



**PRESENT**

**KCLS BOARD**

Judge Richard Eadie  
Wai-Fong Lee  
Charlotte Spitzer  
Judge LeRoy McCullough

**KCLS Staff**

Bill Ptacek  
Linda Glenicki  
Charlene Richards  
Bruce Adams  
Denise Siers  
Nancy Smith  
Julie Wallace  
Jed Moffitt  
Jennifer Wiseman  
Barbara Reich  
Cynthia Richardson  
Jennifer Barrett  
Laurel Steiner  
Jan Richter  
Vicki Heck  
Don Issacs  
Susan Veltfort  
Marsha Iverson  
Jim Postle  
Christy Strzelecki

**GUESTS**

Steve Mullet, Tukwila  
Mayor  
Dennis Robertson,  
Tukwila City  
Councilmember  
Cabot Dow  
Bill Keenan  
Diana Prenguber  
Cory and Diane Olson  
Joe and Eve Phillips  
Will Knedlik

**MOTIONS APPROVED**

1. Motion to approve Board Agenda
2. Minutes from August 25, 2004 were deemed approved
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 Resolution 2004-08 - Surplus Furniture and Equipment
10. Motion to extend use library services to Yarrow Point residents following certification of successful annexation election
11. Motion to authorize the Director to sign the Agreement between KCLS and the WSCCCE, American Federation of State, County and Municipal Employees, AFL-CIO, Local #1857
12. Motion to authorize the Director to sign the Memorandum of Understanding (MOU) between KCLS and the WSCCCE, American Federation of State, County and Municipal Employees, AFL-CIO, Local #1857 for a Stay and Completion Bonus
13. Motion to approve Resolution 2004-07 - Budget Adjustment

**CALL TO ORDER**

President Richard Eadie called the meeting to order at 5:20pm.

**PUBLIC COMMENT**

Will Knedlik, a registered voter and taxpayer from Kirkland, requested that the Board "renounce its nominal authority to \$120 million in debt for misuses of public assets" and "for material misrepresentations to district taxpayers in further violations of Washington State Statutory Prohibitions." He asked the Board take action within four weeks, or formally decline to do so.

Cory Olson, a Friend of the Black Diamond Library, asked the status of the new Black Diamond Library. Bill Ptacek said FMS contacts the City of Black Diamond almost daily inquiring as to an approval of the completed short plat application. He emphasized this was a perfunctory matter.

**APPROVAL OF THE AGENDA**

*Purchasing Policy Manual* was added as a discussion item following *Tuition Assistance Program*. Resolution 2004-07 - Budget Adjustment was also moved to occur following *KCLS and Local 1857 First Agreement*. Wai-Fong Lee moved approval of the Agenda as revised. Charlotte Spitzer seconded and the motion passed unanimously.

**APPROVAL OF THE MINUTES**

There having been no changes to the draft August 25, 2004 minutes, they were deemed approved.

**FINANCE REPORT**

Linda Glenicki reviewed the current finances noting expenditures in August were \$5.7 million versus a 2004 monthly budget average of \$6.3 million. August year-to-date expenditures are \$45.1 million or 57.9% of budget. Year-to-date expenditure growth is at 6.7%. August revenues were \$1.1 million, bringing year-to-date revenues to \$40.1 million or 53.9% of the 2004 budgeted revenue of \$74.4 million. Contracts revenue of \$341,000 reflects

semi-annual payment for services from the King County Jail and the Regional Justice Center, and full-year payment from the Youth Service Center. Linda Glenicki called out the following General Fund expenditure items:

- ❑ **Staff Development:** Expenditures include \$4,600 in tuition assistance payments to KCLS staff members under the new Tuition Assistance program rolled out in 2004.
- ❑ **Repairs & Maintenance:** Expenditures include \$54,000 for condition assessment work at several libraries.
- ❑ **Intergovernmental:** Expenditures of \$9,600 include a payment of \$8,800 to the Washington State Auditor for expenses related to the 2003 audit. The audit exit conference occurred Monday, September 27, 2004.
- ❑ **Capital Outlay - Furniture and Equipment:** Expenditures of \$299,000 include a payment of \$269,000 to FKI Logistex (Crisplant) as a milestone payment on the Automated Materials Handling (AMH) project.

#### PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$2,021,489.38; Checks August 1-15<sup>th</sup> Chk #: 79328-80327; 122820-123042; and August 16-31<sup>st</sup> Chk #: 80328-81333; 123043-123247. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of General Fund #0010 Expenditures August 2004 in the amount of \$5,866,743.07; (8/5) Chk #67656-67659, (8/10) Chk #67660-67757, (8/13) Chk #67761-67942, (8/18) Chk #67966-68022, (8/19) Chk #68023-68224; 68226-68229, (8/24) Chk #68230-68287, (8/27) Chk #68288-68504, (8/30) Chk #68533-68556, (8/31) Chk #68558-68592, (9/2) Chk #68594-68705; 68720-68802; 68803-68806, (9/3) Chk #68807, (Voids) Chk #67832. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Construction Bond Fund '88 #3020 Expenditures August 2004 in the amount of \$101,601.71; (8/10) Chk #67758-67760, (8/13) Chk #67943-67960, (8/19) Chk #68225, (8/27) Chk #68505-68526, (8/31) Chk #68593, (9/2) Chk #68706-68719, (9/3) Chk #68808. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Gift Fund #6010 Expenditures for August 2004 in the amount of \$10,303.17; (8/13) Chk #67961-67965, (8/27) Chk #68527-68532, (8/30) Chk #68557, (9/3) Chk #68809. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for August 2004 in the amount of \$6,204.79; (9/3) Chk #68811. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for August 2004 in the amount of \$8,805.27; (9/3) Chk #68810. Charlotte Spitzer seconded and the motion passed unanimously.

#### SURPLUS FURNITURE AND EQUIPMENT - RESOLUTION 2004-08

Linda Glenicki referred the Board to a listing of furniture and equipment to be declared surplus and explained KCLS would dispose of the computer equipment via a sealed bid process. All other items will be sent to the Washington State Department of General Administration that sells the items and remits a portion of sales to KCLS. Charlotte Spitzer moved approval of Resolution 2004-08. Wai-Fong Lee seconded and the motion passed unanimously.

#### YARROW POINT ANNEXATION

Bill Ptacek said the Town of Yarrow Point will decide on November 2, 2004 whether to annex to KCLS. If it passes, property within the town limits will be assessed at the same rate as in unincorporated King County and other annexed cities. Yarrow Point residents, however, will not be assessed any taxes until 2006. The Board was asked extend library services to Yarrow Point residents in the interim. Charlotte Spitzer moved that KCLS extend borrowing privileges and other library services to Yarrow Point residents following the certification of a successful annexation election. Wai-Fong Lee seconded and the motion passed unanimously.

## KCLS AND LOCAL 1857 FIRST AGREEMENT

Charlene Richards highlighted major contract provisions of the first agreement between KCLS and Local 1857:

- ❑ **Union Membership** - All eligible new employees will join the Union within 30 calendar days and maintain membership in good standing during term of Collective Bargaining Agreement (CBA).
- ❑ **Management Rights** - Not subject to grievance procedures except as limited by provisions of the CBA.
- ❑ Discipline of post probationary employees is *for cause*.
- ❑ The ***grievance procedure*** will include the option of mediation. The Director is the last step of the grievance procedure for disciplinary action up to and including a written warning. Suspension without pay, demotion, disciplinary probation and discharge are subject to grievance arbitration.
- ❑ **Wages** - Effective upon signing of the Agreement, bargaining unit members begin receiving the 2004 wages in effect for all employees. Effective January 1, 2005 and January 1, 2006, the applicable salary schedule is adjusted the same as the salary schedule in effect for library employees generally, but not less than a 1.0% increase.
- ❑ **Benefits** - Employer continues to pay employee premiums for Medical, Dental, Life, flexible spending accounts and Long-Term Disability Plans for eligible employees. If any of the medical programs exceed a 15.0% increase, either the Union or the Library may request negotiations over that program only.
- ❑ **Holidays** - Part-time employees will receive holiday benefits equivalent to the percentage of hours at which the employee is regularly scheduled.
- ❑ **Reduction in Force and Recall** - A seniority-based system was developed.
- ❑ **Labor/Management Communications Meetings** - A communication procedure to initiate and enter into non-adversarial discussions regarding matters of general concern to management or employees of the Library. A minimum of two meetings per year will be held.
- ❑ **Openings, Transfers and Employment Pools** - Employer will publish internally for vacancies that are open to applicants. Regular KCLS staff in a classification for which a vacancy is to be filled using an employment pool may apply to the pool to be considered for a transfer and will be given a minimum of seven calendar-days notice of such an opening before applicants are sent to the hiring manager.

After introducing the management team (Georgia Lomax, Bruce Schauer, Karen Daniel and Cabot Dow), Charlene Richards noted the sincere effort and hard work of all involved. She emphasized that everyone demonstrated creativity and excellent communication skills as they worked to understand everyone's interests. Local 1857 President Cynthia Richardson noted the agreement was ratified with 274 "yes" votes, 4 "no" votes and 15 "disqualified" votes. She also introduced the Local 1857 bargaining committee: Susan Veltfort, Marsha Iverson, Laura Ritter, Don Issacs, Bill Keenan (Director of Organizing) in lieu of John Cole who started the negotiations before retiring in February 2004 and Diana Prenguber (Assigned Staff Representative).

The KCLS Board applauded both sides for the "give and take" approach to negotiations. Cabot Dow said this negotiating session was a great example of how the collective bargaining process works and mentioned that great initiative was displayed as these teams met an average of twice monthly for 15 months. He recognized Ken Latsch and his team of mediators from the Public Employment Relations Commission.

Wai-Fong Lee moved to authorize the Director to sign the Agreement between the King County Library System and the Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees, AFL-CIO, Local #1857 effective upon signing and continuing through December 31, 2006. Charlotte Spitzer seconded and the motion passed unanimously.

### **KCLS and Local 1857 Memorandum of Understanding (MOU)**

Charlene Richards presented the Memorandum of Understanding (MOU) regarding the Stay and Completion Bonus to be distributed among eligible bargaining unit members on a proportionally shared basis reflecting his or her contribution in time and value to the organization. KCLS anticipates distributing the bonus payments before the end of November 2004 after implementation of the new Integrated Library System (ILS) and Automated Materials Handling (AMH) system.

LeRoy McCullough moved to authorize the Director to sign the Memorandum of Understanding (MOU) between the King County Library System and the Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees, AFL-CIO, Local #1857 for a Stay and Completion Bonus. Wai-Fong Lee seconded and the motion passed unanimously.

## BUDGET ADJUSTMENT - RESOLUTION 2004-07

Linda Glenicki asked the Board modify the 2004 General Fund Budget. This modification adjusts the beginning fund balance to reflect the actual balance at the start of 2004 and enables KCLS to pay the Stay and Completion Bonus described in the Memorandum of Understanding (MOU).

<u>Account #</u>	<u>Description</u>	<u>Change</u>	<u>New Budget Amount</u>
	Beginning Fund Balance	+\$948,306	\$14,424,150
various.51360	Other Employee Benefits Programs	+\$1,039,218	\$1,039,218
various.51110	Salaries	<\$541,611>	\$34,086,481
	Ending Fund Balance	+\$450,699	\$9,735,475

LeRoy McCullough moved approval of Resolution 2004-07. Wai-Fong Lee seconded and the motion passed unanimously.

***The meeting was recessed at 5:53pm for the contract signing. It was reconvened at 6:10pm.***

## CITY OF TUKWILA - LIBRARY SERVICE PROPOSAL

At the Board's direction (following a request by representatives from the City of Tukwila) KCLS staff examined the possibility of modifying the Tukwila Library to appease local residents upset about the change in service focus. Nancy Smith reviewed the proposed changes:

1. Facilities Management Services (FMS) will develop the floor layout and provide additional shelving and furniture as required.
2. Collection Management Services (CMS) will purchase print and media materials to expand adult offerings.
3. Staff will be increased to accommodate 30 open hours per week.
4. Additional technology opportunities will be offered through visits by the KCLS TechLab.
5. KCLS will make available a "Founder's Club" for area seniors, providing personalized reading profiles and materials through the Traveling Library Center (TLC).
6. Usage statistics will be maintained and made available to the local library advisory board.
7. Communication to the City and local library advisory board will be a priority through regular local library advisory board meetings and communication with the City's designated liaison, Bruce Fletcher.
8. A KCLS Board Member will attend two local library advisory board meetings annually for the next two years for community feedback and input.
9. KCLS will prepare a document for the City's review expressing terms for the end of the 1991 Interlocal Agreement in two years.

Bill Ptacek shared a diagram of the new floor plan, which will allow KCLS to add a considerable amount of adult materials, as well as a comfortable space for adult seating while keeping the new children's area in tact. These physical changes should incur minimal expense and can be completed in six weeks. He said the Planning Committee agreed to increase hours from 19 to 30 per week, which requires an additional 12 Library Assistant hours and 10 Page hours at a cost of approximately \$16,500 annually. The Tukwila Library schedule would include: Monday and Wednesday (10am - 5pm), Tuesday and Thursday (2pm - 8pm) and Saturday (10am - 2pm).

Bill Ptacek also reviewed a draft agreement for provision of certain library services prepared by KCLS' attorney, which "shall supersede and replace any previous agreements and/or arrangements between the District and the City concerning the provision of library services at the Tukwila Library." This agreement has a term of two years after which "the nature, scope and level of services provided at the Tukwila Library shall be determined by the District, in its sole discretion." Tukwila Mayor Steve Mullet and City Councilmember Dennis Robertson thanked KCLS for their response and agreed to make arrangements for the Tukwila City Council to review the agreement.

## TUITION ASSISTANCE PROGRAM

Charlene Richards introduced Laurel Steiner, Staff Development Coordinator, who provided an update regarding the Tuition Assistance Program. Laurel Steiner explained that the number of employees funded for tuition each quarter or semester is determined by the number of individuals already in the program and the availability of funds. Participants must continue employment at KCLS for a minimum of four years after completion of degree.

The Tuition Assistance Program covers only tuition fees (not registration fees, late fees, application fees, books, or other related expenses). She also highlighted the following:

**Purpose:** To provide professional development of library staff, which will ultimately benefit KCLS, and encourage staff who may not otherwise afford to pursue educational goals.

**Eligibility:** Regular full and part-time employees are eligible to apply for the tuition assistance program to request tuition funding for approved study in accredited institutions of higher education: certification programs, two-year associate degrees, four-year college degrees, graduate degrees and Master of Library Science from graduate schools accredited by the ALA.

### **Criteria**

- ❑ Must be active KCLS employee, completed introductory period
- ❑ Must maintain satisfactory performance at work
- ❑ Maintain grade of 2.0 or better for undergraduate classes, 3.0 or better for graduate courses
- ❑ Preference given to individuals who are already actively participating/pursuing degrees
- ❑ Number of individuals awarded determined by availability of funds, number of applications
- ❑ Show in statement of professional intent how an individual's long and short-term goals are related, and relationship between school goals and career goals at library

Laurel Steiner commended the Tuition Assistance Committee, including Sam Kung, Jill Kreis, Anna Seaberg, Linda Glenicki, Charlene Richards and Denise Siers, who review the applications for the program. Currently, 14 people receive tuition assistance. A number of staff recipients testified to the program:

- ❑ Vicki Heck, once a Page at the Bellevue Regional Library and now a Library Associate with AnswerLine, said being able to be enrolled in the MLIS program at the University of Washington is "quite a blessing."
- ❑ Janet Richter, a Library Assistant/LTA at the Regional Justice Center, LCSC and Valley View has enrolled in a certification program for A+ programming.
- ❑ Zina Stockinger, who started working as a Page 25 years ago and is now a Supervising Library Assistant at the Woodinville Library, is in her second year at the University of Washington working on her Bachelor of Arts in Interdisciplinary Studies with hopes of pursuing librarianship.
- ❑ Christy Strzelecki, who started as a Library Assistant at the Bothell Regional Library 10 years ago and is now Human Resources Technician II is "very thankful" for the opportunity to pursue certification as a HR Generalist from Lake Washington Technical College.
- ❑ Laurel Steiner also shared the following message from Wing Tang (Lake Hills Library): "This is my blessing and thankfulness to be granted the King County Library System tuition assistance. This support will help me achieve my study goal. Your generosity is greatly appreciated."

Linda Glenicki pointed out that KCLS budgeted \$50,000 for the Tuition Assistance Program in 2004. An additional \$50,000 will be added in 2005 to increase the program budget to \$100,000.

## **PURCHASING POLICY MANUAL UPDATE**

Linda Glenicki said that updates of the Purchasing Policy Manual continue and noted that the Board will be asked to approve the revised manual in October. In anticipation and preparation for that discussion in October she distributed a memo written by KCLS attorney Dan Gottlieb regarding the District's ability to use a small works roster for the awarding of public works contracts for projects costing \$200,000 or less. This memo resulted from a discussion amongst staff, KCLS legal counsel and Steve Lundin (former legislative analyst in Olympia).

## **DIRECTOR'S REPORT**

Bill Ptacek referred the Board of Trustees to his written report but highlighted the following:

- ❑ The final vote count for the September 14<sup>th</sup> bond measure was 146,847 "approved" (or 63.57%). Thank you letters have been sent to the City Councils, School Boards and Chambers of Commerce who allowed KCLS representatives to present information about the measure to their organization's leadership.
- ❑ KCLS has already heard from many cities that are due new libraries (i.e. Burién, Snoqualmie and Newcastle).
- ❑ A breakdown of results by legislative district should be available in the coming weeks, allowing us to get a sense of how this election differed from 2003. An early indication from Pierce County shows the measure passed by 63.3% compared to about 48% in February 2003.

- The plan and schedule for bond-related activities needs to be developed in a manner consistent with the promise to voters to keep the overall costs about the same as the average most have been paying on the 1988 bonds. Once those financial targets are identified, KCLS can be more specific about what projects can be scheduled. KCLS would like to address property acquisition needs as soon as possible.

## **PUBLIC SERVICES REPORT**

Bruce Adams said this summer has been busier in circulation than winter and spring. August checkouts increased a record 18% over the same time last year. He mentioned that following last month's Study Zone report, promotional activities have been heightened for the service. LeRoy McCullough asked how KCLS recruits, trains and recognizes volunteer tutors, emphasized his support for this program and asked to be notified of such efforts. Based on the report about the impact of the Summer Reading Program (SRP), Bruce Adams noted that KCLS staff would be planning major changes for 2005 in order to reach the children most impacted by the program. He pointed out that participation was up from nearly 13,000 in 2003 to more than 17,000 in 2004. There was also an increase in the number of "finishing" students (who reached their reading goal, set at the beginning of the program): only 12% reported finishing in 2003 versus 21% in 2004. Finally, Bruce Adams highlighted the work being done by the Early Literacy Committee, including the production of brochures, bookmarks and posters to be given to parents until KCLS' develops a plan for activities related to early learning.

## **COLLECTION MANAGEMENT REPORT**

Bruce Schauer briefly explained that CMS staff members continue to work in preparation for the conversion to the new Integrated Library System (ILS). He also mentioned that at the WLA/PNLA conference, Susan Veltfort was one of three presenters on a panel discussion regarding providing access to children's materials.

## **FACILITIES REPORT**

In Kay Johnson's absence, Bill Ptacek explained that KCLS needs to organize internally to best accomplish bond-related activities. He suggested that KCLS restructure the Facilities Management Services (FMS) department into two categories. Under the new model, Kay Johnson would fill a new Associate Director position responsible for new construction, design and property acquisition. The current Associate Director - FMS position would be filled to oversee maintenance, renovation, FMS budget management, scheduling and communications. APT agreed this would help FMS staff manage the current level of facility-related activities, as well as the new bond-related capital projects over the next decade.

## **EXECUTIVE SESSION**

At 7:14pm, President Richard Eadie announced that an Executive Session to discuss potential litigation, per RCW 42.30.110(1)(i), would begin. The estimated duration of the Executive Session was 15 minutes. No action was to be taken during or after executive session. Richard Eadie, Wai-Fong Lee, LeRoy McCullough, Charlotte Spitzer, Paula Lehmann, Bill Ptacek and Charlene Richards were in attendance.

## **RETURN TO REGULAR SESSION**

President Richard Eadie reconvened the meeting in regular session at 7:38pm.

## **ADJOURNMENT**

President Richard Eadie adjourned the meeting at 7:39pm.



Richard Eadie, President



Wai-Fong Lee, Secretary