



MOTIONS APPROVED

1. Motion to approve the Board Agenda
2. Minutes from September 27, 2005 were deemed approved
3. Motion to approve Payroll expenditures
4. Motion to approve General Fund #0010 expenditures
5. Motion to approve Construction Bond Fund '88 #3020 expenditures
6. Motion to approve Capital Project Fund 2005 #3070 expenditures
7. Motion to approve Gift Fund #6010 expenditures
8. Motion to approve Redmond Library Capital Facility Area Fund #380 expenditures
9. Motion to approve a \$2 million Capital Budget increase for the Burien Library project
10. Motion to approve Resolution 2005-13 - Surplus Furniture & Equipment
11. Motion to include a 3.0% General Wage Increase in the 2006 Preliminary Budget
12. Motion to approve amendment to KCLS' Flexible Spending Account (Section 125(b) Plan)

PRESENT

KCLS BOARD

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

KCLS Staff

Bill Ptacek
Linda Glenicki
Charlene Richards
Julie Wallace
Bruce Schauer
Greg Smith
Bruce Adams
Nancy Smith
Jed Moffitt
Jeanne Thorsen
Kay Johnson
Bruce Adams
Jennifer Wiseman
Dri Ralph

GUESTS

Cindy Richardson
Colleen Lewis
Christina Hayduk
Rayna Holtz
Carole McFarlane
Susan Veltfort
Lois Vandress
Morgan Ahern
Susan Manning
Janelle Sluyter
Gerry Jones
Laurie Tucker
Carrie Ralph
Kate VanHoudt
Andy Wickens
Don Isaacs
Carolyn Siscoe
Ellen Mayher
Maria Werner
Debbie Borthwick
Jim Thomas
Donna Price
Kaye Sims
Diana Prenguber
Lisa Barkhurst
Carol Sinclair
Barbara Brainin
Kelly Jones
Janet Miller
Anna Seaberg
Marianne Tomala
Cindy Claypool
Pat Richardson
Evaughn Flaming
Linda Badger
Emily Jones
Marci Pfeiffer
Laura Ritter
Sharon Chastain
Daniel Masler
Marsha Iverson
Darlene Sather
JoAnn Keeney

CALL TO ORDER

President Wai-Fong Lee called the meeting to order at 5:04pm.

PUBLIC COMMENT

Diana Prenguber, Local 1857 Staff Representative from the Washington State Council of County and City Employees (WSCCCE), offered her perspective regarding changes to the organizational structure. She explained that Local 1857 members are concerned about the impact clustering will have on their hours, working conditions and ability to provide quality service to patrons. She said staff has told her that rotating schedules and work locations destroys their quality of work and private lives. She expressed her belief that the organizational changes will discourage employee involvement and said staff in smaller libraries believes community identity is swallowed by the large library in the cluster. She also said members are concerned that staff in large libraries has not been trained to provide the wider range of services staff in smaller libraries offer, making it harder for them to transition. In addition, she raised concerns about extended commute times during peak hours and about the accessibility of public transportation. She indicated that a number of staff in the existing clusters developed stress related illnesses or resigned when schedule changes and rotations interfered with personal commitments or the operation of their home business. Finally, she noted that Local 1857 representatives will meet with management on November 1, 2005 to negotiate the changes in hours and working conditions caused by clustering the remaining libraries.

Cindy Richardson, Local 1857 President, stated that reorganizing all KCLS libraries into clusters will produce negative consequences. In her opinion, the cluster model has been a source of dissatisfaction for KCLS staff and patrons. She said staff is frightened and angry at the prospect of more clustering when, after two years, the cluster concept in place continues to be viewed as a failed experiment. She said clusters aren't needed to achieve any of the goals listed under the KCLS Cluster Principles, a document included in a packet of information distributed to Board members. She told the Board that a letter was included in their packet detailing problems reported as a result of scheduling complexities and the requirement that staff rotates among libraries in a cluster, which she said has been demoralizing with respect to coordinating with reasonable expectations for personal lives, especially for part-time employees. She reiterated concerns about the added time and distance required by new commuting patterns, as well as the distress caused by the knowledge that clustering works against maintaining former levels of service to patrons. She questioned implementing a change that she believes has not been shown to produce tangible benefits for patrons or staff. She reiterated her belief that clusters as we

have known them thus far have demanded sacrifice and produced hardship without a "pay off" to justify the costs. She said doing more of what isn't working will damage our credibility with the communities we serve.

APPROVAL OF THE AGENDA

Richard Eadie moved approval of the agenda. Lucy Krakowiak seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

There having been no changes to the draft September 27, 2005 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed current finances noting September expenditures were \$6.0 million versus a monthly budget average of \$6.6 million. September year-to-date expenditures were \$54.0 million (68.1% of the budget versus 75.0% of the year completed). This compares to September year-to-date expenditures in 2004 of \$50.6 million (64.5% of budget). The following General Fund expenditure items were called out:

- ❑ **Repairs & Maintenance:** Expenditures of \$756,000 include \$321,000 for construction and furniture expenses related to the Bothell Regional Library remodel.
- ❑ **Reserves:** Expenditures of \$15,000 include 2,025 padfolios prizes for the Summer Reading Program.
- ❑ **Capital Outlay - Furniture & Equipment:** This account includes capitalized software purchases, which makes up the bulk of September's purchases, including \$15,000 to Innovative Interfaces for software related to Millennium and \$10,000 for an event and meeting room registration software package.

Linda Glenicki also noted that KCLS received an invoice from the King County Elections Office for approximately \$1 million in relation to the September 14, 2004 bond election. In follow-up to the discussion at last month's Board meeting, she mentioned that the results of the Seattle Public Library (SPL) cross-use study were adjusted to include funding from private sources in each agency's annual cost of materials. This adjustment decreased the amount owed by SPL to KCLS from \$1,040,218 to \$989,653. The cross-use study results will be presented to the SPL Board of Trustees on Thursday, October 20.

August revenues were \$1.6 million as fall tax collections begin to come in. This brings year-to-date revenues to \$43.0 million (55.7% of the 2005 budgeted revenue of \$77.1 million). This compares to \$41.8 million of budgeted revenue received at this time last year. Linda Glenicki noted that on September 27, KCLS launched a service which enables patrons to pay fines online using their Visa or MasterCard. In its first day, 70 patrons paid fines online. Since then, KCLS has averaged 70-100 transactions per day. While there is an approximately \$0.50 fee for each transaction, the average payment is between \$6-8. If payments continue at this rate, KCLS will collect around \$200,000 by the end of the year (one-sixth of annual collections).

Expenditures from the 307 Capital Project Fund 2005 in September totaled \$1.2 million, of which the largest expenditure was the purchase of land in Snoqualmie for the new library. The credit under Duvall reflects the cancellation of an earnest money check, as the intended real estate transaction was not successfully completed. Expenditures made in the 302 Construction Fund for September included \$103,000 for the Mercer Island capital lease (semi-annual payment).

PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$2,049,814.60; Checks September 1-15th Chk #: 106405-107418; 128676-128891 and September 16-30th Chk #: 107419-108448; 128892-129081. Richard Eadie seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of General Fund #0010 Expenditures September 2005 in the amount of \$5,699,964.88; (Travel Advances) Chk #748-751, (9/7) Chk #82591-82634, (9/8) Chk #82639; 82640-82687, (9/13) Chk #82692-82836, (9/14) Chk #82838-82910, (9/15) Chk #82911-82994; 82995-83087, (9/19) Chk #83092-83103; 831004-83107, (9/20) Chk #83108-83177, (9/22) Chk #83181-83279; 83280-83348, (9/27) Chk #83351-83413, (9/29) Chk #83420-83560, (10/3) Chk #83561-83692, (10/4) Chk #83696-83708; 83709-83712; 89713, (Voids) Chk #82905. Charlotte Spitzer seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures September 2005 in the amount of \$118,853.23; (9/7) Chk #82635-82636, (9/9) Chk #82688, (9/20) Chk #83178-83179, (9/22) Chk #83349, (9/27) Chk #83414-83415, (10/3) Chk #83693-83694. LeRoy McCullough seconded and the motion passed unanimously.

LeRoy McCullough moved approval of Capital Project Fund 2005 #3070 Expenditures for September 2005 in the amount of \$1,316,754.79; (9/7) Chk #82637-82638, (9/15) Chk #83088, (9/21) Chk #83180, (9/27) Chk #83416-83419, (10/3) Chk #83695. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Gift Fund #6010 Expenditures for September 2005 in the amount of \$3,649.85; (9/9) Chk #82689-82691, (9/13) Chk #82837, (9/15) Chk #83089-83091, (9/22) Chk #83350. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for September 2005 in the amount of \$8.22; (10/4) Chk #83714. LeRoy McCullough seconded and the motion passed unanimously.

PROJECT BUDGET REVISIONS - BURIEN LIBRARY

Bill Ptacek said the Capital Budget, originally approved by the Board in February, can only be altered with approval by the Board. He explained that as projects change, the Board may be asked to do this occasionally on a case by case basis. He explained that as the project for the new Burien Library developed the new library became several thousand feet smaller than originally planned, resulting in crowding. In order to ensure the new library meets community expectations, is appropriately sized and can accommodate the desired floor plans, Bill Ptacek requested the project budget be increased by \$2 million. He noted that this will prevent staff from having to come to the Board with a budget adjustment later. Wai-Fong Lee asked about the sale of the current library building. Kay Johnson explained that KCLS is currently negotiating the sale price (the funds will be applied to the project costs). Design of the new library is underway and construction is estimated to begin in April or May 2006.

Linda Glenicki explained that when the original Capital Budget was approved, project costs totaled \$151.9 million. With the increase for Covington, the total is now \$153.2 million. The voters, however, approved \$172 million in bonds (the additional \$20 million was assumed to cover inflation and issuance costs). She reminded the Board that KCLS also received \$3 million additional from the bond sale because the bonds were sold at a premium. In addition, that KCLS will earn some investment return on the \$66.5 million now in the bank.

Lucy Krakowiak recused herself from the discussion and the vote. Bill Ptacek said KCLS will likely keep within the budget for other projects (i.e. Vashon property swap, etc.) He also noted that KCLS will have a better idea about the cost savings resulting from the design-build process in the near future. Kay Johnson added that the figures used for estimating the costs of the capital projects are still holding. *Richard Eadie moved approval of a \$2 million increase in KCLS' Capital Budget for the Burien Library project. Charlotte Spitzer seconded and the motion passed (3 votes in favor, 1 abstention).*

RESOLUTION 2005-13 - SURPLUS FURNITURE AND EQUIPMENT

On behalf of the Finance Committee, Richard Eadie referred the Board to a listing of equipment to be declared surplus and said KCLS would dispose of the items via a sealed bid process. KCLS' Purchasing Policy stipulates that items be brought before the Board for surplus resolution on at least a semi-annual basis. *Richard Eadie moved approval of Resolution 2005-13. Charlotte Spitzer seconded and the motion passed unanimously.*

GENERAL WAGE INCREASE FOR 2006 BUDGET

Charlene Richards explained that the compensation study results implemented in 2001 established a salary schedule based on comparing KCLS salaries to a comparable market of similar sized libraries throughout the country, comparable Washington State libraries and local governments within the KCLS service area. To remain competitive, she said KCLS needs to keep pace with its competitors while remaining cognizant of the economic conditions of the area and KCLS financial conditions, which include the 1.0% limitations of Initiative 747. While a majority of the agencies surveyed have not established their final figures, she noted that KCLS' comparables anticipate providing a 2.0 to 3.0% Cost of Living/Market Adjustment to their salary schedules in 2006. She also mentioned that the Seattle-Tacoma-Bremerton Area Semi-Annual Average Consumer Price Index (CPI) is 1.9% for All Urban Consumers (CPI-U) and for Urban Wage Earners & Clerical Workers (CPI-W). Charlene Richards also

noted that in an October 2005 American Libraries magazine article, KCLS ranks first in a composite ranking of library salaries, circulation and spending. *Lucy Krakowiak moved approval of a 3.0% general wage increase to all 2005 salary grades effective January 1, 2006 for inclusion in the 2006 Preliminary Budget. Richard Eadie seconded the motion. The motion passed unanimously.*

FLEXIBLE SPENDING ACCOUNT (SECTION 125(b) PLAN) AMENDMENT

In 2004, Charlene Richards said that KCLS began offering a Flexible Spending Arrangement (FSA) program, which allows an employee to set aside a set amount of money each calendar year for reimbursement of eligible expenses. Employees can only receive reimbursement for claims incurred by the end of the year or forfeit unused funds. Currently, 39 KCLS employees are enrolled in the FSA program. She explained that IRS Notice 2005-42 allows employers to amend these plans to give employees a grace period of up to 2.5 months after the end of the plan year (calendar year) to incur expenses for reimbursement from health and dependent care FSAs. The change is intended to reduce employee FSA forfeitures, encourage more employees to participate and ease the year-end spending rush prompted by the old rules. In order to adopt the new grace periods for the 2005 plan year and provide timely communication of the program change to employees during the 2006 open enrollment period, KCLS must amend the pertinent documents before the end of the plan year (December 31, 2005). *LeRoy McCullough moved approval of amendments to the KCLS sponsored Flexible Spending Arrangement (FSA) program to extend grace periods to be through March 15 for incurring expenses and May 31 for filing claims. Charlotte Spitzer seconded and the motion passed unanimously.*

2006 PRELIMINARY BUDGET PRELIMINARY BUDGET AND HEARINGS SCHEDULE

After Linda Glenicki reviewed budgeted revenue for 2006, Bill Ptacek highlighted recommendations of the 2006 Preliminary Budget as guided by the budget priorities and focused on building connections to the community:

PEOPLE:

Implement recommendations resulting from the Patron Experience Transformation Project

- Staff development (\$400,000)
- Implement "Gold Standard" strategies for service (\$300,000)
- Improve library software (\$150,000) and design a more intuitive version of www.kcls.org (\$50,000)

Expand and explore automation solutions to address increased workload and customer service needs

- Automated systems for check-in and sortation (\$600,000 each)
- 50 laptops with wireless connectivity will be made available for patrons to checkout in the library
- 40 computers strategically located on shelving panels for access to the catalog in the stacks (\$112,000)

Recruit and develop staff to support KCLS' vision today and into the future

- 3.0% general wage increase for all KCLS staff and an 8.3% increase in expenditures for benefits
- Professional development (\$104,000) and tuition assistance (\$150,000)
- Design an Employee Involvement program (\$50,000)

Expand outreach for procurement, employment and all library activities to encourage participation by diverse populations

- Offer free English as Second Language (ESL) classes at eight libraries (\$30,000)
- Translate core information on the web site to several different languages (\$30,000)
- Support the Page Fellowship program with 24 page positions (\$260,000)
- Raise awareness of KCLS employment by visiting library schools and job fairs (\$29,500)

PLACES:

Implement recommendations resulting from the Patron Experience Transformation Project

- Create a more effective internal signage system (\$250,000)
- Improvements to the current catalog (\$80,000) and provision of an alternative visual browser (\$100,000)
- Keep the Shoreline Library open later on Sundays (\$42,000)

Keep facilities in good repair

- Contracted services (\$2.2 million) and utilities (\$1.5 million)
- Carpet replacement, painting, roof and electrical repairs (\$700,000)
- Prescribed infrastructure repairs at 17 sites (\$570,000) and HVAC upgrades at 7 libraries (\$311,000)
- Replace or reupholster worn out furniture (\$426,000)

Implement the projects outlined in the 2004 Capital Bond Measure for new library construction

- Funding for Sammamish, Kenmore and Newcastle library projects will be expended in 2006
- Construction should be underway on the joint Burien Library/City Hall, a Library Connection in Greenbridge (near White Center) and the Covington Library expansion
- Contracts will be in place for the design and construction of the Black Diamond, Fall City, Carnation, Snoqualmie and Muckleshoot libraries
- Design of the Lake Hills, Woodmont and possibly the Federal Way 320th libraries will begin in 2006

PARTNERSHIPS:

Work with schools and support student achievement

- Support of new and popular online databases (more than \$1 million)
- Adult, teen and children's non-fiction collection, including print reference books (\$3.8 million)
- Incentives for the Summer Reading Program, supplemented by the KCLS Foundation (\$40,000)
- Ask a Librarian online homework help service (\$60,000)

Support issues and interests of local communities through programming

- Adult programming in partnership with local organizations (\$15,000)
- Video gaming programs for teens (\$50,000) and free SAT preparation classes (\$15,000)
- Downloadable music online that has been produced and licensed by local musicians

Support the development of Early Literacy in children, newborn to age five

- Early Literacy activity centers in 10 libraries (\$160,000)
- Special on-site training for childcare providers (\$27,000)
- Story Times, including those presented in languages other than English (\$15,000)
- Programs that focus on language development and Children's Book Month (\$30,000)
- "Ready to Read Day," including materials and English and in Spanish (\$65,000 from the Foundation)

POSSIBILITIES:

Improve collections

- The overall collection budget will increase 7.4%, of which two-thirds is book expenditures
- 16.1% increase in non-print materials and a 15% increase in expenditures for Choice Reads
- Increased expenditures for downloadable video and audio materials (\$188,400)
- Increased spending for Children's board books (\$50,000)

Increase awareness and use of KCLS programs and services

- Purchase of a digital press (\$377,000) will save about \$80,000 in costs for materials currently outsourced
- Promotion of the Summer Reading Program (\$40,000)
- Plastic book bags that are in constant demand by KCLS patrons (\$80,000)
- Advertising on radio, transit, online and in print (\$138,000)

Retain adequate fund balance to preclude levy lid lift for 2007

- Expenditures will grow by 0.6% versus overall revenue growth of 2.7%
- Revenue from new construction continues to be strong at \$1.6 million
- The levy rate is projected to be about \$0.46 in 2006

LeRoy McCullough asked for more information regarding SAT prep courses and asked how the video games were being chosen. Bruce Adams explained that a staff committee is previewing games and drafting guidelines for appropriate games to be chosen. Teens will also be involved in the analysis. A staff member present at the meeting asked how KCLS could afford gaming equipment after cutting the ESCAPE program at Lake Hills and Burien some time ago. Bill Ptacek explained that it cost considerably more than \$50,000 to keep those libraries open until midnight. He also noted that KCLS is soliciting corporate donations to support the gaming program.

Members of the Board were scheduled to attend the Budget Hearings:

- *Tuesday, November 15* at the Redmond Regional Library (Lucy Krakowiak)
- *Wednesday, November 16* at the Bellevue Regional Library (Charlotte Spitzer)
- *Wednesday, November 16* at the Shoreline (Richard Eadie)
- *Thursday, November 17* at the Des Moines Library (LeRoy McCullough)

RECOGNITION OF LIBRARY PAGE ASSISTANT PROGRAM

Charlene Richards said KCLS was one of four local businesses recognized September 23 by the NW Center as an Outstanding Business Partner for its Library Page Assistant program. The Library Page Assistant program was piloted to provide employment opportunities to individuals with disabilities who might be interested in working at one of our community libraries. Charlene Kern, Human Resources Generalist, who works with library managers and the supported employment agencies to fill Library Page Assistant positions and Donna McMillen, Managing Librarian at the Fairwood Library, who requested and hired a Library Page Assistant were present to receive the award. Charlene Richards noted that KCLS also accepts referrals for supported employment opportunities from agencies other than the NW Center.

SITE ALTERNATIVE - FEDERAL WAY 320th LIBRARY

Bill Ptacek reminded the Board that the City of Federal Way is asking KCLS to consider relocating the Federal Way 320th Library to a site adjacent to Sound Transit's new 1,200 car parking garage. He mentioned that Sound Transit, who initially wasn't going to be able to designate any of the 1,200 spaces for library use, has agreed to work with KCLS to making parking available for library patrons. He also mentioned that the site near the Transit Center can actually support a 35,000-square-foot building (versus what was believed to be capacity for a 15,000-square-foot building).

In concert with representatives from the City of Federal Way and Sound Transit, a public meeting was held October 13 to assess the community's response to this idea. He shared a summary of the comments made during the meeting, as well as a copy of a letter from Federal Way Mayor Dean McColgan expressing the City of Federal Way's support for the potential development of a new library at the Sound Transit site. Bill Ptacek noted that moving the library would create greater separation between the Federal Way 320th and Federal Way Regional libraries. It would also mean that Federal Way 320th Library would be closer to a large population of residents who live east of I-5 (the City anticipates a strong retail/residential area will eventually grow up around the Transit Center). Nevertheless, he explained that residents who live near the current library were less than excited to have the library move. Negotiations for the price of the land, as well as the price for designated parking stalls, would need to be conducted. The current 3.2 acre property is valued at \$2.5 to \$3 million.

Bill Ptacek explained that there are a number of residential, multi-family housing units within walking distance of the Sound Transit site. He also noted that the City of Federal Way has offered to analyze the number of residents around current and proposed sites. LeRoy McCullough asked that an evaluation of security at the new site be considered, especially during the design phase (i.e. orientation of building, lighting, visibility within) if KCLS proceeds. Bill Ptacek noted that Sound Transit plans to have surveillance cameras and on-site security personnel.

DIRECTOR'S REPORT

Bill Ptacek referred the Board of Trustees to his written report, highlighting the following:

- ◆ The FBI contacted KCLS requesting information they needed for an investigation. They were advised that the process for releasing that information requires there be an order from the court in some format. KCLS had agreed to hold the computer records, which covered the time period of their investigation, in the event they obtained the necessary court approval. A few days later, a grand jury subpoena was delivered. KCLS' attorney said the subpoena did not constitute a court order because a judge hadn't reviewed the order and made a determination about rights to privacy, but warranted a response. After a motion to quash the subpoena was prepared and signed, the FBI formally withdrew their request. Much of the background for this response came from a 2001 incident in which our attorneys received assistance from the American Library Association (ALA) legal counsel.
- ◆ A Purchase and Sale Agreement was drafted and sent to the owners of a parcel in Newcastle. The Newcastle City Manager has been notified that KCLS is pursuing this option.
- ◆ Amy Egger was accepted to the Urban Libraries Council's Executive Leadership Institute (ELI). With help from Denise Siers, she will work on a project related to models for staffing the community libraries.

Jed Moffitt demonstrated the online magazine service (www.kcls.org/pacificnorthwestconvergence/index.cfm) put together by KCLS librarian Jeff Kempe for the Pacific Northwest Convergence Consortium (a group of broadcasters, libraries and other public institutions). The service features information about several events, resources and services of the participating groups. Wai-Fong Lee asked who would maintain the service. Jed

Moffitt said KCLS will do so this year. After use of the service is evaluated, the Convergence Consortium will make a determination about who will maintain it.

PUBLIC SERVICES REPORT

Nancy Smith said the new ABC Express has arrived and will be ready for operation on November 1. Thirty-one new childcare sites have been added to the schedule and it is anticipated that it will be possible to make 24 bi-weekly evening stops in low-income neighborhoods. She also noted that staff has been busy planning to the changes to the organizational structure. She explained that Bruce Adams and Denise Siers are developing work plans for each of their functional areas. Interviews for the new Cluster Managers will begin on October 24. She also said she is meeting with library staff upon request to answer questions and discuss these issues.

COLLECTION MANAGEMENT SERVICES (CMS) REPORT

Bruce Schauer said staff members from three community libraries have visited CMS to job shadow in different departments. Wai-Fong Lee asked if CMS had negotiated with Gale for their Virtual Reference Library. Bruce Schauer affirmed and explained that a number of factors contributed to obtaining a reasonable price.

FACILITIES MANAGEMENT SERVICES (FMS) REPORT

Greg Smith encouraged the Board to visit the newly remodeled Bothell Regional Library. He also mentioned that the expansion of the Library Connection @ Crossroads (LCC) is underway. LCC will be closed from November 28 to December 14 due to construction. He noted that the roof leak at the Woodmont Library had also been repaired.

NEW CONSTRUCTION REPORT


Kay Johnson highlighted the following:

- ◆ **Burien Library:** The real estate transaction to acquire the Puget Sound Educational Services District (PSESD) property is progressing through due diligence. A Request for Qualifications (RFQ) has been issued for contractors for the GC/CM process.
- ◆ **Design Build Projects:** Donald King Architects (DKA) has been selected to prepare the Request for Proposal (RFP) for the five libraries in the design-build group.
- ◆ **Lake Hills Library:** A Request for Qualifications (RFQ) has been issued for architects to assist KCLS in working through the development of a 10,000-square-foot library in the new Lake Hills Shopping Center.
- ◆ **Vashon Library:** A Request for Qualifications (RFQ) has been issued for consultants to assist in preparing a Master Site Plan for Ober Park.
- ◆ **Duvall Library:** A Purchase and Sale Agreement was delivered to the owners of the property at 14800 Main Street in Duvall.

Wai-Fong Lee asked about hazardous materials at the proposed site for the new Kenmore Library on Highway 522. Kay Johnson noted that the owners of the Shell Gas Station property, who have a 25 year-old lease, do not have many rights to check the property. KCLS is seeking a legal way to evaluate the site for contamination, etc.

ADJOURNMENT

President Wai-Fong Lee adjourned the meeting at 7:10pm.



Wai-Fong Lee, President



Charlotte Spitzer, Secretary