



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | April 24, 2024, 5pm

## Present

### KCLS Board

Jeffery Guddat\*  
Harish Kulkarni\*  
Srini Raghavan  
Anne Repass  
Laura Valenziano

### KCLS Staff

Maria Bassett  
Angie Benedetti  
BJ Colvin  
Heidi Daniel  
Lisa Fraser  
Angie Miraflor  
Danielle Perry  
Cecie Streitman\*  
Lisa Yamasaki  
Donna Zirkle\*

\*Attended remotely

## Motions Approved

1. Board Meeting agenda
2. March 27, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

## Call to Order

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

## Approval of Agenda

Srini Raghavan announced an update to the published agenda to allow for a brief virtual award proclamation by a member of the King County Council honoring National Library Week.

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

## Approval of Board Minutes

**Harish Kulkarni moved approval of the March 27, 2024 Board Meeting minutes. Anne Repass seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Comment

KCLS staff member Robert Elliott, speaking on personal time, talked about his experiences as a KCLS community member. Growing up going to the Lake Hills Library, he was exposed to a wide range of books—many of which he might not have known about if it weren't for the local librarians. He spoke in support of the LGBTQ+ community and the queer programs and resources offered by KCLS. He feels strongly that KCLS should continue to support community members as they explore their freedom to read a variety of materials offered by the System.

Helen Stanwell, representing the group Library Patrons for Sustainable Funding, spoke in support of establishing an external substitute pool. She does not believe the current internal substitute pool is sufficient to cover staffing shortages.



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## Staff Reports

### Climate Action Plan

Government Relations Manager John Sheller, serving as the Project Manager for the Climate Action Plan Project, gave an overview of the project. KCLS recently received a \$132,252 National Endowment for the Humanities (NEH) grant to complete this work, which will culminate in the creation of a plan to adapt to and mitigate the effects of climate change. The KCLS Foundation is providing matching funding.

KCLS Controller Erhiza Rivera talked about how KCLS selected the vendor who will be consulting on the project. The Request for Proposal (RFP) process evaluated things like cost; project methodology; ability to establish short and long-term goals; how to manage social impact, and working within the variety of regulatory guidelines of the cities in KCLS' service area. There were four submissions; Glumac Engineering was selected.

KCLS Social Impact Coordinator Jayna Smith talked about her role in the project, which is to work with a subcontractor called Site Story to manage community engagement and outreach. Site Story has extensive experience sharing ways to mitigate climate impact with communities. The group has worked with local governments, tribes and BIPOC communities and is well-positioned to assist with KCLS' goal of centering the communities most negatively affected by climate change.

Glumac Engineering Project Manager Alissa Feucht spoke about the timeline of the project so far, which has included data collection from all 50 libraries as well as transportation research, in order to establish baseline levels of energy, water and waste usage. Once data collection is completed, the consultants will come up with suggestions for energy efficiency measures that can be implemented in the short and long term. The goal is to have a complete climate action plan by Fall 2024.

### Cybersecurity

Information Technology Services Director BJ Colvin gave the Board a high-level overview of the current cybersecurity situation at KCLS. The landscape is increasingly complex and incidents are becoming more frequent; cybercrime for hire and increased use of Artificial Intelligence (AI) by cybercriminals are contributing factors. Two notable libraries were attacked in 2023: Toronto Public Library and the British Library.

BJ shared some slides detailing the types of attacks that are currently being attempted against our systems, and the source countries of the attacks. He also shared the KCLS cybersecurity framework and overall strategy, which includes regular risk assessments, active threat detection and monitoring, maintenance of an incidence response plan, and training for staff.

In early 2024, KCLS added a dedicated cybersecurity manager, Lexi Morawska, who joined BJ to discuss some of the cybersecurity tools used by KCLS. She mentioned existing tools such as Microsoft Defender, Cisco

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Firepower and Bullwall Ransomware. New tools for 2024 include CrowdStrike, which provides alerts for vulnerabilities; Abnormal Security, which helps protect email; and KnowBe4, which provides cybersecurity training for staff.

## King County Proclamation

Jeannie McNabb, Chief of Staff for King County Councilmember Claudia Balducci, joined the meeting remotely on Claudia Balducci's behalf to present KCLS with a proclamation recognizing April 7-13, 2024 as National Library Week in King County. The proclamation was signed by all members of the King County Council and approved at their meeting on April 16, 2024.

## Finance Report

Controller Erhiza Rivera presented the Finance report as of the end of March 2024. Year-to-date (YTD) revenues were \$9.7M, which is 7% of the expected total of \$146.4M. YTD expenses were \$35.5M, which is 23% of the total budget of \$152.7M. CIP expenses YTD at the end of March were \$1.8M, accounting for 16% of the total budget of \$11.5M.

Erhiza also talked about investment interest for the first quarter of 2024. The purpose of investing is to put to work KCLS' reserve cash. This is done through the King County Investment Pool, which manages investments for approximately 110 entities, including school districts and special purpose districts. The investment objectives are, in priority order: To ensure the safety of the principle; ensure sufficient liquidity in case funds need to be withdrawn, and maximizing the yield provided by the investments.

In just the first quarter of 2024, KCLS received \$502K more in interest than the previous year, due to a number of factors including an increase in the net earnings rate year-over-year, a higher average daily balance of available funds to invest, and an increase in the federal funds rate.

## Approval of Monthly Expenditures

**Harish Kulkarni moved approval of Payroll expenditures for March in the amount of \$4,792,891.76:** (3/01) Ck#00201877-00201890; 738420463-738421526; (3/15) Ck#00201891-00201913, 744511863-744512933; (3/29) Ck#00201914-00201933, 750723723-750724794. **Jeff Guddat seconded, and the motion passed unanimously.**

**Laura Valenziano moved approval of General Fund #0010 expenditures for March in the amount of \$5,904,764.99:** Travel Advances – 1488-1498; (3/11) Ck#1151687-1151688; (3/13) Ck#1151689-1151690; (3/14) Ck#1151691-1151857; (3/14) Ck#5014570-5014574; (3/18) Ck#1151858; (3/21) Ck#1151859-1151987; (3/21) Ck#5014575; (3/29) Ck#5014576-5014610; (3/29) Ck#1151988-1152102; (4/02)

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Ck#1152103-1152105; (4/04) Ck#1152106-1152204; (4/04) Ck#5014611. **Anne Repass seconded, and the motion passed unanimously.**

## Director's Report

Executive Director Heidi Daniel talked about attending the recent Renton Resource Fair event at the downtown Renton Library. At the event, local social support agencies connected with community members to provide information and resources.

She also highlighted three members of the KCLS staff who presented at the recent Public Library Association Conference: Tracey Thompson, Angie Mirafior and Danielle Perry. Heidi also took the opportunity to publicly announce Tracey Thompson's upcoming retirement from KCLS.

Heidi toured the Preston sorting center in early April and was able to sort some books. She mentioned that the automated handling system at Preston is quite old and is due for replacement in the 2025 budget. There are numerous considerations with a replacement project, including retention rates and the possible relocation of the facility currently at Preston.

She visited the Mercer Island Library and met with the local Friends group. While there she also met the Mercer Island Mayor, and discussed staffing and other budgetary issues. She offered to come and visit other groups if they are interested in having her.

Finally, Heidi discussed the new change management framework adopted by KCLS in August 2023, and a shared-priority exercise the KCLS Leadership Team is working on right now.

## Board Committee Reports

There were no Board committee reports.

## Trustees Reports

Anne Repass attended the Earth Day celebration in Bellevue and was happy to see the KCLS booth at the event. Staff helped people to get library cards and talked about environmental books.

Jeff Guddat gave a shoutout to Tracey Thompson, who has presented to the KCLS Board of Trustees and the KCLS Foundation Board, and he thanked her for her contributions. He also thanked the staff for their presentations that evening. He said their expertise makes him feel much more comfortable with what is going on around the Library System. He also thanked Heidi for attending the most recent KCLS Foundation Board meeting.

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## Adjournment

Srini Raghavan adjourned the meeting at 6:52pm.

A handwritten signature in black ink, appearing to read 'Srini Raghavan', written over a horizontal line.

Srini Raghavan, President

A handwritten signature in black ink, appearing to read 'Laura Valenziano', written over a horizontal line.

Laura Valenziano, Secretary

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