



King County Library System
Board of Trustees Meeting
Videoconference
5pm ♦ January 26, 2022

MOTIONS APPROVED

PRESENT

KCLS Board

Ron Higgs
Harish Kulkarni
Srini Raghavan
Anne Repass

KCLS Staff

Julie Acteson
Maria Bassett
Angelina Benedetti
Nicholas Lee
Cynthia McNabb
Angie Mirafior
Dominica Myers
Danielle Perry
Sergio Razo
Lisa Rosenblum
Ken Ryals
Greg Smith
Cecie Streitman
Tracey Thompson

1. Board Meeting agenda
2. December 15, 2021 Board Meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Appointment of KCLS Foundation Board Liaison
6. Approval of 2022 Board Meeting Schedule
7. Adjournment

CALL TO ORDER

President Anne Repass called the meeting to order at 5:02pm.

APPROVAL OF AGENDA

Srini Raghavan moved approval of the Board Meeting agenda. Ron Higgs seconded, and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Harish Kulkarni moved approval of the December 15, 2021 Board Meeting minutes. Srini Raghavan seconded the motion. All voted in favor and the motion passed unanimously.

PUBLIC FORUM

Yoshiko Saheki addressed the Board regarding the shortened open hours at KCLS libraries. She stated that Seattle Public Library (SPL) has returned to pre-pandemic hours. She is concerned that SPL patrons will not have the same level of reciprocal service when using KCLS branches as KCLS residents have when using SPL branches. That could lead to a future reduction of services for KCLS patrons as the Systems work to balance the benefits. She is also worried that with reduced hours, staff may not have enough work to do. She doesn't think there has been sufficient communication from KCLS to patrons regarding the reasons for the continued reduction of hours.

Barbara Spindel spoke on behalf of the Bellevue Library Advisory Board. She thanked the Board for incorporating her suggestions at the December meeting regarding timing of the Public Forums. She expressed continued concerns regarding the Finance Committee being closed to the public and the Planning Committee being allowed to disappear. She would like to know why committee meetings are no longer open to the public. She cited the 2007-2008 Charter Review Commission recommendation that KCLS open the Finance and Planning Committees to the public. Not doing so is following the letter of the law, but the not spirit of it. The Planning Committee dates back to the 1990's, well before the more recent bond projects; she feels it keeps Board members actively engaged in the planning process for the System. Opening the meetings to the public would provide the transparency the public is looking for.

Helen Stanwell asked about the timeline for replacing all the gasoline and diesel vehicles in the motor pool with electric vehicles. Executive Director Lisa Rosenblum stated that there is no concrete timeline for a shift to electric, but she will check with the Director of Facilities and have him report back to her via email; she stated that the current fleet is comprised of hybrid vehicles. Helen also requested that the Director of Finance Nicholas Lee provide her with advance copies of the monthly finance report presentation slides so she can review them prior to the meetings. Lisa Rosenblum said she would look into it.

STAFF REPORTS

STATE OF THE LIBRARY

Executive Director Lisa Rosenblum presented the Library System's State of the Library Report for Fiscal Year 2021. KCLS ranked as a four-star library by Library Journal based on per capita output measures. The ranking is based on survey data released by the Institute of Museum and Library Services (IMLS) for 2019. Lisa also shared five-year trends for KCLS output measures, such as numbers of registered borrowers, physical collection size, circulation, public computer sessions and Wi-Fi sessions. Many figures were impacted by the pandemic in 2020 and 2021.

PATRON COMMUNICATIONS AND PREFERENCE RESEARCH

Community Relations Director Julie Acteson gave an overview of the primary channels KCLS uses to communicate with patrons. There are numerous methods of communication including social media; online event postings; radio, TV and digital advertising; media partnerships; press releases and coverage; newsletters; and KCLS.org. Julie introduced Erin Johnston, Community Relations Special Projects Coordinator, who reported on a patron communication preference research study conducted in the fall of 2021. The study was conducted to better understand what patrons want from their email newsletters, which were introduced by KCLS in 2016. KCLS currently uses MailChimp to send email newsletters, but will be switching to a library-specific email management software called BiblioEmail in the spring of 2022. This software was developed by our website content manager BiblioCommons, and offers many benefits over our current system. KCLS plans to launch a major outreach campaign in conjunction with the shift to encourage patrons to update their communication preferences.

FINANCE REPORT

Finance Director Nicholas Lee presented. Preliminary December revenues year to date are \$128.9M, reflecting 99.1% of the total expected revenue for the year.

Preliminary December expenditures year to date are \$106.4M, representing 81.8% of the total expenditures budget with the full budget year completed. Typical end-of-year increase in activity did not occur this year.

Preliminary December expenditures in the Facilities Capital Investment Program (CIP) are \$1.4M, which is well short of the budgeted amount of \$2.5M. Expenditures in the Technology Service CIP expenditures are \$1.2M, which is less than the budgeted amount of \$1.5M.

APPROVAL OF MONTHLY EXPENDITURES

Harish Kulkarni moved approval of Payroll expenditures for December in the amount of \$2,556,697.38: (12/10) Ck#00200874-00200866; 444991868-444992996; (12/24) Ck#00200877-00200891; 448989023-448990141. Ron Higgs seconded and the motion passed unanimously.

Srini Raghavan moved approval of General Fund #0010 expenditures for December in the amount of \$8,673,024.53: Travel Advances - 0; (12/03) Ck#1136981; (12/09) Ck#5012852-5012855; (12/09) Ck#1136982-1136984; (12/09) Ck#1136985-1137127; (12/14) Ck#1137128-1137167; (12/15) Ck#5012856-5012863; (12/15) Ck#1137168-1137255; (12/21) Ck#1137256-1137277; (12/22) Ck#1137278-1137357; (12/22) Ck#5012864-5012867; (12/22) Ck#1137358-1137362; (12/22) Ck#1137363-1137389; (12/29) Ck#5012868-5012883; (1/05) Ck#5012884; (1/05) Ck#1137390-1137429; (1/05) Ck#5012885-5012888; (1/05) Ck#1137430-1137432; (1/06) Ck#1137433-1137522; (1/11) Ck#1137523-1137650; (1/12) Ck#5012889; (1/12) Ck#1137651-1137653; (1/12) Ck#5012890; Voids: Ck#1137521. Ron Higgs seconded and the motion passed unanimously.

APPOINTMENT OF FINANCE AND BOARD DEVELOPMENT COMMITTEES

President Anne Repass asked for volunteers for the Finance and Board Development Committees. Ron Higgs and Harish Kulkarni volunteered for the Board Development Committee. Srini Raghavan, a current member of the Finance Committee, volunteered to continue serving. Anne said she would check with the absent trustees (Pamela Grad and Lalita Uppala) for their preferences before finalizing the 2022 committees.

APPOINTMENT OF KCLS LIAISON

Harish Kulkarni, the current KCLS Foundation liaison offered to continue serving in that capacity. He also offered to defer if another Board member would like to take over the role.

APPROVAL OF 2022 BOARD MEETING SCHEDULE

Harish Kulkarni moved approval of the 2022 Board Meeting schedule. Srin Raghavan seconded the motion. Ron Higgs asked that the start time of 5pm be added to the written schedule for clarification. All voted in favor and the motion passed.

DIRECTOR’S REPORT

Lisa Rosenblum stated that KCLS is moving towards increasing open hours. Contractual obligations with the unions of represented employees require KCLS leadership to go through a specific process for hiring and scheduling; we are going through that process and will be increasing hours soon. February 27 is the target start date. After that time, the door counts will be evaluated against staffing levels and future changes could be made.

She also mentioned the partnership with Public Health-Seattle & King County, which is providing KCLS with a limited number of free COVID tests which are being offered at several library locations. The locations were chosen by Public Health based on data indicating areas of greatest need in the county. Also in conjunction with Public Health-Seattle & King County, KCLS will be offering free COVID vaccine clinics between February 1 and March 30 at select library locations, similarly identified by Public Health.

TRUSTEES REPORT

Harish Kulkarni visited four libraries with Deputy Director of Public Services Angie Mirafior. They went to Bellevue, Southcenter, Tukwila and Covington. He noted the diversity of the libraries and the communities served. He was impressed with how well the buildings are maintained and run.

ADJOURNMENT

Ron Higgs moved that the meeting be adjourned. Srin Raghavan seconded. All voted in favor and the motion passed. The meeting adjourned at 6:36pm.

Anne Repass, President



[Harish Kulkarni \(Feb 25, 2022 11:54 PST\)](#)
Harish Kulkarni, Secretary

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Final Audit Report

2022-02-25

Created:	2022-02-24
By:	Maria Bassett (msbassett@kcls.org)
Status:	Signed
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"attachmenta1" History

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-  Document emailed to Harish Kulkarni (harishsk@gmail.com) for signature
2022-02-24 - 5:22:15 PM GMT
-  Email viewed by Harish Kulkarni (harishsk@gmail.com)
2022-02-25 - 7:53:17 PM GMT
-  Document e-signed by Harish Kulkarni (harishsk@gmail.com)
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