



MOTIONS APPROVED

1. Motion to approve the Board Agenda as revised
2. Minutes from October 27, 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 2004-11 - Property Tax Increase for 2005
10. Motion to approve Resolution 2004-12 - Property Tax Levy
11. Motion to approve changes made to the Purchasing Policy Manual
12. Motion to rescind absolute ban on Christmas trees in/on KCLS libraries and properties.

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
Bruce Schauer
Kay Johnson
Jeanne Thorsen
Jennifer Wiseman
Alene Moroni
Judy Weathers
Anna Seaberg

GUESTS

Joe and Eve Phillips
Sharon Mattioli
Mary Ann Clymer
Yoshiko Saheki
Ed Renouard
Mary Lynn Potter
Jamie Holter
Dick Deal

CALL TO ORDER

President Richard Eadie called the meeting to order at 5:09pm.

PUBLIC COMMENT

Yoshiko Saheki, outgoing president of the Friends of the Shoreline Library and member of the Shoreline Library Advisory Board made a number of observations, noting her "comments [were] entirely personal and do not represent the organizations with which [she is] affiliated." She stated that KCLS overweeds the collection, resulting in many feet of empty shelves with books face out. She challenged the efficiencies of clustering libraries and said the Board should have discussed this strategy prior to implementation. In considering the future of the Shoreline Library, she asked that the history and state of the community be considered. Finally, she emphasized that the Shoreline Library has "enthusiastic, friendly and knowledgeable" staff.

APPROVAL OF THE AGENDA

Christmas Tree Policy Discussion was added following the *Shoreline Community Study*. Charlotte Spitzer moved approval of the Agenda as revised. Wai-Fong Lee seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

There having been no changes to the draft October 27, 2004 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed the current finances noting expenditures in October were \$6.7 million versus a monthly budget average of \$6.3 million. October included the Stay and Complete bonus payments (a one time expense of approximately \$1.0 million per the Memorandum of Understanding with Local 1857). October year-to-date expenditures are \$57.2 million or 72.9% of budget. Year-to-date expenditure growth is 5.9%.

October revenues were \$19.5 million (reflecting significant collection of property taxes) bringing year-to-date revenues to \$61.3 million or 82.4% of budget. KCLS received \$110,300 in a combination of leasehold excise taxes, delinquent taxes and timber revenues. Fines revenues in October were \$49,900 (about half the normal rate), due to the Millennium conversion during which KCLS experienced several days in which fines did not accrue. Fines were also not charged for items delayed in check-in during system down times.

Linda Glenicki called out the following General Fund expenditure items:

- ❑ **Professional Services:** Expenditures year-to-date show a 21% increase over 2003. Two factors in this increase were: 1) increased usage of Labor Ready staffing in the Shipping Department because of continued growth in volume of materials; 2) the cost for outsourcing the production and mailing of overdue notices. This action was decided upon during the 2004 budgeting process because it would be more cost-effective.
- ❑ **Reserves:** Expenditures of \$9,900 were related to roof repairs at the Kent Regional Library. KCLS reached settlement with the manufacturer on this dispute and received a check for \$75,000 which will be reflected in the November financials.

PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$2,749,326.96; Checks October 1-15th Chk #: 83320-84318; 123776-123994; October 27th Chk#: 84319-84816; 123999-124037 and October 16-31st Chk #: 84817-85834; 123995-123998; 124038-123723. LeRoy McCullough seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of General Fund #0010 Expenditures October 2004 in the amount of \$6,875,611.48; (10/5) Chk #70005-70103, (10/8) Chk #70119-70320, (10/14) Chk #70321-70447, (10/15) Chk #70452-70547, (10/19) Chk #70563-70710; 70714-70717; 70718-70724, (10/21) Chk #70725-70826, (10/22) Chk #70838-70903; 70916-70929, (10/27) Chk #70930-70932; 70933-71060, (10/29) Chk #71061-71062; 71063; 71064-71217, (11/1) Chk # 71228, (11/4) Chk #71233-71247; 71248-71251. Charlotte Spitzer seconded and the motion passed unanimously.

LeRoy McCullough moved approval of Construction Bond Fund '88 #3020 Expenditures October 2004 in the amount of \$115,890.95; (10/5) Chk #70104-70110, (10/7) Chk #70117-70118, (10/14) Chk #70448-70451, (10/15) Chk #70548-70555, (10/19) Chk #70711-70712, (10/21) Chk #70827-70833, (10/22) Chk #70904-70915, (10/29) Chk #71218-71222, (11/1) Chk #71229. Wai-Fong Lee seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Gift Fund #6010 Expenditures for October 2004 in the amount of \$8,214.77; (10/5) Chk #70111-70116, (10/15) Chk #70556-70562, (10/19) Chk #70713, (10/21) Chk #70834-70837, (10/29) Chk #71223-71227, (11/1) Chk #71230. LeRoy McCullough seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for October 2004 in the amount of \$7,618.85; (11/1) Chk #71232. Charlotte Spitzer seconded and the motion passed unanimously.

LeRoy McCullough moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for October 2004 in the amount of \$12,772.01; (11/1) Chk #71231. Wai-Fong Lee seconded and the motion passed unanimously.

PROPERTY TAX INCREASE FOR 2005 - RESOLUTION 2004-11

Linda Glenicki said each November KCLS submits a formal resolution to the King County Council requesting an increase in the regular property tax levy for the following year. This year, KCLS has been required by the King County Assessor's Office to provide a figure rather than citing "the maximum allowable by law." Because the Assessor's Office doesn't lock in figures until mid-December, they advised KCLS to over estimate this figure as it can be cut back (not increased) if necessary. The resolution includes the authorized levy amount of \$715,735 (a 1.0% increase from 2004) and notes that the increase is exclusive of additional revenue from the addition of new construction, improvements to property, increases in the value of state assessed property and amounts resulting from annexations. *Wai-Fong Lee moved approval of Resolution 2004-11. Charlotte Spitzer seconded and the motion passed unanimously.*

PROPERTY TAX LEVY- RESOLUTION 2004-12

Linda Glenicki presented the resolution which certifies a form required annually by the King County Council and which contains information regarding the tax levies of the District for the ensuing year. This year, KCLS is required to provide a figure for the General Obligation Bonds Fund Levy in addition to the operating levy. The

2005 debt service for outstanding 1988 bonds is \$5.4 million. *LeRoy McCullough moved approval of Resolution 2004-12. Charlotte Spitzer seconded and the motion passed unanimously.*

PURCHASING POLICY MANUAL FOLLOW-UP

After consulting legal counsel, Linda Glenicki addressed three specific questions raised by the Board in October regarding clarifications of, or changes to, the Purchasing Policy Manual.

1. *How is "qualified" vendor defined and should it be described explicitly in the manual?* Counsel advised an explanation would confuse readers and suggested removal of the term throughout.
2. *Does the text about not requiring competitive bidding for leases without the option to purchase apply to only real property?* Yes. This statement has been revised to reflect this.
3. *Should KCLS have guidelines to be used by the Director for justifying waivers?*
The proposed language does not include guidelines due to the difficulty of anticipating the kinds of situations that might warrant a waiver, but does include language that the Board would be notified of any approved waivers, including the justification for the waiver.

Richard Eadie expressed concern over a lack of standards for a waiver, noting such occasions could be interpreted as arbitrary and capricious. He asked that counsel provide written advice or a presentation at the next meeting to explain how KCLS can establish standards. *Charlotte Spitzer moved approval of the changes made to the Purchasing Policy Manual, subject to the further discussion with legal counsel regarding standards for justification of waivers. Wai-Fong Lee seconded and the motion passed unanimously.*

SHORELINE COMMUNITY STUDY

Managing Librarian Judy Weathers introduced staff and Library Advisory Board members present before presenting the Community Study (also provided in print format). Judy Weathers summarized the geography, history and demographics and Denise Siers introduced some of the following recommendations:

Education and Youth Initiatives

- Utilize display areas to create a Teen Information Center.
- Integrate early literacy techniques in Story Times and demonstrate to parents and caregivers.
- Participate in "History Day" by offering resource training to classes and by judging projects.
- Increase the number of free SAT Prep classes.
- Increase number of Story Times and/or provide bilingual story times.
- Partner with Shoreline Center for Human Services to increase knowledge of programs and services.
- Generate additional opportunities for teen involvement in their library.

Reading/Literacy

- Encourage staff to rove in browsing collections and conduct informal reader's advisory to all ages.
- Promote teen and children's reading incentive programs in area schools.
- Promote online reader's advisory tools such as Novelist and Good Reads.
- Add an evening "Talk Time" opportunity and offer bilingual computer classes.

Facilities

- Increase number of parking spaces as part of bond-related expansion.
- Create a distinctive teen area with inviting seating and dedicated study area.
- Seek solutions to address noise flow issues and acoustics to reclaim quiet space.
- Increase Sunday open hours to accommodate community demand.

Collection

- Increase media selections, toddler, computer and high demand homework resources.
- Continue to weed and refresh collections at all levels.
- Circulate extraneous reference materials to increase their availability.

Technology

- Explore use of laptops in the Study Zone with wireless access to live homework help services.
- Provide dedicated, secured laptops for roving reference and reader's advisory services.
- Pursue printing options for wireless users.

Community

- ❑ Partner with local community organizations to serve "Grandparents Raising Grandchildren" group.
- ❑ Continue to reciprocate with Shoreline Parks and Recreation to provide family activities and programs.
- ❑ Participate cooperatively with Shoreline City Council, Chamber of Commerce and Friends of the Library.
- ❑ Conduct ongoing customer service focus groups to obtain feedback from library users

Bill Ptacek referred the Board to the maps showing circulation and PC books for a one-week period at the Shoreline Library. He estimated that 30% of this data is generated by Seattle residents.

PRELIMINARY BUDGET AND HEARINGS FOLLOW-UP

Bill Ptacek directed the Board to the summary of feedback received at the Budget Hearings. He mentioned that there were no strong objections to the sequencing and timing of the Capital Plan. Several questions were raised regarding the \$1.5 million Automated Holds Distribution System at Redmond Regional Library.

DIRECTOR'S REPORT

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

- ❑ KCLS staff continues to meet with various cities to discuss site acquisition and cooperative arrangements related to bond construction.
- ❑ Burien City Councilmember Lucy Krakowiak will be appointed to the Board of Trustees by County Executive Sims. She will fill the position vacated earlier this year by Tobias Washington.
- ❑ King County Councilmember Larry Gossett was able to include an extra \$36,000 in the budget to maintain the operations at the King County Jail, Kent Regional Justice Center and the Youth Service Center. KCLS will wait to see if the King County Executive approves the budget inclusions.
- ❑ The annual Literary Lions Event, scheduled for Saturday, March 12 at the Bellevue Regional Library, will feature guest speaker and renowned storyteller Bill Harley.

PUBLIC SERVICES REPORT

Nancy Smith noted that October was a difficult month for patrons and staff following the changeover from Dynix to Millennium. September circulation statistics reflect a 17% decline in business due to three factors:

- ❑ To purposefully reduce the number of patrons coming into the library, KCLS provided extended loan periods so materials were not due during an 11-day period.
- ❑ Holds usually account for 20 to 25% of circulation, but holds were not available to patrons during the migration, after which software problems (since resolved) caused many holds not to be filled.
- ❑ Backlogs of check-ins created by system downtime and slowdowns reduced the amount of the collection available for browsing on the shelves.

October was Teen Read Month and more than 5,000 teens participated in 56 programs at libraries and schools throughout King County. The second weeklong reference survey for 2004 also concluded in October. Librarians are answering nearly 21,000 questions per week. Library Assistants are also answering ready reference questions (1,555 per week) and reader's advisory questions (305 per week). KCLS' roving reference libraries tallied 880 reference questions being answered, which means more than 45,700 questions are not brought to the reference desks annually. Roving staff can now answer these questions at patrons' point of need.

COLLECTION MANAGEMENT REPORT

Bruce Schauer applauded Selection and Order staff members who assisted CAPS in working through the materials backlog created during the Millennium conversion. He also noted that KCLS would be the first library to offer a downloadable MP3 audio book service, which will be demonstrated at the December meeting.

FACILITIES REPORT

Kay Johnson said she visited the neighbor across the street from the new Black Diamond Library site. The City of Black Diamond would like proposed access road into the library and remaining lots revised in order to eliminate car headlights from shining into the residence across Roberts Drive prior to approving the short plat application. A KCLS attorney is drafting a letter to the neighbor seeking agreement to a satisfactory resolution.

EXECUTIVE SESSION

At 6:30pm, President Richard Eadie announced, per RCW 42.30.110(1)(i), that an executive session to discuss potential litigation would begin. The estimated duration of the executive session was 30 minutes. Richard Eadie, Wai-Fong Lee, LeRoy McCullough, Charlotte Spitzer, Tamara Watts, Tom Wolfendale, Tony Miles, Bill Ptacek and Linda Glenicki were in attendance.

RETURN TO REGULAR SESSION

President Richard Eadie reconvened the meeting in regular session at 7:08pm.

CHRISTMAS TREE POLICY DISCUSSION

Richard Eadie, who received objections from several library users, asked why Christmas trees were banned. He said rather than discarding one cultural icon, KCLS should recognize its diversity by presenting a wide range of symbols. He pointed out that there is a Christmas tree at the White House (regardless of the party in office), as well as at the State Capitol and courthouses. He also mentioned that staff could easily limit the size and scope of the tree(s). Wai-Fong Lee agreed stating that Christmas trees were even erected in Hong Kong and was more of a cultural symbol than a religious one. She noted many people who don't go to church celebrate Christmas.

Bill Ptacek explained the Administration's rationale for the decision as follows:

- ❑ Each year KCLS faces the recurring issue of how to celebrate the winter holidays while maintaining sensitivity to the communities and the diversity of their ethnic and religious beliefs. KCLS serves people of all beliefs, including many people who do not celebrate Christmas.
- ❑ If space is given to trees, equal space should be given to all other symbols of belief and there simply is not enough floor space to do so. To provide space for trees and not other symbols is inequitable.

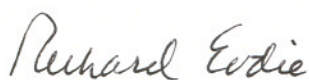
He said many libraries in the System had stopped having Christmas trees on their own accord in deference to the diversity of their communities. While this decision had been handled at the discretion of local library staff, one library asked for guidance dealing with community members who decided the library was the best place for their tree. APT responded with this system-wide operational policy intended to offer some consistency over the amount of attention placed on various symbols. Denise Siers added that community managers often feel that local decisions (in support or opposition of various actions) can put them in direct conflict with a portion of the community they closely serve, ultimately alienating them.

The Board discussed the fact that the libraries are supported by taxpayers from varied religious and ethnic backgrounds and that that an equitable presentation of diverse cultures and holidays was important. Richard Eadie said he disagreed with the decision and that it is harmful to take away every cultural symbol in an attempt to be non-offensive. He emphasized the strength of sharing cultures and that the ban went against general library philosophy. LeRoy McCullough said the organization needs to be careful about setting such a precedent.

LeRoy McCullough moved that the absolute ban on Christmas trees in KCLS community libraries and on KCLS properties be rescinded. As was previously the case, decisions about Christmas trees are to be left up to the discretion of the local manager in consultation with their Associate Director. The Board noted its support of choices at the local level including allowance for considerations such as space available, local cultural concerns, inclusiveness and community interest. Wai-Fong Lee seconded and the motion passed (3 votes in favor, 1 abstention).

ADJOURNMENT

President Richard Eadie adjourned the meeting at 7:47pm.



Richard Eadie, President



Wai-Fong Lee, Secretary