor committees that include staff members from diverse backgrounds who bring unique knowledge and perspective to the work.

In April 2021, the department began efforts to develop a DEI assessment that will look at KCLS through a DEI lens to ensure that KCLS is practicing its organizational values from both an internal and external perspective. The assessment will include community assets mapping to identify and partner with historically marginalized communities to learn how best to serve all communities within KCLS' service area, which encompasses 2,049 square miles, 1.47 million residents, 36 cities, and 18 school districts.

## FINANCE REPORT

General fund revenue in March was \$6.2M for the month and \$8.9M year-to-date, which reflects 6.8% of the total revenue budget. KCLS will receive its first semi-annual property tax revenue disbursement next month in April.

General Fund expenditures in March were \$28.1M year-to-date, representing 21.6% of the total expenditures budget with 25% of the budget year completed. This includes \$121K of expenditures in the Capital Investment Program (CIP).

## APPROVAL OF MONTHLY EXPENDITURES

***Srini Raghavan moved approval of Payroll expenditures for March in the amount of \$2,638,082.63: (03/05) Ck#00200509-00200529; 378893172-378895475 and (03/19) Ck#00200530-00200550; 382210556-382211797. Lalita Uppala seconded and the motion passed unanimously.***

***Anne Repass moved approval of General Fund #0010 expenditures for March in the amount of \$5,122,168.42: Travel Advances - Ck#; (03/09) Ck#5012644; (03/09) Ck#1132565-1132631; (03/11) Ck#1132632-1132721; (03/18) Ck#5012645-5012649; (03/18) Ck#1132722-1132813; (03/23) Ck#1132814-1132855; (03/25) Ck#1132856-1132949; (03/25) Ck#5012650-5012652; (03/30) Ck#1132950-1133026; (04/01) Ck#5012653-5012656; (04/01) Ck#1133027-1133029; (04/01) Ck#1133030; (04/01) Ck#1133031; (04/01) Ck#1133032-1133098; (04/02) Ck#5012657; Voids - Ck#. Robin McClelland seconded and the motion passed unanimously.***

#### **DIRECTOR'S REPORT**

Lisa Rosenblum said that library services will not be impacted if King County reverts to Phase Two since KCLS is already operating at 25% capacity. KCLS' Reopening Plan anticipated back and forth movement between phases to reduce impacts.

Cynthia McNabb, Deputy Director of Administrative Services, thanked Jed Moffitt for his many years of service and introduced KCLS' new Director of Information Technology Services Sergio Razo. Sergio said he looks forward to using his IT background on the front lines to support KCLS' operations. He is passionate about using technology to optimize and innovate business practices and looks forward to working with the Board and staff in person.

Lisa Rosenblum acknowledged outgoing ITS Director Jed Moffitt for leading numerous large-scale projects in his 22 years with KCLS, including the conversion of KCLS' Integrated Library System (ILS) to open source, which is just one example of the innovations during his tenure. Lisa said that while some IT directors may get lost in the technology, Jed never lost sight of how the technology should serve the customer. He will be missed for his energy, service orientation and especially his sense of humor.

The Board expressed their thanks to Jed and wished him the best in his future endeavors.

#### **TRUSTEE REPORTS**

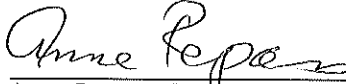
There were no Trustee reports.

#### **ADJOURNMENT**

The meeting was adjourned at 6:45pm.

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Ron Higgs, President



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Anne Repass, Secretary