



MOTIONS APPROVED

1. Motion to approve Board Agenda
2. Motion to approve Minutes of May 28, 2003 meeting
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 Issaquah Capital Facility Area Fund #381
8. Motion to approve Redmond Capital Facility Area Fund #380
9. Motion to approve Fees for Collections Agency and Processing
10. Motion to select March 2, 2004 Primary Election for Next Bond Measure
11. Motion to approve Payment to Complete Emergency Replacement of Kent Library Roof
12. Motion to approve Line of Credit

PRESENT

KCLS BOARD

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

KCLS Staff

Bill Ptacek
Bruce Adams
Bruce Schauer
Denise Siers
Nancy Smith
Linda Glenicki
Kay Johnson
Charlene Richards
Jeanne Thorsen
Julie Wallace
Angelina Benedetti
Karen Daniel
Lisa Hill
Victor Hernandez
Judy Kistler
Donna McMillen
Cindy Richardson
Nancy Slote

GUESTS

Heidi Borton
Patrick Hagerty
Lisa Gleason
Jaime Swift

CALL TO ORDER

President Tobias Washington called the meeting to order at 4:40pm.

PUBLIC COMMENT

Library patron Lisa Gleason read a letter detailing her experience at the Covington Library where she saw unattended children accessing what she believed to be pornography on the Internet. She said she no longer considers her library a safe place and will not allow her children to visit the library unattended.

Heidi Borton told Board members that she had resigned as a KCLS employee because the King County Library System did not install filters on all library computers. She urged the Trustees to filter all computers, saying that it would decrease the harm done to those children exposed to pornography and would increase the library's credibility in the eyes of voters.

APPROVAL OF THE AGENDA

Bill Ptacek asked if the Line of Credit could be moved up to the Action Items. Tobias Washington suggested that the discussion on the Supreme Court decision also be moved up, as there were guests interested in hearing that discussion.

Wai-Fong Lee moved approval of the Agenda, Charlotte Spitzer seconded and the motion was approved.

APPROVAL OF THE MINUTES

A number of typographical errors were noted and were to be passed along to the appropriate person.

James Grayson moved approval of the Minutes with noted changes, Richard Eadie seconded and the motion was approved.

FINANCE REPORT

Linda Glenicki gave the Board an overview of the Library System's current finances. May expenditures were \$6.2M, driven higher than usual due to several one time expenditures, most notably the Library System's insurance expenses (\$306K) which are paid annually in May. Year-to-date expenditures are \$26M, which represents 35.8% of the full-year budget. Year-to-date revenues are at \$36.2M or 50% of the full-year budget.

PAYMENT OF BILLS

James Grayson moved approval of Payroll Expenditures in the amount of \$1,934,631.48; checks May 1-15th Check#: 49607-50548; 116129-116358; and May 16-31st Check#: 50549-51502; 116360-116586. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures May 2003 in the amount of \$6,245,365.20; (Travel Advances) Chk #654-658, (5/8) Chk #47811-47977, (5/9) Chk #48021-48077, (5/12) Chk #48078, (5/14) Chk #48079-48186, (5/16) Chk #48189-48360; 48403-48502; 48503-48505, (5/22) Chk #48506-48591, (5/23) Chk #48599-48767, (5/29) Chk #48799-48912, (5/30) Chk #48942-49051, (6/3) Chk #49052-49054, (6/4) Chk #49055-49158; 49159-49252, (6/5) Chk #49280. James Grayson seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures May 2003 in the amount of \$79,360.88; (5/8) Chk #47978-48020, (5/14) Chk #48187-48188, (5/16) Chk #48361-48397, (5/22) Chk #48592-48594, (5/23) Chk #48768-48798, (5/29) Chk #48913-48941, (6/4) Chk #49253-49274, (6/5) Chk #49281. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Gift Fund #6010 Expenditures for May 2003 in the amount of \$6,881.31; (5/16) Chk #48398-48402, (5/22) Chk #48596-48598, (6/4) Chk #49277-49279, (6/5) Chk #49282. James Grayson seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for May 2003 in the amount of \$26,306.45; (5/22) Chk #48595, (6/4) Chk #49275-49276, (6/5) Chk #49284. Richard Eadie seconded and the motion passed unanimously.

James Grayson moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) for May 2003 in the amount of \$6,796.64; (6/5) Chk #49283. Wai-Fong Lee seconded and the motion passed unanimously.

PLANNING COMMITTEE

Supreme Court Decision

On June 24, the Supreme Court mandated the use of filtering software for all federally funded computer access. Bill Ptacek said further clarification is needed on the kinds of filtering required and implementation schedules. He noted that filtering software slows response time, includes filtering of personal email and can be very subjective in regards to what content is filtered and what isn't. Board members said it was appropriate to discuss the technical, practical and legal aspects of filtering computer access now in view of the court's decision and emphasized that it is a very complicated issue that has regularly been discussed at previous Board meetings. The Board also discussed the fact that KCLS already has filters on computers in children's areas and that parents can choose to restrict their children's access to only filtered computers. Staff said that out of 500,000 plus current cardholders, less than 1,000 have requested filtered computers. Facts and figures will be gathered so that the Board can review the information and make a decision within the next couple of months.

Fees Collection

Denise Siers introduced Circulation Coordinator Karen Daniel. Ms. Siers reported that the current \$3 processing fee for lost or damaged materials is inconsistently applied and that a revised policy is needed. The Circulation Committee reviewed the issue and suggested that the fee be eliminated and that the collection agency's fee of \$5.45 be passed on to patrons whose accounts are sent to collections. This would provide a consistent fee. Potentially, the suggested fee change could generate \$70,000 in revenue for the King County Library System.

Charlotte Spitzer moved approval of the suggested Fees for Collections Agency and Processing; James Grayson seconded and the motion passed unanimously.

Bond Election

Bill Ptacek reported on the discussion with the Planning Committee regarding feedback from the library community meetings about the last Bond Election. More than 200 people participated in public meetings throughout the service area. Attendees at those meetings said more information was needed on library issues in the voter's pamphlet and in the libraries. Library boards and Friends groups are ready and willing to "get behind" another Bond Election, but that adequate lead time is needed for planning and implementing a communications strategy. Feedback from others indicated that the library issues have a better chance of being approved by voters if the issue is on the ballot with other issues. The proposed 10-year plan in a possible upcoming election would ask voters to continue paying the same amount as the last time a bond was passed in 1988. The primary in March of 2004 is a presidential primary and is expected to have good voter turnout. Board members said it was important to mobilize early to strengthen the KCLS message. Bill Ptacek said that Kay Johnson had projected costs over the next ten years at a minimum of \$50 million just to maintain current facilities, many of which are 30 to 40 years old. Bill Ptacek noted that if voters don't support funding for capital needs, the cost of renovations and upkeep would have to come out of the operating budget, which will impact collections, staffing, and services.

Charlotte Spitzer moved to put the bond levy on the ballot for the March 2, 2004 primary election and give supporters time to create and implement a communications plan; Richard Eadie seconded and the motion passed unanimously.

Shoreline Art Committee

An anonymous donor gave the Richmond Beach and Shoreline libraries each approximately \$9,000. Richmond Beach Library has used its funds to create a sculpture garden. The Shoreline Library would like its art committee to look into acquiring a sculpture for the library's plaza. A Board member is needed to be on the art committee. Richard Eadie volunteered his time, schedule permitting. Charlotte Spitzer volunteered to fill in for Judge Eadie on days he was not available.

Kent Roof Replacement

Kay Johnson reported that a warranty for the roofing material used on the Kent Regional Library was not in place at the time the roof failed. KCLS will sue the manufacturer for supplying defective materials. Since the failed material was creating noxious fumes and posing an immediate hazard to patrons and staff, repair work was started immediately. Normally, a small works procedure is used to secure bids. The need to act quickly required KCLS to hire a contractor immediately to repair the roof. Now the contractor needs to be paid. KCLS is asking the Board to waive normal bid requirements in order to finish repairs in a timely fashion.

Wai-Fong Lee moved to approve Resolution 2003-03, which waives formal bid requirements to complete emergency replacement of the Kent Regional Library roof; Charlotte Spitzer seconded and the motion passed unanimously.

Line of Credit

Linda Glenicki explained that twice a year KCLS runs into a cash deficit a few weeks before property taxes come in. To cover the temporary shortfall, KCLS obtains a line of credit from Bank of America. A tax anticipation note is used to create the line of credit, which runs from July 1 through June 30. The terms for the line of credit submitted to the Board for approval are the same as last year with an interest rate of 55.5% of prime rate (which would currently equate to 2.22%) and a \$4,000 loan fee.

James Grayson moved to approve Resolution 2003-04, which authorizes KCLS to secure a Line of Credit from Bank of America; Richard Eadie seconded and the motion passed unanimously.

Fairwood Community Study

Nancy Smith and Donna McMillen presented the Fairwood Community Study. The information was also provided in a printed format for review. They summarized the study by saying that providing library service is a 40-year tradition in the Fairwood area, which has seen its population increase 50% since 1995. The community is characterized by a middle class population that is predominantly Caucasian, although the number of Asian and Hispanic families in the area is increasing. Their recommendations include more multilingual programming, more

programming for kids and teens, adding a second adult book group, increasing the small business collection and increasing community outreach.

E-Book Demonstration

Bruce Schauer said identifying appropriate vendors, creating a user-friendly interface, and integrating the e-book titles into the Dynix system are some of the tasks involved in getting this service up and running. He said he hopes to introduce the service to patrons in September. He introduced Angelina Benedetti and Lisa Hill, who both gave a presentation and demonstration on the upcoming e-book service. Lisa Hill showed those in attendance how patrons would find and select e-book titles. Patrons will be able to download e-books to their computers or personal digital assistants (PDAs). A patron "borrows" the book by being given temporary access to that title on the KCLS server. After a predetermined amount of time, the access is terminated and the e-book automatically "returns" to the collection for another patron to access. Angelina Benedetti explained that computer-savvy kids and teens are expected to use this service a lot. The e-book collection will include multiple "copies" of hundred of titles in a variety of genres and for a variety of age groups.

Board Retreat

Bill Ptacek reiterated that the Board of Trustees retreat is August 1, 2003, 10am at the Issaquah Service Center. The morning session is open to all and he encouraged those interested to attend. A panel of business leaders will discuss various aspects of the KCLS Vision.

KCLS DIRECTOR'S REPORT

Bill Ptacek referred Board members to his written report. He said that the Supreme Court ruling on mandatory computer filtering may not leave any room for interpretation and that it will be difficult to make a decision on the issue. He noted that KCLS patrons log about 25,000 hours of computer time each week and that filtering will affect how patrons can access information, how long it will take to access information and what kind of information they can access. There are concerns, too, about the weaknesses of filtering software and the cost to implement filtering software. He said that turning down \$200,000 in federal funding tied to filtering compliance would affect KCLS' credibility with voters for future bond issues.

Bill asked Bruce Adams to speak about AmeriCorps funding cuts. Bruce Adams said that KCLS is a regional hub for AmeriCorps literacy outreach, providing support for 24 sites. He said that there are state and federal levels of AmeriCorps funding, with the larger cuts most likely affecting state funding. KCLS receives federal AmeriCorps funding. Numerous internal problems within AmeriCorps may deepen potential funding cuts.

PUBLIC SERVICES

Bruce Adams reported that circulation is up 6% over the same time last year. Self-checkout stations continue to be installed at various libraries and are being well received. Plasma screens are another part of the Welcoming Library project being rolled out at KCLS libraries. He also mention the recent program featuring author Tom Robbins at the Kirkland Performing Arts Center was the most successful adult event ever with standing-room-only crowds.

Collections

Bruce Schauer referred briefly to the e-book demonstration and reported that CMS staff had worked with OCLC to convert titles of Chinese, Japanese, and Korean works from English to the respective languages and scripts. He added that CMS has worked with EBSCO to implement a plan to have all periodicals received centrally.

Facilities

Kay Johnson reported a conditional-use hearing for the proposed Black Diamond Library site is scheduled for July 10. She said the expansion of the Library Connection @ Crossroads is completed. Work continues on projects at Shoreline and Vashon as well as on compact shelving, painting bids, and workstation retrofits. Food for Thought vending cafés are proving to be popular with patrons. Staff is finding that it is not as disruptive as they thought it might be and that for the most part patrons consume their snacks and beverages in the vending area itself.

ADJOURNMENT

President Tobias Washington adjourned the meeting at 7pm.

Tobias Washington, President

Richard Eadie, Secretary

