



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | May 29, 2024, 5pm

## Present

### **KCLS Board**

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

### **KCLS Staff**

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

\*Attended remotely

## Motions Approved

1. Board Meeting agenda
2. April 24, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

## Call to Order

President Srini Raghavan called the meeting to order at 5:02pm.

## Approval of Agenda

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

## Approval of Board Minutes

**Verna Seal moved approval of the April 24, 2024 Board Meeting minutes. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Comment

Patrons Lisa Steele, Janet Carson, Margot Horn, JoAnn Tropiano, Margo Campbell, and Paula Harper Christensen spoke separately in support of KCLS and the wide range of services the Library System provides patrons. They said that regardless of area of interest, there is something for everyone at the library and that freedom of access should be protected.

Patron Helen Stanwell, speaking on behalf of Library Patrons for Sustainable Budgeting spoke about weekly regional manager meetings. Helen believes these meetings should be held remotely to reduce cost and time away from work locations.

## Staff Reports

### World Language Community Assessment

Diversity, Equity and Inclusion Director Dominica Myers introduced the 2024 World Language Community Assessment and described the context for the project. She then introduced World Language Coordinator Teresa Luengo Cid to provide specific details.



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Board of Trustees Meeting Minutes

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Teresa stated that the project objective is to gather information from multilingual and multicultural communities, and to understand the needs and assets of these communities using methodologies not employed in previous assessments. The project team has gathered information in two primary ways: one, they conducted seven community listening sessions in multiple languages at multiple locations including a virtual session; two, they conducted a world language survey translated into 11 languages. Through both information collection methods, participants were able to talk about their languages and needs specific to their communities.

The final report is expected from the consultants in summer 2024. The next steps of the project will include using the data to inform operational and library service decisions to ultimately make libraries more welcoming to the world language-speaking communities.

## Mobile Services

Director of Outreach, Programs and Services Angie Benedetti gave a presentation on KCLS Mobile Services on behalf of Outreach Services Coordinator Christine Anderson who was not able to attend.

KCLS Mobile Services has been serving King County since 1944 when the first bookmobile visited rural patrons. Since then, the department has expanded. It now has four distinct service areas for patrons:

- Health and Social Services: which includes drop-off visits to social service agencies, shelters and tent cities
- Home Service: includes doorstep delivery or U.S. mail delivery
- Library2Go!: provides childcare and neighborhood bookmobile visits
- Traveling Library Center: visits the lobbies of senior community centers

Thirteen outreach vehicles operated by 16 mobile services staff members are on track to serve nearly 100,000 in 2024.

Angie provided a list of special events the department will participate in between May and August 2024.

## Annual Report

Deputy Director Angie Miraflor gave an update on the 2023 Annual Report, which is not quite finalized. The Board will receive a link to the online version as soon as it's ready, and a hard copy next month.

Some of the highlights from 2023 include adding more Welcoming Centers to KCLS libraries, continuing emphasis on multicultural celebrations like Dia and Juneteenth, and expanding accessibility for patrons. A notable accessibility change in 2023 was the removal of late fines, which has been one of the biggest barriers to access for patrons in the libraries.

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## Finance Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of April 2024. Year-to-date (YTD) revenues were \$63.7M, which is 44% of the expected total of \$146.4M. YTD expenses were \$47.1M, which is 31% of the total budget of \$152.7M. CIP expenses YTD at the end of April were \$2M, accounting for 18% of the total budget of \$11.5M.

Donna announced that the Bellevue Library window project is finally nearing completion; the library is scheduled to reopen with full service on Saturday, June 8. She also announced that her team is close to completing the request for proposal for the upcoming automated handling (AMH) system replacement.

## Approval of Monthly Expenditures

**Jeff Guddat moved approval of Payroll expenditures for April in the amount of \$3,165,094.54:** (4/12) Ck#00201934-00201955; 757476126-757477203; (4/26) Ck#00201956-00201981, 763628361-763629451. **Laura Valenziano seconded, and the motion passed unanimously.**

**Harish Kulkarni moved approval of General Fund #0010 expenditures for April in the amount of \$7,881,551.39:** Travel Advances – 1499-1507; (4/11) Ck#1152205-1152364; (4/11) Ck#5014612-5014616; (4/18) Ck#1152365-1152497; (4/18) Ck#5014617-5014645; (4/25) Ck#1152498-1152622; (4/25) Ck#5014646-5014649; (4/30) Ck#1152623-1152677; (4/30) Ck#5014650-5014682; (5/02) Ck#1152678-1152732; (5/06) Ck#1152733-1152800; Voids - Ck#1152438, 1152671, 1152677. **Lalita Uppala seconded, and the motion passed unanimously.**

## Ad-Hoc Committee

The Trustees agreed that Anne Repass, Jeff Guddat and Harish Kulkarni would form an ad-hoc committee to study eBooks.

## Director's Report

Executive Director Heidi Daniel, who attended the meeting remotely from Baltimore, thanked the Board for the flexibility to attend virtually while she completes her family's move to Washington state.

Heidi announced that she completed the initial tours of all nine KCLS regions, including visits to 36 libraries and the Preston distribution center. She has been very impressed with the staff, especially the regional managers who thoughtfully provide services to their communities and are fiscally responsible with taxpayer dollars.

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# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | May 29, 2024, 5pm

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Heidi enjoyed attending the annual Dia celebration at the Auburn Library end of April; she and the mayor of Auburn provided opening remarks. She has also met with several other elected officials, including Congresswoman Kim Schrier, Interim Bellevue City Manager Diane Carlson, and King County Executive Dow Constantine.

Heidi highlighted numerous upcoming events planned for June, including Juneteenth, World Refugee Day, Trans Pride, and the Seattle Pride Parade.

Heidi concluded her director's report by pointing out some new metrics in the Board's written packet. The data includes key performance indicators (KPI) which tie back to the KPIs listed in the Budget Book, and help track KCLS' progress towards stated goals.

## Board Committee Reports

There were no Board committee reports.

## Trustees Reports

There were no trustee reports.

## Executive Session

At 6:30pm President Srini Raghavan announced that the Board would convene in Executive Session per RCW 42.30.110, Section 1(g). He announced they would return at 6:50pm, and that no further action would be taken by the Board upon their return.

## Reconvene Regular Session

At 6:51pm Srini Raghavan reconvened the regular session.

## Adjournment

Srini Raghavan adjourned the meeting at 6:51pm.

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Srini Raghavan, President



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Laura Valenziano, Secretary

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