



King County Library System Board of Trustees Meeting

Videoconference
5pm ♦ July 28, 2021

PRESENT MOTIONS APPROVED

KCLS Board

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

KCLS Staff

Julie Acteson
Maria Bassett
Angelina Benedetti
Jenny Engstrom
Nicholas Lee
Sergio Razo
Cynthia McNabb
Dominica Myers
Danielle Perry
Sergio Razo
Lisa Rosenblum
Greg Smith
Tracey Thompson

1. Board Meeting agenda
2. June 30, 2021 Board Meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Reopen public comment period

CALL TO ORDER

President Ron Higgs called the meeting to order at 5:04pm.

APPROVAL OF AGENDA

Srini Raghavan 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 June 30, 2021 Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

STAFF REPORTS

REOPENING UPDATE

Executive Director Lisa Rosenblum began with a recap of the latest directive from Governor Jay Inslee and local health officials. In response to the newest COVID variant, staff and vendors are once again required to wear masks in all public spaces, vaccinated or not. KCLS is strongly encouraging the public to mask as well.

Library Operations Director Jenny Engstrom shared photos of libraries reopening across the System. Noteworthy celebrations included improvised ribbon-cutting ceremonies at Redmond and Sammamish, as well as Kenmore and Greenbridge opening for the first time in over a year. Staff and patrons have expressed appreciation, gratitude and excitement. She also recognized the efforts of the Re-Entry Committee, including former staff members Christine Schonhart, Bruce Schauer, Tess Mayer and Jed Moffitt; recently added members Dominica Myers, Sergio Razo and Angie Benedetti, and support from Lisa Rosenblum and other KCLS Leadership Team (KLT) members.

ADMINISTRATIVE SERVICES KCLS COVID PREPARATION, RESPONSE AND ENGAGEMENT

Deputy Director of Administrative Services Cynthia McNabb shared an overview of the creative and innovative work by members of her teams while library buildings were closed to the public. The Strategy team supports the entire organization on large-scale projects; their work behind the scenes advanced the organization in ways that are very impactful. The team supported five major projects during the pandemic: grant management, including grant writing and administration; a library staffing model for post-pandemic staffing levels; a data warehouse project to ensure staff can access clean, standardized data and training in Power BI; a strategic IT technology plan; and a Collection Management Services study to assess changes in patron needs as post-pandemic collection demand increases.

Facilities Director Greg Smith described how the Facilities Department took the opportunity during the pandemic to conduct key maintenance upgrades that couldn't be done with patrons in buildings. These included repairs to numerous systems, such as plumbing systems and the Automated Materials Handling crane and sorting system at Preston. The department also handled a number of COVID response projects, including installation of exterior Wi-Fi in library parking lots; installation of two locker systems at Bothell and Covington Libraries; upgrades to HVAC controls to allow flushing of air in buildings, and management of System-wide PPE installation and distribution.

Finance Director Nicholas Lee said the Finance Department completed the ADP to Ceridian payroll transformation project within scope, schedule and budget. Finance staff were early adopters of the Power BI platform for analysis and forecasting and are currently in the process of a JD Edwards (JDE) improvement and enhancement project. The team will revisit the Procure to Pay project after the JDE enhancements are made.

Human Resources Director Danielle Perry said the HR Department worked tirelessly and in different ways in order to meet needs during the pandemic. Many HR staff members were cross-trained to provide support for secondary health screenings. The Leave and Pay group revised the Leave and Pay guidelines four times in response to different phases of the pandemic; they also created and administered a confidential staff survey to assess vaccination status. Staff donated over 8,000 hours of sick and vacation time to co-workers in need, which the Leave and Pay group allocated to appropriate staff. The Learning & Development team led the organizational transition to Zoom and facilitated 36 sessions of COVID-related town halls, found to be a very efficient way to communicate information to all staff. The Employment team transitioned to Zoom to conduct interviews and introduced a new online tool to ensure I-9 compliance. The Benefits team used Zoom to conduct online benefits sessions. The entire HR team was involved in the new Human Capital Management System (HCM) rollout, which includes new e-Learning and performance appraisal modules.

Information Services Technology Director Sergio Razo said his team collaborated with the Facilities Department to lead the installation of library lockers, which are the first in the Pacific Northwest. They also led the Wi-Fi extension project, which provides Wi-Fi access 24 hours per day, seven days per week in 44 branches. In direct response to the onset of the pandemic, ITS immediately launched Microsoft Teams to keep staff in every department connected and productive from home. They also launched the MyLIBRO app, which allowed patrons to schedule their curbside pickups, and created the KCLS screening app for employee contact tracing.

FINANCE REPORT

KCLS is at the halfway mark in the year, which is a good point to gauge progress budget-wise. Estimated revenue at the halfway mark was \$68.5M, and actual revenue is \$68.6M, which is on target. General fund revenue for June was \$1.6M, including \$1M in property tax payments and an unanticipated lot sale near Boulevard Park.

Target expenditures at the halfway point are \$63.9M; actual expenses were \$54.8M, lagging largely due to a 5% underspend on staffing. As building hours expand, hiring is expected to pick up. Recently-acquired products such as Microsoft Power BI and Azure allow the Finance team to better understand their data.

Year-to-date expenditures in the Capital Investment Program are \$1.1M representing 27.3% of the total CIP budget. Some catch-up for both Facilities and ITS is expected by the end of the year.

APPROVAL OF MONTHLY EXPENDITURES

Pam Grad moved approval of Payroll expenditures for June in the amount of \$2,595,058.89: (06/11) Ck#00200639-00200654; 401024153-401025359; (06/25) Ck#00200655-00200672; 404100595-404101807. Harish Kulkarni seconded and the motion passed unanimously.

Srini Raghavan moved approval of General Fund #0010 expenditures for April in the amount of \$4,493,959.00: (06/07) Ck#1134021-1134062; (06/10) Ck#5012698-5012704; (06/10) Ck#1134063-1134152; (06/14) Ck#1134153-1134167; (06/16) Ck#1134168-1134255; (06/16) Ck#5012705-5012706; (06/17) Ck#5012707; (06/23) Ck#5012708-5012713; (06/23) Ck#1134256-1134345; (06/24) Ck#5012714-5012717; (06/24) Ck#1134346-1134355; (06/24) Ck#1134356-1134389; (06/28) Ck#5012718; (06/28) Ck#1134390-1134444; (07/01) Ck#5012719; (07/01) Ck#1134445-1134483; (07/05) Ck#5012720. Robin McClelland seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Lisa Rosenblum is happy that all libraries are open again. She said KCLS is a fantastic Library System and community hub, especially in times of disaster. KLT is now preparing a plan in case the region experiences excessive wildfire smoke again this summer. She and the team are also conducting departmental budget reviews, discussing future open hours and services, and other strategies and initiatives, which will be presented to the Board in the next few months.

TRUSTEES REPORT

There were no Trustee reports.

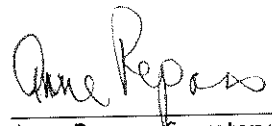
PUBLIC COMMENT

Anne Repass made a motion to reopen the public comment period. Pam Grad seconded and the motion passed unanimously. Beth North, who had signed up to address the Board, declined to do so.

ADJOURNMENT

The meeting adjourned at 6:41pm.

Ron Higgs, President



Anne Repass, Secretary