



King County Library System

Board of Trustees

KCLS SERVICE CENTER

4:30PM ♦ 29 JANUARY 2003

PRESENT

KCLS Board

Tobias Washington
Jim Grayson
Charlotte Spitzer
Richard Eadie
Wai-Fong Lee

KCLS Staff

Bill Ptacek
Bruce Adams
Linda Glenicki
Jeanne Thorsen
Julie Wallace
Charlene Richards
Bruce Schauer
Nancy Smith
Denise Siers
Jed Moffitt

Cindy Richardson
Linda Scoggin
Cheryl Carrabba

GUESTS

Gary Berkey
Cathy Berkey
Kirt A Neal
Bill Keenan
Gerald Sather
Mark Beering
Diane Olson
Cory Olson

MOTIONS APPROVED

1. Motion to approve the 29 January 2003 Board Agenda
2. Motion to approve the Minutes of 18 December 2002 Board Meeting Minutes
3. Motion to approve Payroll
4. Motion to approve General Fund #0010
5. Motion to approve Construction Bond Fund '88 #3020
6. Motion to approve Gift Fund #6010
7. Motion to approve proceeding with Roberts Drive property purchase in Black Diamond
8. Motion to approve Adjournment

CALL TO ORDER

President Tobias Washington called the meeting to order at 4:36pm.

PUBLIC COMMENT

President Washington called for public comment. Black Diamond property owner Gary and Cathy Berkey introduced themselves. Gary Berkey said they are offering property to sell to the library system in Black Diamond on Morgan Street. All utilities are already on the site : gas sewer, water and cable power and phone. In addition there is a metro bus stop and the school bus stops right in front of the property which travel to Kent and Enumclaw. He noted that commuter traffic from Kent travels down this road to Enumclaw, and there is a lot of traffic past the site going to the bakery.. The property also has a view a Mt. Rainier and is on 3.66 acres. Mr. Berkey said he has presented a proposal to Kay Johnson and Dale Brickman and hopes that the proposal will be considered today. He said he has spoken to the Black Diamond city planner and police chief and received encouragement for presenting this site.

Mark Beering, Kenmore Friends of the Library, sent a letter to the Board in November 2002 regarding the Kenmore Library. He provided handouts for the Board to review and asked the Board to consider two things: 1) to advance the date for building the new Kenmore Library to 2004; and 2) in the interim, to increase the open hours at Kenmore Library. The current Kenmore Library does not have a meeting room, and the staff gets a number of requests to hold meetings there. An area that gets complaints is parking. The small lot does not accommodate visitors for programs. As a result there are times when people have to be turned away.

The information he presented to the Board shows that there are some KCLS libraries on the planning list that are scheduled for new replacement libraries before Kenmore. Mark Beering ask if the Board would consider the Friends request for an increase in the number of open hours. He noted the list shows all KCLS libraries by circulation ranking, and Kenmore Library has a higher circulation than many others in the System even though it is near the bottom of the list of those with more open house (at 50, 44 and 46 hours per week). The request is to add more hours on Tuesdays, when the library is currently closed. By opening the Library on Tuesdays it will reduce the overflowing book drop off, as well as address the computer use by spreading it out over more days. He asked the Board to consider increased hours at Kenmore Library.

President Washington asked if there was any additional public comment. There was none.

APPROVAL OF AGENDA

President Washington noted there is one change to the minutes, which is to delete the word Retreat from the Agenda.

Charlotte Spitzer moved approval of the Agenda with the change; Richard Eadie seconded and the motion passed unanimously.

APPROVAL OF MINUTES

President Washington asked if there were any changes or corrections to the Minutes of 18 December 2002. There were none.

Wai-Fong Lee moved approval of the Minutes of 18 December 2002; Charlotte Spitzer seconded and the motion passed unanimously.

FINANCE REPORT

Linda Glenicki reported that preliminary December year-to-date expenditures are \$60.4 million versus a 2002 budget of \$65.3 million. We will officially close out the 2002 books on February 28. In 2001, KCLS spent about \$7 million in December and it is anticipated that 2002 will reach roughly that amount by the time the final books are closed.

KCLS hit 100% of the Revenue budget in 2002; which is unusual since there is usually a shortfall in property tax collections. This year's collections rates are about a point higher than in the past, which we can't count on in the future. Also, there was a 20% growth rate in the collection of delinquent taxes, which seems odd, given the current economic climate. And, the increased collections netted \$700,000. Linda Glenicki noted that revenue growth was 3.5%, and expense growth is projected to be in the 6% range when the books close. KCLS began the budget year at a \$9.5 million fund balance and was budgeted to finish at \$4.5 million. We expect to actually finish around \$7-\$7.5 million since we won't spend the full budget. Tobias Washington asked about intergovernmental expenses. Linda Glenicki said the majority of that is the cost for the levy lid lift back in February 2002 (\$825,000) and that the remainder is the expense for the State Auditor. Tobias Washington thanked her for her fine work, and articulate reporting.

PAYMENT OF BILLS

Richard Eadie moved approval of Payroll Expenditures for December 2002 in the amount of \$1,930,748.96; dated 1-15 check #s 113748-114001; 40240-41178 and December 16-31 check #s 114002-114259; 41179-42124; Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures December 2002 in the amount of \$3,062,838.54. The following voucher/warrants are approved for payment: Travel Advances Check #633,637. Checks #41402, 41203-41415, 41428-41443, 41445-41519, 41520-41749, 41768-41773, 41774-41921, 41930-41943, 41948-42054, 42055, 42056-42201, 42202-42318-, 42332-42391, 42392-42395, 42396-42471, 42473. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Construction Bond Fund '88 #3020 Expenditures December 2002 in the amount of \$22,313.87; Checks #41416-42427; 41750-41756; 41922-41929; 41944-41947; 42319-42326; 42472 and 42474. Richard Eadie seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Gift Fund #6020 Expenditures for December 2002 in the amount of \$4,073.04; checks #41444, 41757-41766; 42327-42331; 42475. Wai-Fong Lee seconded and the motion passed unanimously.

Richard Eadie moved approval of Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures in the amount of \$7.07; check #41767. Charlotte Spitzer seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Bill Ptacek said the biggest item is the consideration by the public of Proposition 1. He presented a compilation of all the press coverage and editorial support to date to the Board for review and said there is more yet to come.

He noted that there are a number of bills in the Legislature that could have a great deal of impact on Washington libraries. The Library Filtering bill (SB 5132) and the Election of Trustees (SB5150) are both on the agenda today. Tomorrow, he said he would be in Olympia to testify regarding the bill that has to do with police seizure of library PCs. The bill basically does not change anything. It identifies the need to go get a court order. The bill simply lays out what the Judge Pechman requested in the Kent trial. This bill is of interest to the ACLU and others as well. The other issue concerns the Washington State Library budget, which passed a Senate committee by a vote of 9-8. Given the fact this is what the Governor wanted to do anyway, there is little likelihood of a different outcome. Federal funding through the State Library will continue. Other state libraries are going through this as well. KCLS will not experience much of an impact.

Bill Ptacek said he was invited to attend a meeting on Vashon Island about the US Patriot Act. He noted there are important implications for libraries, one being that the policing agencies would not need to do anything with “probable cause” in order to set up shop in the Information Technology department, and should they do so, we cannot say anything about it to the public. A big concern was with depository libraries destroying certain information. KCLS is a partial public repository. The public is definitely concerned with right to privacy and removal of items for the libraries, and that they would not be aware of it, nor could the libraries say anything about it to them.

PUBLIC SERVICES

Denise Siers reported that Choice Reads is up in 17 libraries through a wonderful effort by Collection Management Services, Public Services and Information Technology Services. It is attractive, well lit and the collection is flying off the shelves.

The statistics wrap-up for 2002:

- circulation finished 2002 at 6% increase
- 14,910,500 items checked out
- holds are steady at a 20% increase
- programming — 8 system-wide series with 38,000 people in attendance
- over 20 million hits to www.kcls.org

So far January has been a large delivery month at libraries. A request that came from the Board was the discussion about the cross-use at neighboring libraries when Seattle Public Library was closed the first time in August 2002, because circulation at neighboring KCLS libraries did not significantly increase. With greater awareness made through Community Relation’s efforts, in December there was a 2% increase at those same libraries. All in all, an impressive wrap-up. President Washington agreed it was very impressive and said he would like to see a comparison with last year. Bruce Adams said he would provide the information.

COLLECTION MANAGEMENT SERVICES

Angie Benedetti represented Bruce Schauer who was unable to attend the meeting. She noted that eReader Alert Services has been loaded into the Intranet. There was a lot of activity yearend and also getting Choice Reads collections to the libraries. The World Languages Committee meets tomorrow and the 2002 statistics will be reviewed.

EXECUTIVE SESSION

President Washington called the Executive Session at 5:20pm. The Board moved to an adjoining room to discuss real estate issues relating to property for a future Library in Black Diamond. The Board reconvened at 5:46pm.

Black Diamond

President Washington reported that the Board’s discussion concerning real estate issues relating to the Black Diamond development included an extensive analysis and studies of the sites by Bassetti Architects and KCLS staff. Based on this information (feasibility, market evaluation, and geo-technical and economic factors) the Board is prepared to make a recommendation to focus on one site, Site A, Roberts Drive site.

Wai-Fong Lee moved approval to authorize KCLS to proceed further with the Roberts Drive property purchase in Black Diamond; Charlotte Spitzer seconded and the motion passed unanimously.

President Washington thanked KCLS staff and Bassetti Architects for the volume of work on this project and the participants from the public that have assisted the Board in its diligence and review. He noted that the Morgan site was also included in that analysis.

OLD BUSINESS

Seattle Public Library and KCLS Relationship

Bill Ptacek reported that the reciprocal agreement with Seattle Public Library has been in place for a number of years. In the past KCLS paid SPL for net usage that exceeded SPL’s usage of KCLS. The usage relationship changed (reversed) a couple years ago resulting in a cost of about \$600,000-\$700,000 per year which SPL was to pay KCLS. We ultimately agreed to about \$100,000, which SPL had paid in previous years but did not pay in 2002.

Denise Siers, Bill Ptacek and Linda Glenicki met with SPL to discuss payment for 2003. At the meeting SPL agreed to make a nominal payment of \$104,000 for 2003, and it was agreed to bypass the 2002 payment. KCLS staff recommended that in 2004 we ought to jointly undertake another study of cross-usage, after SPL opens their new central library, to reassess usage costs. Given SPL's budget situation they may not be able to afford this, plus or minus other services.

Open Meetings Act

Attorney Kari Glover, of Preston Gates and Ellis, and her associate, Tammy Watts, presented a primer on the Open Meetings Act, and how the statute affects KCLS.

Jim Grayson inquired whether it is okay or not to put a time limit on each speaker under public comment. Unless otherwise provided by law, it is okay to limit the time for each speaker and that a sign-up sheet is also all right for those who want to make public comment.

Wai-Fong Lee asked about legal ramifications of the annual meeting for the Director's performance review. Kari Glover said that in the future notification will need to be made informing the public of the meeting.

Other areas discussed are the annual social events, such as the meeting with the KCLS Foundation Board or the meeting with the Seattle Public Library Board, and discussion considerations at these annual events. Kari Glover said it would be safe as long as no action is taken. Bill Ptacek asked about conferences, where the Board and staff meet for a social dinner. If at a gathering and discussion of the future of the system is made, in a way you might be discussing the business of the system – there may be some risk involved. No decision may be made, and the Board is required to hold the entire discussion again at the next open meeting of the Board. Kari Glover said that notification should also be made of the social gathering prior to the meeting at conferences.

Jim Grayson asked about telephone conversations between Board members. He asked if there is a violation when you make individual calls to several members, versus a conference call. Tammy Watts said the Act is not concerned about that type of conversation. A governing body can include a committee within the governing body delegated on behalf of the Board. In such situations, you have conversations individual-to-individual and there are no decisions made. There is a difference with the planning or finance committee, where there are recommendations made from the committee to the entire Board. The main idea is for not any decisions to be made. If, through conversation, it is determined a subject is serious, it should be postponed it to the actual Board meeting. Recreate the discussion in an open forum, and allow time for discussion.

Kari Glover said the Executive Session is an exception, as the Board is entitled to go off and discuss particular issues.

The other issue concerns prior notice. You come in and say an issue has arisen and we want to talk about it here. The issue of when a discussion becomes a "capital d" discussion – those leading up to final decisions - could potentially be problematic if mishandled.

Mark Beering, Kenmore Friends, asked how this relates to the friends groups. Kari Glover noted that they are not public agencies, and these rules do not apply.

President Washington said it is helpful to have periodic updates on the Act. Richard Eadie said it would be good to think about this when attending conferences. Tobias Washington thanked Kari Glover and Tammy Watts for the presentation.

Board Committee Appointments

Currently the Finance Committee members are Tobias Washington and Wai-Fong Lee. In 2003 the Finance Committee will be Jim Grayson and Wai-Fong Lee.

The current Planning committee consists of Richard Eadie and Jim Grayson. In 2003 Charlotte Spitzer and Richard Eadie will be the members.

Tobias Washington noted he would continue to sit in on the Finance Committee meetings as well.

Board Meeting Dates

The Board agreed to the following dates, which generally fall on the last Wednesday of the month.

- 26 February
- 26 March
- 30 April
- 28 May

Choice Reads

Angie Benedetti said that Choice Reads supports the Welcoming Libraries principles and the goals of CMS 2002 to increase browsing collection support. The displays are placed near entry/checkout and the purpose is to have a browsing collection. Choice Reads has been greeted with great enthusiasm. After two to three checkouts the books are rotated into the regular paperback collection of the library that has them. This provides an ongoing fresh infusion of materials. The public seems to gravitate toward trade fiction and that will be increased from 25% of the collection to 35%. Tobias Washington asked if Choice Reads are all purchased or donations. Angie replied that they are selected by KCLS and this helps keep the quality high. Tobias Washington asked about donations from publishing houses. Angie said we don't receive a lot of that type from vendors. Choice Reads paperbacks are not plastic covered and are not meant to be a long-term part of the collection and are not cataloged. There was an inquiry about "trade books". Trade paperbacks are usually literary fiction with some high quality non-fiction. Mass market, the smaller size paperback, is usually reserved for genre fiction.

The turnover rate for Choice Reads collections is higher than for average collection. Choice Reads offers something to take home when otherwise you may have to wait for a new book. Wai-Fong Lee said if the lifetime of a choice read is 2-3 checkouts, wouldn't you want it to last longer? Bill Ptacek said the hardback version lasts for a longer period of time, and the paperback will become part of the regular collection and could last up to 12 months. The Choice Reads section is the place where KCLS takes care of patrons' current interests, whereas the rest of the collection will be around for long-term demand. Choice Reads is a supplement and in no way alters the way items are purchased. Concern was expressed about the lack of a plastic cover. Angie Benedetti said adding a plastic cover raises the cost per item and would significantly reduce the number of other items we'd be able to purchase because processing is upwards of \$2 per book. Nancy Smith said that everything that is purchased for Choice Reads is generally also available in hard back in the library. These are not cataloged. They are categorized under a different heading on the barcode to track the popularity of the program.

Technology Update

Jed Moffitt said Book Alerts, a new service where patrons can specify the kinds of books they want and place holds on them, will be available to the public on February 10. It is similar to Choice Reads, and was developed internally. It will be on the KCLS homepage and KCLS is considering making this available to other libraries as well. Jed Moffitt noted that any enhancements to the system are labor intensive and that perhaps larger library systems should pay something for the service. Jed Moffitt noted that KCLS is getting substantial notoriety on wireless.net. Jed Moffitt reviewed the thin client workstations with the Board, and it met with raves.

FINANCE COMMITTEE

2001 Audit

Linda Glenicki reviewed the audit exit conference with the State Auditor. She noted that the three areas audited were:

1. In the financial, no items of note for the Board.
2. In the financial, no items of note for the Board.
3. Two letters presented to the Board, the second showing that the issue was resolved to satisfaction of all.

The Board acknowledged receipt of the letters, and extend their thanks to the Auditor for his work. The result of the findings that ended up in the Management Letter was in order months ago. An additional letter was written by the SAO that stated that all was in order. It was the Auditor's only way to share the information with us. At the end of the audit, the Auditor shared with Business Office staff that it is not too often that an agency has a record of audits without any items of exception and KCLS is one of those. This is about the closest thing to getting a gold star from an Auditor. Jim Grayson commented that prior to the exit audit, the Auditor had called and told him he really didn't need to attend the meeting.

Bond Refunding Opportunity

Linda Glenicki said that KCLS has been advised that we now have an opportunity for refunding our 1993 Bonds – the bonds technically are unable to be refunded until September, but given the current interest rate environment we've been approached by Bank of America about the possibility of a forward refunding, which essentially locks in the rates. The refunding opportunity is for a 8-3/4% savings, or a \$600k present value savings to the taxpayers. Linda noted she reviewed the specifics with the Finance Committee, which recommended that with the bond issue on the ballot next week, it would be best to delay any decision on this until after the results are in. Interest rates are not likely to make a dramatic move in the next few weeks.

Analysis of Bond Cost to Taxpayers

Linda Glenicki gave a brief review of an analysis of levy rates for the 1988 bonds, and the new bonds, if Proposition I passes. She said this is for information and discussion only. If the issue passes we will need to make more decisions about the new bonds. There will be more discussion on this topic in a future meeting.

Wai-Fong Lee asked when we would know the election results. Bill Ptacek said it depends upon how close it is. Richard Eadie asked if there is any concern about getting the number of votes to validate? Bill Ptacek said it is not really a concern. It is only 40% of the people that voted in the last general election. We anticipate 20-25%. The absentee ballot also seems to work in our favor. Bill Ptacek said the only negative calls have been from people with specific axes to grind. Julie Wallace said in comparison of types of calls there are more that are informational in nature compared to opposition calls.

FACILITIES MANAGEMENT SERVICES

Bill Ptacek said Kay Johnson is still in Philadelphia, as she was selected to be a National award judge on this year's Architectural Awards Committee. It is an honor for her to be doing that, although it means the Maple Valley Library could not be included as it would be a conflict of interest.

ADJOURNMENT

President Washington asked if there was anything else to come before the Board. Bill Ptacek said KCLS has a tradition of rotating the Chair of the Board and this last year, 2002, has been a monumental one in many ways. We truly appreciate the time and dedication provided by Jim Grayson in 2002. Bill Ptacek presented him with a book to thank him for his year of service.

Tobias Washington called to adjourn the meeting at 7:32pm.

Richard Eadie so moved; Wai-Fong Lee seconded, and the meeting was adjourned.

Tobias Washington, President

Richard Eadie, Secretary