



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | July 31, 2024, 5pm

Present

KCLS Board

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

KCLS Staff

Maria Bassett
Angie Benedetti
Heidi Daniel
Lisa Fraser
Chase Gallagher
Angie Mirafior
Dominica Myers
Danielle Perry
Cecie Streitman
Donna Zirkle

Motions Approved

1. Board Meeting agenda
2. June 26, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. CIP Budget Modification
6. Resolution 2024-02 Disposition of Surplus Property (Vehicles)

Call to Order

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

Approval of Agenda

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

Approval of Board Minutes

Harish Kulkarni moved approval of the June 26, 2024 Board Meeting minutes. Jeff Guddat seconded the motion. All voted in favor and the motion passed unanimously.

Public Comment

Patron Helen Stanwell, speaking on behalf of the group Patrons for Sustainable Budgeting, gave the Board her thoughts on the recent staffing shortages at the Newcastle Library. Board President Sri Raghavan interrupted Helen and asked her to stop. He advised her to keep future comments respectful and at a broad level.

Staff Reports

Bargaining Process Overview

Human Resources Director Danielle Perry gave the Board an overview of the bargaining process at KCLS, which is currently underway as existing union contracts are due to expire at the end of 2024.

Collective bargaining is the negotiation process between an employer and a group of employees represented by a labor union to create an agreement that will govern the terms and conditions of the workers' employment. The result of the bargaining is the collective bargaining agreement (CBA).

KCLS' recognized union is the Washington State Council of County and City Employees (WSCCCE) American Federation of State, County and Municipal Employees (AFSCME) Council 2. KCLS is currently bargaining with all



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | July 31, 2024, 5pm

four bargaining units: 1857 Main, 1857 Page, 1857 Facilities, and 1857 Supervisors. Approximately 90% of the KCLS workforce, covering 54 classifications, is represented by one of these bargaining units. The current contracts cover the dates of January 1, 2022 through December 31, 2024.

Danielle described the different stages of the bargaining process and said it is approximately 75% completed. She hopes to have contracts for the trustees to review and ratify by the end of the year.

Million Reads Challenge Update

Collection Development Manager Nancy Henkel gave an update on the Million Reads Challenge and other events associated with the Celebrate the Freedom to Read campaign KCLS kicked off in October 2023. The Million Reads Challenge began as a way for patrons to show collective support for intellectual freedom and the First Amendment right to read. By tracking minutes on the online platform Beanstack, KCLS patrons contribute to a common goal of reading one million minutes. The program was so successful that the goal of reading a million minutes collectively by the end of 2024 was easily surpassed within the first six months of the year. The new goal is three million minutes. Nancy will update the Board with the final minutes tally after the first of the year.

Nancy also talked about several public programs, expert panels, library display contests and community presentations KCLS has coordinated in support of the Freedom to Read campaign.

Heritage and Awareness

Social Impact Coordinator Jayna Smith talked about Heritage and Awareness (H&A) at KCLS. She began by introducing the definitions of culture and heritage, so there would be a shared understanding among the group. She said that a large percentage of residents in the KCLS service area identify as being black, indigenous and/or people of color (BIPOC).

She said the purposes of heritage and awareness are to:

- Embrace inclusivity and celebrate the rich tapestry of cultural backgrounds in King County.
- Boost staff satisfaction and retention.
- Promote unity and understanding, fostering a more engaged and informed workforce.
- Center our communities most negatively impacted by systemic racism and other forms of oppression.

She discussed the H&A calendar and how patrons and staff can access events and resources.

Jayna also introduced the cross-departmental H&A Committee sponsored by the Diversity, Equity and Inclusion (DEI) department. The committee works on a wide variety of tasks associated with H&A, including publishing monthly communications to staff to promote awareness and continued learning; cultivating relationships with



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | July 31, 2024, 5pm

community partners, and promoting H&A events and programs around the System. The committee has sub teams specializing in booklists, programming and strategy.

The priorities of the H&A Committee include centering those most impacted by systemic racism and other systems of oppression, ensuring KCLS' work reflects the changing demographics of the communities it serves, and highlights observances that are less widely known.

Finance Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of June 2024. Year-to-date (YTD) revenues were \$78.7M, which is 54% of the expected total of \$146.4M. YTD expenses were \$72M, which is 47% of the total budget of \$152.7M. Capital Investment Plan (CIP) expenses YTD at the end of June were \$5.2M, accounting for 45% of the total budget of \$11.5M. Donna called attention to \$1.2M in reserves, which she would be referencing later in her presentation. She also mentioned having signed the contract for replacement of the automated material handling (AMH) machines later in 2024 and in 2025.

Donna Zirkle gave the trustees a detailed update on several CIP projects that need to be completed sooner than originally anticipated, and which will result in a modification of the current year CIP budget approved by the Board in December 2024. These projects include the computer room air conditioning (CRAC) unit at the Service Center; North Bend Library roof, and Vashon Library HVAC system. The extra costs will be partially offset by \$1.2M held in reserves Donna mentioned earlier.

Approval of Monthly Expenditures

Jeff Guddat moved approval of Payroll expenditures for June in the amount of \$3,213,380.80: (6/07) Ck#00202016-00202033; 781994594-781995692; (6/21) Ck#00202034-00202049, 787171340-787172428. **Laura Valenziano seconded, and the motion passed unanimously.**

Verna Seal moved approval of General Fund #0010 expenditures for June in the amount of \$6,838,730.13: Travel Advances – 1513-1518; (6/13) Ck#1153417-1153542; (6/13) Ck#5014741-5014775; (6/20) Ck#1153543-1153659; (6/20) Ck#5014776-5014779; (6/27) Ck#1153660-1153784; (6/27) Ck#5014780-5014800; (7/03) Ck#1153785-1153911; (7/03) Ck#5014801-5014804; (7/08) Ck#1153912-1153978. **Anne Repass seconded, and the motion passed unanimously.**

Capital Investment Plan (CIP) Modification

Jeff Guddat moved approval of the CIP changes as proposed by Donna Zirkle. Anne Repass seconded, and the motion passed unanimously.



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | July 31, 2024, 5pm

Resolution 2024-02 – Disposition of Surplus Property (Vehicles)

Laura Valenziano moved approval of Resolution 2024-02, which would allow KCLS to surplus four old vehicles. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.

Director's Report

Executive Director Heidi Daniel introduced the new director of Communications and Marketing, Chase Gallagher, then moved onto the items in the written director's report.

She mentioned the dashboard and said that KCLS is hitting its key performance indicator targets. She pointed out that unlike many urban library counterparts, KCLS' physical circulation remains strong as digital circulation continues to increase. She highlighted increased language line calls and Welcoming Center visits.

Heidi mentioned the increased utilization of the Normandy Park lockers following their relocation from the Tukwila Library. Other pickup lockers around the System continue to be well utilized; lockers remain an option for service expansion in the future.

Heidi talked about the success of the Summer Reading Program. As of the end of July, which is the approximate halfway point, there are 2,672 first-time finishers and 344 multiple finishers. In addition to badges and other incentives, participants can earn a limited number of Seattle Storm tickets.

She also talked about the new Equity and Social Impact (ESI) department, which will replace the current DEI department. It will be led by current DEI Director Dominica Myers. The new department will include all existing DEI staff, as well as some former Library Outreach, Programs and Services (LOPS) department staff. The aim is to provide a more seamless service experience to our communities. The ESI department staff will begin working together on August 1.

Heidi called attention to the KCLS Information Technology Services department for its swift response to the recent nationwide outage that was caused by the CrowdStrike content update.

She also mentioned her attendance at the recent 100-year anniversary at the Carnation Library, her first presentation to the King County Council, and other events during which she met and interacted with elected officials.

Finally, she talked about her recent trip to Edmonton, Alberta for the Urban Libraries Council Board meeting. The group discussed many topics, including eBook pricing and options for libraries.

Board Committee Reports



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | July 31, 2024, 5pm

Trustee Harish Kulkarni gave the group an update on the progress of the recently formed ad hoc committee on eBooks. He met with KCLS staff for an initial overview of pricing structures and relationships between libraries and publishers. Their next meeting is in three weeks and will cover eBook legislation.

On behalf of the Finance Committee, trustee Jeff Guddat thanked Donna and her team for providing an early look at the CIP modification.

Trustees Reports

Jeff Guddat praised the KCLS Foundation for its recent positive audit report.

Adjournment

Srini Raghavan adjourned the meeting at 6:50pm.

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

Srini Raghavan, President
