



MOTIONS APPROVED

1. Motion to approve Board Agenda
2. Motion to approve Minutes of July 1, 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

PRESENT

KCLS BOARD

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

KCLS Staff

Bill Ptacek
Jed Moffitt
Bruce Schauer
Bruce Adams
Denise Siers
Nancy Smith
Linda Glenicki
Charlene Richards
Jeanne Thorsen
Julie Wallace
Nancy Slote
Georgia Lomax
Amanda Humann
Karen Daniel

GUESTS

Eve and Joe Phillips

CALL TO ORDER

President Tobias Washington called the meeting to order at 2:15pm.

PUBLIC COMMENT

After taking part in the morning panel discussion Eve and Joe Phillips, self-described "aging, native Washingtonians" of the Richmond Beach area, complimented KCLS for doing a better job with target audiences (such as seniors, children, occupations and language) than the three companies represented by the panelists.

APPROVAL OF THE AGENDA

Tobias Washington asked the Board to adjourn into an Executive Session for an update on union negotiations prior to addressing agenda items. The meeting reconvened at 3:12pm.

Richard Eadie moved approval of the Agenda as changed, Wai-Fong Lee seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

Charlotte Spitzer moved approval of the Minutes, Richard Eadie seconded and the motion passed unanimously.

FINANCE REPORT

Linda Glenicki gave the Board an overview of the current finances stating that at the year's halfway point, KCLS had expended 42.7% of the budget. She noted that June's expenditures of \$5 million were low compared to the straight-line budget average of \$6 million. She also called out a miscellaneous credit, which represents reimbursement to KCLS by the KCLS Facilities Foundation for expenditures related to Service Center facilities work. In regard to the KCLS Facilities Foundation, Linda mentioned that there was about \$550K left in the project fund that must be spent this year.

Linda also noted that KCLS' year-over-year growth in expenditures is currently at 6% while revenue growth is at 18% year-to date. Finally, KCLS received a payment of \$528.9K from the Department of Adult and Juvenile Detention for Institutional library services. Linda explained that this payment puts KCLS 10% under the contracts revenue budget due to a reduction in the contract amount between the estimate at budget time and actual at final contract signing.

Richard Eadie asked if it is typical to spend more in the back part of the year. Linda Glenicki affirmed that the Facilities department workload accelerates during the summer when weather is better for certain projects.

Tobias Washington acknowledged previous discussions about formatting of budget information (specifically that of revenues). Bill Ptacek said it had been discussed at previous Finance Committee Meetings. Tobias Washington requested that the 2002 and 2003 data be presented side-to-side rather than top to bottom. Linda Glenicki said she could easily format it to resemble the Expenditures Report.

Richard Eadie asked what the property tax increase could be credited to. Linda explained that the current increase is attributed to the lid lift and that the prior year's increase might be attributed to the interest rate for late payments as discussed at previous board meetings. Richard Eadie wondered if it was a phenomenon finite in duration. Linda stated that the percentage was high in 2001 and has remained high this year as well.

PAYMENT OF BILLS

James Grayson moved approval of Payroll Expenditures in the amount of \$1,942,488.37; checks June 1-15th Chk#: 51503-52464; 116587-116825; and June 16-30th Chk#: 52465-53432; 116828-117061. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures June 2003 in the amount of \$5,167,993.28; (Travel Advances) Chk #659-664, (6/9) Chk #49285-49337, (6/11) Chk #49342-49507, (6/12) Chk #49534-49640; (6/16) Chk #49641-49694, (6/18) Chk #49701-49709; 49710-49712; (6/19) Chk #49713-49875, (6/20) Chk #49903-49998, (6/26) Chk #50039-50162, (7/1) Chk #50163-50165; 50166; 50167-50174, (7/3) Chk #50175-50481, (7/7) Chk #50489; (Voids) Chk #49394; 49602. James Grayson seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures June 2003 in the amount of \$151,096.17; (6/9) Chk #49338, (6/11) Chk #49508-49533, (6/16) Chk #49695-49700, (6/19) Chk #49876-49902, (6/20) Chk #49999-50003, (6/25) Chk #50010-50038, (7/3) Chk #50482-50483, (7/7) Chk #50490. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Gift Fund #6010 Expenditures for June 2003 in the amount of \$6,477.33; (6/9) Chk #49339-49341, (6/20) Chk #50005-50009, (7/3) Chk #50485-50488, (7/7) Chk #50491; (Voids) Chk# 50486. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for June 2003 in the amount of \$5,256.40; (6/20) Chk #50004, (7/3) Chk #50484. Wai-Fong Lee seconded and the motion passed unanimously.

James Grayson moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) for June 2003 in the amount of \$4,163.07; (7/7) Chk #50492. Charlotte Spitzer seconded and the motion passed unanimously.

UPCOMING BOARD MEETINGS

Bill Ptacek announced the tentative dates of upcoming meetings as follows: Wednesday, August 27th, Wednesday, September 24th, Wednesday, October 29th, Tuesday, November 25th and Wednesday, December 17th. Bill asked everyone present to check his or her calendar. When these meetings are confirmed, Bill indicated that Planning Committee meetings would be scheduled.

BELLEVUE REGIONAL ART COMMITTEE

Bruce Adams explained that KCLS needed to create a committee, including a Board member, to address the gift of a sculpture that is presently on display at Bellevue Regional Library. The artist, whose item was initially displayed as part of temporary exhibit, now wants to donate the piece to the library. Charlotte Spitzer volunteered her time.

C.I.P.A. DISCUSSION

As a preempt to his Director's Report, Bill Ptacek explained that there remains no clear information as to what this ruling will entail; however, he mentioned that at the recent meeting of the Washington Public Library Directors it was made clear that most Washington state libraries will comply with the ruling. Vis-à-vis the last

Board discussion, Bill Ptacek recommended that the Board take action soon and recommended compliance with the regulations. Wai-Fong Lee asked if KCLS would be able to deliver what is technologically required. Tobias Washington acknowledged that KCLS wouldn't know until the C.I.P.A. regulations are announced. Bill Ptacek added that the research has shown that although filtering in the past precluded email, etc., it can now be instituted with minimal effects.

Jed Moffitt stated that although some of the regulations may be harder to achieve, KCLS will be able to comply with virtually anything they come out with. Tobias Washington asked if any type of risk assessment had been performed and if so, what cost would compliance with these regulations imply. Jed affirmed that compliance could result in a high impact on staff and may also require KCLS to reference age data or other permutations.

Tobias Washington mentioned that the Board's priority would be cost, then the extensiveness of activities and finally the timeline. Bill Ptacek added that KCLS would have about a year to make these changes, but stressed that a response by the Board would eliminate the existence of compliance as an issue.

Tobias Washington pointed out that, on an optimistic level, KCLS is well positioned to deal with potential C.I.P.A. regulations via staff and technology.

James Grayson asked if there were any libraries that may unequivocally choose to not filter, or that may turn down monies because the federal mandate will cost them more than they'll receive. Bill Ptacek mentioned a few (Kitsap, Port Townsend and Mid-Columbia); however, added that the Legislature has the backing of the President, the Supreme Court and most of the state library systems.

Tobias Washington asked how many who oppose the C.I.P.A. ruling are standing behind the Freedom of Speech and Access to Information arguments. Bill Ptacek indicated that the majority of WLA's individual members fall on the side of non-compliance for these reasons despite the fact that the institutional members will most likely comply. Because the WLA is unsure who could represent the non-compliance argument in Olympia, Bill suspects the C.I.P.A. ruling could create a divergence.

James Grayson suggested that, when the time comes to comply, KCLS issue a statement of disclaimer regarding the filters due to the fact that we cannot guarantee filtering software.

KCLS DIRECTOR'S REPORT

Bill Ptacek referred Board members to his written report, but noted that KCLS representatives met with individuals at Southcenter regarding available spaces within the mall. He explained that the spaces are ours if we want them; however, the site is extremely expensive (leased at \$68 per square foot, or \$261K per year). Bill said that the cost of the spaces is attributed to their retail success. He added that, on a mid-day, summer Tuesday, the mall was very busy, as well as the fact that the mall has plans for expansion and growth in the way of parking and attractions.

Although Bill Ptacek emphasized that the cost of operation at such sites, such as the Library Connection @ Crossroads is lower (about twice as efficient as other branches), Charlotte Spitzer stressed the need to negotiate a better deal. Bill explained that he and Jeanne Thorsen merely obtained the necessary information and that KCLS, by way of Kay Johnson, who will handle the negotiation process, must respond by the 15th of August. The Board hopes to negotiate for concessions in lieu of a previous proposal (for an alternative space) that was half the cost.

Jeanne Thorsen added that the Foundation has raised half of the money necessary and that further grants will be available when KCLS secures the spaces. Charlotte Spitzer emphasized that a Library Connection @ Southcenter would be a great asset to shopping mall.

Finally, Bill Ptacek mentioned the structural issues arising at Tukwila Library, addressed the State Auditor's concern that the handling of patron fines be treated as accounts receivable situation. He mentioned that the resulting implications for the library might need to be argued again. The Board conceded that KCLS cannot control the receipt of fines without precluding patrons from library services.

PUBLIC SERVICES

Denise Siers distributed Summer Reading Program and Story Fest International handouts showing a sampling of available KCLS programs (highlighting "Essentials of Bug Cookery" which proved the most popular, drawing media attention). She concluded that circulation has been steady throughout the summer despite trends, attributing the volumes to the increase in quality programming.

COLLECTION MANAGEMENT SERVICES

Bruce Schauer noted June shipping box count is up and that the use of central storage has increased 7%. Bruce Schauer explained that CMS had recently met with Ebsco representatives to evaluate efficient methods to centralize serials application and check-in. APT will discuss major costs involved with the switch.

He pointed out that a long-term, temporary staff exchange began in the Selection Department taking Sarah Hunt from the Kirkland Library to be trained as a part-time selection librarian and replacing her with Anna Seaberg.

Bruce discussed the creation of the Library Service Levels/Roles Committee who would be responsible for discussing, evaluating and recommending revisions to KCLS' existing library service level/roles model, which in turn guides collections and service options by size of branch. He also mentioned that Susan Veltfort and Donna Funcke worked with Youth Service Coordinator, Sally Porter, to create a new children's central selection and reader's advisory plan in order that branch librarians can "work the floor better" while still being kept abreast of changes. Bill Ptacek shared that such centralization appears to make staff feel out of the "literary loop," but Bruce Schauer stressed that reviewing thousands of books once a year is not efficient. Bruce Adams added that such a process, which has been under discussion since May, was an area that the visiting Gretchen Wronka commented was a usual set-up and that "should have been done years ago."

James Grayson said that the Board had decided not to be as liberal with Interlibrary Loan services; however, had noticed that the quantity going "out" still exceed those coming "in." He wondered if this was a result of KCLS' size or collection. Bruce Schauer, after noting that only one patron is projected to exceed the 100 request per year limit (based on current usage rates), explained that KCLS' size and collection, as well as the increase in availability of information about any type of material via the web, has affected the Interlibrary Loan service.

Wai-Fong Lee asked Bill Ptacek if KCLS is looking at changing the current circulation system (Dynix). Bill Ptacek affirmed, stating that Dynix limits our ability to make changes and address workflow issues. He stated KCLS is currently seeking companies who can create flexible circulation software and will most likely send out a RFP in the fall. He noted that financially speaking, such an endeavor occurs on a smaller-scale than in the past.

FACILITIES

In Kay Johnson's absence, Bill Ptacek drew attention to the pictorial portion of the report, especially those photographs of the Mercer Island Library (an example of the "Welcoming Library").

He explained that KCLS had preliminary approval on a Black Diamond site, but that a work session with the Mayor and City Council had been requested in order to gain insight regarding the future development of Black Diamond, prior to proceeding with the property. Charlotte Spitzer thought that it was a good idea, amidst development, to be aware of what's happening.

MISCELLANEOUS

On behalf of the Board, Tobias Washington thanked the group for full day of events, specifically applauding Julie Wallace for organizing the panelists and production of the Retreat portion. He also thanked the Project Champions for their presentations and reiterated that the union negotiation team has the support of the Board.

Charlotte Spitzer noted that the number of issues on the March 2nd ballot continues to grow and that this should reduces costs and bring out more voters.

ADJOURNMENT

President Tobias Washington adjourned the meeting at 4:05pm.

Tobias Washington, President

Richard Eadie, Secretary