



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | January 29, 2025, 5pm

## Present

### **KCLS Board**

Jeffery Guddat  
Harish Kulkarni  
Srini Raghavan  
Verna Seal\*  
Laura Valenziano

### **KCLS Staff**

Maria Bassett  
Angie Benedetti  
BJ Colvin  
Heidi Daniel  
Lisa Fraser  
Chase Gallagher  
Angie Mirafflor  
Dominica Myers  
Danielle Perry  
Cecie Streitman  
Lisa Yamasaki  
Donna Zirkle

*\*attended remotely*

## Motions Approved

1. Board Meeting agenda
2. December 18, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

## Call to Order

President Laura Valenziano called the meeting to order at 5:07pm. Harish Kulkarni, Srini Raghavan, Jeff Guddat were in attendance in person. Verna Seal attended remotely. There was a quorum.

## Approval of Agenda

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

## Approval of Board Minutes

**Jeff Guddat moved approval of the December 18, 2024 Board Meeting minutes. Srini Raghavan seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Comment

Mark Spaur, representing the Northwest Atlantic Salmon Fly Guild, spoke in support of KCLS reopening the Service Center 2AB room on the evenings and weekends. His group used the room on a monthly basis prior to the pandemic and would like to be able to use it again. He argued that there are limited other options and that the impact to staffing would be minimal.

Helen Stanwell, speaking on behalf of Library Patrons for Sustainable Funding, requested that KCLS conduct an efficiency study of library operations. She sees many areas where cost savings could be made, including elimination of some middle management positions and combining certain administrative departments.

## Finance and Facilities Report

Finance and Facilities Director Donna Zirkle explained that there would not be a normal Finance report this month because the final December figures are still being reconciled. She will report on December and January numbers at the February Board meeting.



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## Approval of Monthly Expenditures

**Srini Raghavan moved approval of Payroll expenditures for December in the amount of \$3,292,789.13:** (12/06) Ck#00202216-00202227; 868285923-868287035; (12/20) Ck#00202228-00202240; 875453570-875454715. **Verna Seal seconded, and the motion passed unanimously.**

**Harish Kulkarni moved approval of General Fund #0010 expenditures for December in the amount of \$10,203,841.01:** Travel Advances – 0; (12/12) Ck#5015095; 1156802-1156950; (12/19) Ck#5015096-5015135; 1156951-1157101; (12/30) Ck#5015136-5015137; 1157102-1157263; (1/06) Ck#1157264-1157389; 5015138-5015142; Voids - 0. **Jeff Guddat seconded, and the motion passed unanimously.**

## Staff and Director's Reports

### Climate Action Plan

Government Relations Manager John Sheller gave the much-anticipated report on the recent Climate Action Plan project. He served as the project manager over the past 18 months. He reminded the Board that KCLS received a \$132K planning grant from the National Endowment of the Humanities, and an additional \$132K in matching funds from the KCLS Foundation to create a plan of recommended actions to help KCLS reduce emissions and to become a more environmentally sustainable organization. .

John worked with project sponsor and KCLS Deputy Director Angie Miraflor, a cross-functional staff planning team, and vendors Glumac and Site Story. The team worked to create a plan that prioritizes projects and identifies ways to leverage our platform as a trusted source of information to support KCLS communities. John introduced team member Jayna Smith, who talked about the ways the team sought community input and assessed local climate impacts.

Glumac engineer Alisa Feucht presented some of the results, which were based on assessments of KCLS energy usage and water resilience. The results include both short- and long-term strategies in two categories: KCLS buildings and fleet, and community resilience.

For KCLS buildings and fleet, the recommendations include things like creating sustainable building standards, optimizing building controls, performing lighting upgrades, investing in renewable energy, slowly transitioning the fleet to electric vehicles.

For community resilience, the recommendations include having climate change resources available at every library, and identifying libraries in vulnerable areas to act as resilience hubs in the case of climate emergencies.

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Glumac also developed a dashboard which will be featured on the KCLS website. It will allow the public to use a variety of filters to look at what the different energy saving measures will accomplish.

The next steps for KCLS include prioritizing recommendations and determining funding sources.

## BoardBook Overview

Lauren Yockman, Business Applications Manager in the Information Technology Services (ITS) Department, gave an overview of a new software platform KCLS has adopted for Board meeting agendas and documents. The web-based software provides improved patron access to Board materials and simplifies the meeting preparation process for administrative teams.

Lauren walked through the new interface, sharing screen shots of pertinent sections of the internal user interface as well as the public facing pages. Patrons can subscribe to the page to receive notifications about meetings, agendas and minutes.

## Communications and Marketing Update

Communications and Marketing Director Chase Gallagher talked about two projects his team has been working on.

First, the team has been working with an advertising agency to develop a new advertising campaign to increase awareness of KCLS and to try to reach people who are not currently KCLS patrons. The group determined that the message should be that libraries are for people who are unapologetically curious and for curiosity to be a force. The campaign, called "Curiosity isn't Quiet" will launch in February 2025. It uses bold, vibrant imagery and focuses on highlighting hands-on activities to help attract new patrons. The campaign will reach people digitally and in person through library programming signage and light rail trains between Redmond and Bellevue. The campaign will provide an overarching theme for traditional KCLS programming throughout the year, including Summer Reading, Back to School and Best Books.

The second project has been a refresh of the library card designs offered by KCLS. Current designs are up to ten years old. The Communications and Marketing team has been working with local artists from a variety of backgrounds to develop new library card images. There are seven new card designs which will launch near the end of February 2025.

## KCLS Foundation Update

KCLS Foundation Executive Director Lisa Yamasaki provided updates on the funding commitments for 2025 from the KCLS Foundation to KCLS. The Foundation will be providing a minimum of \$1.73M divided

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up between Advance and Agility grants in 2025. The grants cover programs in four funding categories: accessibility and inclusion; library innovation; literacy and learning; and community services and outreach. Lisa also gave an update on the planning for the Foundation's annual Literary Lions Gala scheduled for Saturday, March 15 at the Bellevue Library. The fundraising goal for the event is \$530K. In an effort to bring library programs to life for attendees, the evening's exhibits will include the Makerspace, Memory Lab and Welcoming Center. Attendees will also be able to get one of the newly designed library cards previously described by Chase Gallagher. The Gala emcee is National PBS Host Jay Martin Jr., and the keynote speaker is author and staff writer for The New Yorker, Susan Orlean. Lisa is excited about the event and looking for support from her board, the trustees and donors.

Finally, Lisa talked about a series of promotional videos her team is producing which aim to increase visibility of the Foundation. She showed one of the videos to the audience.

## Director's Report

Executive Director Heidi Daniel referred the trustees to her written director's report and specifically called out updates on the staffing evaluation project and the dashboard with metrics from December.

Heidi announced that the most recent Overdrive usage numbers were just released. For eBook circulation KCLS was second in the nation again and fourth in the world with over 10 million digital checkouts in 2024, up from approximately 8 million in 2023.

She also talked about recent lawmaker visits, including Story Time at the Sammamish Library with congresswoman Kim Schrier. Heidi plans to attend Library Legislative Day in Olympia in early February with John Sheller.

Heidi provided the Board some positive patron feedback received via mail, Ask KCLS, and in a RAVE to the Seattle Times.

She concluded her report by talking about some upcoming events across the System this month and beyond.

## Board Committee Reports

On behalf of the Finance Committee, Jeff Guddat talked about the recent financial audit exit conference he attended. The audit covered the years of 2022 and 2023 and was a very positive report. Jeff gave his compliments to Donna and her team.

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## Trustees Reports

There were no trustee reports.

## Adjournment

Laura Valenziano adjourned the meeting at 6:56pm.

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

Laura Valenziano, President

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

Jeff Guddat, Secretary

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