



# King County Library System

Board of Trustees Meeting Minutes  
Renton Library | June 26, 2024, 5pm

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## Present

### **KCLS Board**

Jeffery Guddat  
Anne Repass  
Laura Valenziano  
Verna Seal

### **KCLS Staff**

Maria Bassett  
Angie Benedetti  
BJ Colvin  
Heidi Daniel  
Angie Miraflor  
Dominica Myers  
Cecie Streitman  
Lisa Yamasaki  
Donna Zirkle

## Motions Approved

1. Board Meeting agenda
2. May 29, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. Alcohol policy revision

## Call to Order

Secretary Laura Valenziano called the meeting to order at 5:07pm.

## Approval of Agenda

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

## Approval of Board Minutes

**Jeff Guddat moved approval of the May 29, 2024 Board Meeting minutes. Anne Repass seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Forum

Laura Valenziano reviewed the guidelines for public forums.

Patron Helen Stanwell, representing the group Patrons for Sustainable Budgeting, spoke regarding three topics. First, she would like to see KCLS return to smaller district groupings to reduce travel costs for Library Technical Assistants who travel between library locations within their regions. Second, she is concerned there is not enough staff in certain areas, which has led to temporary library closures such as the Newcastle Library on Monday, June 10. Finally, she expressed concern that staff personal cell phones did not work at the Newcastle Library between May 18-30.

## Staff Reports

### Riverview Region Report

Riverview Regional Manager Brian Candelori acknowledged all the members of the Riverview team who attended the Board meeting, including the entire management team. He then introduced Librarian and Information Services Manager Zina Jayne, who gave an overview of the Riverview Region, which includes six library locations: Issaquah, Mercer Island, Newcastle, Renton, Renton Highlands and Skyway.

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Zina detailed how the region's commitment to the KCLS' strategic framework and DEI pillars guides its work toward equitable access across programs, services and partnerships. She gave examples of programs offered in the region, especially those beyond traditional Story Times. Programs are offered for special interests and are available in a variety of world languages; staff also represents KCLS at a wide range of community events and celebrations. She provided statistics representing the numerical impact of programs and services as well as some patron testimonials which speak to the positive personal impact patrons have experienced and communicated to staff.

## KCLS Foundation Update

KCLS Foundation Executive Director Lisa Yamasaki provided the annual update and overview of the KCLS Foundation. She outlined the team's structure which includes four full-time staff members, 26 board members, and over 50 volunteers. The current funding priorities for the Foundation include accessibility and inclusion; library innovation; lifelong literacy and learning; and community services and outreach. She talked about some of the highlights from 2023, which included a realignment to the organization's mission and vision following a 100% turnover in staff. In 2023, the Foundation provided a total of \$1.4M in grants in support of 18 programs, \$150K in agility funding in support of eight programs, and secured an \$800K grant to fund the memory lab project.

The team has three primary goals moving forward:

1. Strengthen infrastructure to position for growth and increased visibility
2. Bring funders into libraries and bring the spirit of libraries to the funders
3. Work on a fundraising event and corporate partnership strategy

## Finance Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of May 2024. Year-to-date (YTD) revenues were \$76.1M, which is 52% of the expected total of \$146.4M. YTD expenses were \$61.3M, which is 40% of the total budget of \$152.7M. CIP expenses YTD at the end of May were \$4.7M, accounting for 41% of the total budget of \$11.5M. The Bellevue window project has been completed. The team is on track to sign the contract for the Automated Materials Handling (AMH) system replacement, and plans to replace four of those units in the fourth quarter of 2024.

## Approval of Monthly Expenditures

**Anne Repass moved approval of Payroll expenditures for May in the amount of \$3,173,603.59:** (5/10) Ck#00201982-00201997; 769741577-769742673; (5/14) Ck#770608884; (5/24) Ck#00201998-00202015, 775906567-775907657. **Verna Seal seconded, and the motion passed unanimously.**

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**Verna Seal moved approval of General Fund #0010 expenditures for May in the amount of \$8,896,335.57:** Travel Advances – 1508-1512; (5/09) Ck#5014683-5014687; (5/09) Ck#1152801-1152914; (5/16) Ck#1152915-1153060; (5/16) Ck#5014688-5014689; (5/23) Ck#5014690-5014734; (5/23) Ck#1153061-1153182; (5/31) Ck#1153183-1153282; (5/31) Ck#5014735; (6/06) Ck#1153283-1153416; (6/06) Ck#5014736-5014740. **Jeff Guddat seconded, and the motion passed unanimously.**

## Alcohol Policy Revision

Heidi Daniel requested a revision to the policy in the KCLS Employee Handbook requiring Board approval for alcohol to be served at bona fide celebrations or fundraising events such as the Literary Lions Gala, author salons or after-hours retirement celebrations. She asked the Board to move approval authority to the Executive Director. **Jeff Guddat made a motion to approve this policy change as detailed by Heidi. Verna Seal seconded the motion. All voted in favor, and the motion passed unanimously.**

## Director's Report

Executive Director Heidi Daniel began by telling the Board that the recent changes to the written director's report format are just examples of the types of things that could be included; she invites feedback on what to keep and what to change. She would like to provide meaningful content.

Heidi discussed how the Seattle Public Library (SPL) cyberattack has affected nearby KCLS locations in terms of staff time and workflow, particularly due to the increased number of library card applications being processed. She is in communication with the SPL director to ensure we are sharing resources appropriately.

She talked about Summer Reading kickoffs at numerous libraries including Federal Way 320th, Woodinville, Maple Valley and Issaquah. She also mentioned the Juneteenth event, which was held at the Renton Library.

Senior Recruiter Tiffany Chang is recruiting for some open leadership positions at the American Library Association (ALA) Conference in San Diego this week.

Heidi talked about the co-creation training that is going on across the Library System right now. This training helps staff collaborate with community partners to create, design and develop products, programs, and services that best address community needs.

She talked about a number of visits and presentations she has made with groups and elected officials. Heidi met with the Mercer Island Parks and Recreation Commission this month, and with Abby Moore,

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who advises the Public Library of Washington on legislative issues. She and Jeff Guddat presented the annual overview of KCLS to the King County Council.

Finally, she talked about the dashboard section of the written Director's Report. There are figures for both April and May in this month's report, but the numbers will be presented monthly going forward.

## Board Committee Reports

Jeff Guddat talked about the recent presentation to the King County Council and the very positive reaction the council members had to Heidi's presentation.

## Trustees Reports

There were no trustee reports.

## Adjournment

Laura Valenziano adjourned the meeting at 6:15pm.

A handwritten signature in black ink, appearing to read 'Srin 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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