



King County Library System
Board of Trustees Meeting
KCLS Service Center/Hybrid
5pm ♦ March 27, 2024

MOTIONS APPROVED

PRESENT

KCLS Board

Jeffery Guddat
Harish Kulkarni
Sri Raghavan
Anne Repass
Verna Seal
Lalita Uppata*
Laura Valenziano

KCLS Staff

Maria Bassett
Angie Benedetti
BJ Colvin
Heidi Daniel
Lisa Fraser
Angie Mirafior
Dominica Myers
Danielle Perry
Tracey Thompson
Lisa Yamasaki
Donna Zirkle

*Attended remotely

1. Board Meeting agenda
2. February 28, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

CALL TO ORDER

President Srin Raghavan called the meeting to order at 5:03pm.

APPROVAL OF AGENDA

Laura Valenziano moved approval of the Board Meeting agenda. Anne Repass seconded, and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Jeff Guddat moved approval of the February 28, 2024 Board Meeting minutes. Anne Repass seconded the motion. All voted in favor and the motion passed unanimously.

PUBLIC FORUM

Patron Helen Stanwell, speaking on behalf of the group called Library Patrons for Sustainable Funding, welcomed Heidi Daniel to King County Library System. She hopes that under the new administration, library hours will return to being open Monday through Thursday evenings. Her group hopes that with new incentives for energy efficiency, at least one of the KCLS buildings will soon have solar panels and that the fleet will be all electric or hybrid. She asked whether the System would add solar panels in the future. KCLS staff reassured Helen that KCLS is very interested in long-term sustainability and deferred the question until next month's Board meeting, when climate consultants are due to present to the Board.

Helen also would like to see the substitute pool reinstated and asked about the possibility of that happening. Human Resources Director Danielle Perry said that the 2024 budget does have funds for internal substitute support personnel.

STAFF REPORTS

WELCOME HEIDI

On behalf of the entire Board, President Srin Raghavan thanked Deputy Director Angie Mirafior for serving as the Interim Executive Director during the recruitment for a permanent Executive Director. He then introduced Heidi Daniel, the new Executive Director of the King County Library System.

Heidi thanked Srin and the Board for the warm welcome and expressed her gratitude and honor at having been selected for the position. She looks forward to working with the Board, the staff and our communities to move KCLS into the future.

BELLEVUE WINDOW PROJECT

Director of Finance and Facilities Donna Zirkle gave an overview of a large project occurring at the Bellevue Library between April 8 and May 11. The scope of the project is to replace four banks of clerestory windows, 60 total, and three gallery windows due to age and window failure. The new windows will be double thermal aluminum storefront windows which have one inch of insulated, clear-tempered, low-emissivity glass. The new windows will weigh approximately 350 pounds each.

The last day of full service at Bellevue will be April 7. The library will be fully closed on April 8, and will reopen to the public with limited services between April 9 and May 10. These include a walk-up service where patrons can pick up holds, a small browsing collection, limited programming and meeting room space, and some computer access.

The library will have a second closure on May 11 to allow for a crane to take the old windows off the roof. The goal is to resume normal hours by May 13.

STAFF DEVELOPMENT

Human Resources (HR) Director Danielle Perry, Interim Talent Manager Shannon Heiser and Benefits and Safety Manager Natalie Collins gave a presentation on staff development at KCLS. Opportunities for staff development are broken down into five main categories: staff training, management development, education or tuition assistance, conference funding and individual development.

Staff and management training accounts for the majority of the spending. Topics in 2023 included safety and compliance, functional or job-related training, DEI training, leadership skills development and an all-staff conference.

The tuition assistance program was halted during the pandemic and then was redesigned before being reintroduced in 2023. The program aims to provide pathways for staff to access educational opportunities for professional growth and long-term careers at KCLS. It centers staff most impacted by systemic inequities, particularly those from BIPOC, LGBTQIA+, disabled, and immigrant or refugee backgrounds, communities and identities.

Finally, the conference funding and individual development programs assist all staff in gaining the individualized knowledge and skills needed to maintain current professional expertise, as well as providing opportunities for staff to bring new ideas back to the organization, and networking opportunities to enhance KCLS visibility and reputation on a national level.

FINANCE REPORT

Finance and Facilities Director Donna Zirkle presented the financial report as of the end of February 2024. Year-to-date (YTD) revenues were \$3.3M, which is 2% of the expected total of \$146.4M. YTD expenses were \$24.2M, which is 16% of the total budget of \$157.7M. CIP expenses YTD at the end of February were \$1.1M, accounting for 10% of the total budget of \$11.5M.

APPROVAL OF MONTHLY EXPENDITURES

Harish Kulkarni moved approval of Payroll expenditures for January in the amount of \$3,149,788.86: (2/02) Ck#00200033-00200045; 726169945-726171012 (2/16) Ck#00200046-00200062, 732267000-732268069. Verna Seal seconded, and the motion passed unanimously.

Jeff Guddat moved approval of General Fund #0010 expenditures for January in the amount of \$5,578,854.26: Travel Advances - Ck#1482-1487; (2/09) Ck#1151170-1151307; (2/09) Ck#5014486-5014501; (2/15) Ck#1151308-1151410; (2/15) Ck#5014502-5014505; (2/20) Ck#1151411; (2/22) Ck#1151412-1151505; (2/22) Ck#5014506; (2/29) Ck#5014507-5014546; (2/29) Ck#1151506-1151556; (3/01) Ck#1151557-1151618; (3/06) Ck#1151619-1151686; (3/06) Ck#5014547-5014569; Void: Ck#1151317. Anne Repass seconded, and the motion passed unanimously.

DIRECTOR'S REPORT

Executive Director Heidi Daniel detailed a number of events from around the Library System in the month of March, including the KCLS Foundation Gala and the final event in the three-part series held in partnership with Seattle Opera to honor Malcolm X. The 1 Million Reads Challenge also kicked off; it will run through the end of December.

She also discussed some recent improvements in cybersecurity made by the Information Technology Services (ITS) department, as well as upgrades to the hybrid meeting technology at the Service Center. She highlighted Collection Management Services (CMS) staff who have continued to travel out to community groups to provide presentations on intellectual freedom.

During her first two weeks, Heidi went to her home library of Sammamish to get her KCLS library card, attended the grand reopening of the CMS workspace on the first floor of the Service Center, and visited a total of four community libraries. There are plans to visit the remaining locations in the coming months. She thanked the members of the Board who have had individual meetings with her so far.

BOARD COMMITTEE REPORTS

There were no Board committee reports.

TRUSTEES REPORTS

Jeff Guddat thanked all the trustee members who attended the KCLS Foundation Gala and supported the important work the Foundation does. He also thanked the Foundation staff for everything they did to make the Gala successful. Srinu Raghavan seconded those comments.

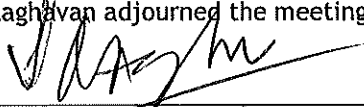
Anne Repass said she was very impressed with the Strategic Plan.

Srinu Raghavan and Harish Kulkarni thanked Human Resources Director Danielle Perry for her hard work during the Executive Director recruitment process.

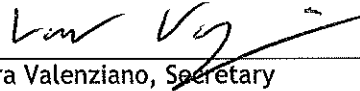
Laura Valenziano asked about a new law that was recently passed in Washington state. Heidi clarified that the law prohibits open carry of firearms in many public institutions, including libraries. It goes into effect in June. KCLS is working on an implementation plan with other library systems in the state and will develop appropriate signage.

ADJOURNMENT

Srinu Raghavan adjourned the meeting at 6:37pm.



Srinu Raghavan, President



Laura Valenziano, Secretary