



King County Library System Board of Trustees Meeting

Videoconference
5pm ♦ December 16, 2020

PRESENT

KCLS Board

Pamela Grad
Ron Higgs
Harish Kulkarni
Robin McClelland
Srinu 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. November 18, 2020 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. General Wage Increase for Non-represented employees and Executive Director
6. Resolution 2020-08 Adoption of 2021 Budget
7. Election of Officers and Finance Committee for 2021
8. 2021 Board Meeting Schedule

CALL TO ORDER

President Pamela Grad called the meeting to order at 5:04pm.

APPROVAL OF AGENDA

Ron Higgs 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 November 18, 2020 Board Meeting minutes. Srinu Raghavan seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

MOBILE OUTREACH SERVICES

Outreach Services Coordinator Christine Anderson said that despite the challenges posed by the pandemic, Mobile Services has continued to bring library services to vulnerable populations, including seniors, children, families, care providers and adults experiencing homelessness.

Before the pandemic, KCLS' Traveling Library Center brought carts of materials to assisted living facilities, retirement homes, nursing homes and senior apartment communities, where seniors could check out items or pick up their holds in the lobby and staff had direct interactions during each month's visit. In 2020, the pandemic impacted the number of sites Mobile Services was able to visit due to closures and lockdowns, forcing a shift to contactless service. Materials now are exchanged in parking lots with one staff member at each facility.

Library2Go has traditionally provided bookmobile service to both large and in-home child care centers, and low-income housing communities. Since space on the bookmobile is too small to support social-distancing, service to child cares has shifted to pickup and drop-off only. Some child cares have closed permanently, and others impacted by school district closures have postponed services. Visits to apartment communities are on hiatus.

A two-year KCLS Foundation grant will allow KCLS to expand services to people experiencing homelessness. Mobile Services staff will be able to offer Wi-Fi hotspots, activity kits, and backpacks of books and hygiene supplies to patrons in shelters, transitional housing and Tent Cities. Staff will also be able to provide assistance to help connect residents to social-service resources.

Patrons have expressed gratitude for having something to read, watch or listen to, saying it has helped combat the isolation many of them have faced during the pandemic.

FINANCE REPORT

November revenues year to date are \$125.5M, reflecting 96.8% of the total revenues budget. Year-over-year revenues decreased \$464K, or -0.4% compared to the prior year.

November expenditures year to date were \$100.4M, representing 75.9% of the total expenditures budget with 91.7% of the budget year completed. Year-over-year expenditures decreased \$9.8M, or 8.9%.

November expenditures in the Facilities Capital Investment Program (CIP) in November were \$346K for HVAC improvements at Shoreline and Bellevue, and \$15K for roof replacement at Covington Library. Information Technology Services CIP expenditures were \$9K for network improvements.

APPROVAL OF MONTHLY EXPENDITURES

Anne Repass moved approval of Payroll expenditures for November in the amount of \$2,673,286.09: (11/13) Ck#00200324-00200349; 354637511-354638822; (11/27) Ck#00200350-00200373; 357592914-357594247. Ron Higgs seconded and the motion passed unanimously.

Robin McClelland moved approval of General Fund #0010 expenditures for November in the amount of \$4,737,209.96: Travel Advances - Ck#; (11/06) Ck#1130596-1130672; 5012571-5012572; (11/10) Ck#5012573-5012576; 1130673-1130746; (11/12) Ck#5012577-5012582; 1130747-1130750; (11/19) Ck#1130751-1130776; (11/23) Ck#5012583-5012585; 1130777-1130874; (11/23) Ck#1130875-1130893; (11/24) Ck#1130894-1130910; (11/30) Ck#5012586-5012589; 1130911-1130915; (12/01) Ck#1130916-1131005; (12/02) Ck#5012590; 1131006-1131033; (12/03) Ck#1131034-1131084; (12/03) Ck#5012591; Voids - Ck#.
Harish Kulkarni seconded and the motion passed unanimously.

GENERAL WAGE INCREASE

Human Resources Director Danielle Perry said that all collective bargaining agreements are in place through December 31, 2021, and include a 2% general wage increase floor for represented employees that is reflected in the proposed 2021 Budget. The proposed 2021 Budget also includes a recommended 2% general wage increase for non-represented employees and the Executive Director. Non-represented staff comprise approximately 10% of KCLS' workforce, mainly in the Human Resources, Finance, Strategy, Foundation and Executive departments. Many were deemed essential and worked regular hours during the past year to ensure continuity of library operations and compliance with safety protocols.

The recommended wage increase of 2% for all employees allows KCLS to keep pace with the market and remain competitive with wage increases approved by other comparable library systems, including Seattle Public Library (2.9%); Sno-Isle (2.6%); and Tacoma Public Library (2.5%). Additionally, the Seattle-Tacoma-Bellevue CPI-U average change over a 12-month period from October through October is 1.82%.

Pamela Grad asked for a motion to approve a 2% General Wage Increase, effective January 1, 2021, for all KCLS employees, including the Executive Director, in step with the four Collective Bargaining Agreements that are currently in effect, and to include a 2% wage floor for non-represented employees. ***Anne Repass moved approval. Harish Kulkarni seconded and the motion passed unanimously.***

RESOLUTION 2020-08 ADOPTION OF 2021 BUDGET

The Board had no further discussion on the 2021 Budget as presented at the October meeting. ***Anne Repass moved approval of Resolution 2020-08 Adoption of 2021 Budget. Srinu Raghavan seconded and the motion passed unanimously.***

ELECTION OF OFFICERS AND FINANCE COMMITTEE FOR 2021

Following the customary rotation of Officers based on appointment date, Ron Higgs and Anne Repass are slated to serve as Board President and Board Secretary, respectively, in 2021.

Robin McClelland moved approval to elect Ron Higgs for Board President and Anne Repass for Board Secretary. Srinii Raghavan seconded and the motion passed unanimously.

Ron Higgs moved approval to appoint Anne Repass, Srinii Raghavan, and Harish Kulkarni to the Finance Committee. Robin McClelland seconded and the motion passed unanimously.

KCLS FOUNDATION LIAISON

Harish Kulkarni agreed to serve as Board Liaison to the KCLS Foundation.

2021 BOARD MEETING SCHEDULE

Anne Repass moved approval of the 2021 Board meeting schedule as presented. Ron Higgs seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Lisa Rosenblum said the year ended on a positive note with KCLS receiving two awards. Library Journal ranked KCLS a five-Star Library based on 2018 data, moving from fourth to third in its category over the previous year. And the Urban Libraries Council selected KCLS' Find Financial Assistance program as a Top Innovator in the Economic and Workforce Development category.

Lisa thanked patrons for embracing curbside service and for their patience and understanding of the protocols that must be abided by before all can return safely to buildings.

She said ITS and Online Library Services staff turned KCLS into an online library, in some cases physically driving to staff members' homes to deliver laptops and train them how to work remotely. Ask KCLS staff was the anchor in the first couple of months of closure, patiently answering a large volume of questions from the public. Human Resources, Finance and Facilities staff who were deemed essential continued to report to work at the Service Center to ensure continuity of operations, distribute personal protective equipment, retrofit HVAC systems with higher-grade MERV filters, and create safer spaces for when buildings reopened to staff. Lisa thanked everyone who has been involved in the planning of curbside services and expressed her gratitude to staff who have worn masks every day and abided by all safety protocols to serve the public, despite having concerns for the health and well-being of their own families during the pandemic.

Union representatives have worked collaboratively with management throughout the closure and Lisa said KCLS values the open, professional relationship that has been established as the Library System continues to move forward.

Lisa acknowledged Executive Assistant Maria Hatcher for ensuring that online Board meetings remain open and accessible to the public and assisting the Board with maintaining Roberts Rules of Order in a Zoom environment. She also thanked Learning and Development and previous staff members who have provided behind-the-scenes technical support.

Lisa said the KCLS Leadership Team began meeting every day from March to June, and twice a week since then, to tackle issues they've never faced before. New team members Dominica Myers and Ken Ryals have had the additional challenge of starting new jobs when they are unable to hold in-person meetings with staff and other constituents.

Lisa thanked the Board of Trustees for supporting all the changes in service provision over the last nine months and applauded them for adapting so well to Zoom, especially Board President Pamela Grad for managing the meetings remotely.

TRUSTEES REPORT

Pamela Grad used the lockers at Covington Library for the first time and said the service will revolutionize KCLS' ability to get materials into the hands of patrons who can't get to a library during regular business hours.

Srini Raghavan said KCLS' recent awards signify excellence and congratulated staff on the fantastic work.

Harish Kulkarni read an email sent to the Board from Mr. Rex Rempel, who expressed great satisfaction for the services KCLS provides.

Anne Repass shared a conversation she had with a post office employee who expressed similar appreciation for KCLS and what value the Library System adds to the community.

Robin McClelland thanked Pamela Grad for keeping the Board on track through the year. She also acknowledged Lisa Rosenblum for a fabulous job during trying times. She welcomed the Board's newest members and said she looks forward to when everyone can gather again in person.

Ron Higgs said he wouldn't try to mention other names at the risk of leaving anyone out but said everyone has done a good job meeting the challenges of 2020, and said KCLS will do well by remembering lessons learned to meet continuing challenges in 2021.

ADJOURNMENT

The meeting was adjourned at 6:27pm.

Ron Higgs, President



Anne Repass, Secretary