



#### MOTIONS APPROVED

1. Motion to approve the Board Agenda as amended
2. Minutes from December 13, 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. Election of 2006 Officers (President and Secretary)
9. Motion to approve Resolution 2006-01 – KCLS Bonds Continuing Disclosure

#### PRESENT

##### KCLS BOARD

Judge Richard Eadie  
Charlotte Spitzer  
Judge LeRoy McCullough  
Lucy Krakowiak

##### KCLS Staff

Bill Ptacek  
Linda Glenicki  
Charlene Richards  
Julie Wallace  
Denise Siers  
Nancy Smith  
Bruce Adams  
Jed Moffitt  
Greg Smith  
Kay Johnson  
Jennifer Wiseman  
Dri Ralph  
David Scott-Risner  
Angie Benedetti  
Jennifer Wooten  
Paula Burton  
Hester Kremer

#### GUESTS

James Bowen  
Ruth Mohl  
Lori & Gary Robinson  
Marion Webb  
Michelle Hillyer  
Cindy Richardson  
Yoshiko Saheki  
Carolyn Rodgers  
Cory Olson  
March Twisdale  
William Frisinger  
Sandy Livingston

#### CALL TO ORDER

President Pro Tem Richard Eadie called the meeting to order at 5:10pm.

#### PUBLIC COMMENT

James Bowen, a Seattle resident and patron of the Mercer Island Library, reviewed the clustering concept based on information he received at a Public Meeting on January 17. He questioned that clustering, given KCLS' definition (2 to 4 libraries per cluster with a single cluster manager and a staff rotation model), is a "national trend in local library management." After a review of professional literature, he said only one public library in Brooklyn, New York was clustered by KCLS' definition. He pointed out that none of the libraries Bill Ptacek referred to as "clustered," were clustered in the same manner as KCLS. He concluded that clustering is not a national trend, that there has been little published in professional library journals or literature on the concept of clustering and that other library systems that have been identified as "clustered" are not clustered by KCLS' definition. He asked that KCLS restrict clustering to libraries that have been clustered for two or more years and that an independent, objective evaluation of the effects of clustering in those libraries be done.

Michelle Hillyer, a Friend of the Richmond Beach Library, said Richmond Beach citizens collected 400 signatures in two weeks on a pro-neighborhood library petition, which was presented to the Board in November. She shared verbatim comments from Richmond Beach residents expressing sentiment that rotating librarians detracts from the library's sense of community. She said that the rotation schedule, implemented on January 1 appears to have cut staffing back on Saturday at the Richmond Beach Library and has cut the Children's Librarian's hours at the Richmond Beach Library in half.

Gary Robinson, a Friend of the Mercer Island Library, said 50 and 80 patrons respectively from 18 different communities attended two Public Meetings at the Mercer Island Library, held to help patrons better understand the new clustering policy. He said the meetings lasted two hours and the January meeting was moderated by Mercer Island resident Dave Ross of KIRO radio. He concluded that patrons did not feel that their questions were adequately answered. Despite what was said at the meetings, he stated that patrons learned that no national trend related to clustering was identified, there are no procedures in place for implementation of the new clustering system despite the fact that they've been in place since 2001 and the lack of an evaluation process of current and/or new clusters is antithetical to sound management. He raised concerns about the congruity of clustering with the results of the Patron Experience Transformation Project and admonished KCLS for a "culture of intimidation of employees" and lack of communication with the community. He asked the Board to reconsider the rationale for a clustering system and focus on strengthening neighborhood-based libraries and the technical systems that can make them more effective.

Ruth Mohl, a lifetime member of the Friends of the Issaquah library, said she is dismayed at the lack of morale among the Issaquah Library staff. She said she was horrified that people we care about are feeling pressured.

Marion Webb, who worked for KCLS as reference librarian for 10 years and began to substitute at six libraries following her retirement, said the quality of librarianship she was able to provide in the unfamiliar libraries she substituted in, was much lower than that she offered in libraries where she knew the patrons, fellow staff and collections. She emphasized a large part of being a librarian is being able to get information quickly.

On behalf of Local 1857, Cindy Richardson thanked individuals and Friends of the Library for presenting their concerns about clustering. She said that the Union shares those concerns.

Yoshiko Saheki, a resident of Shoreline, said she observed a disconnect between the public and KCLS' Administration during the recent community forums. She said the public is speaking about people and communities, whereas the Administration is focused on systems and processes. She said she believes that the varied communities within the KCLS service area have much in common, including an indication of shared values among those speaking out against clustering. She said the Managing Librarian and local staff embody the library and the community by extension. She said it is difficult when positions are no longer unique to one library. She said she understands the Board values equitable services and agreed that it is important. She said that KCLS has a smart Director and a fabulous staff and that there must be a creative way for the System to provide equitable service while maintaining the identities of individual community libraries.

In view of the lack of input citizens had prior to implementation of clusters, Carolyn Rodgers, a member of the Friends of the Mercer Island Library, suggested that KCLS appoint a Citizens Advisory Board. She asked that the issue be placed on next month's agenda so she can provide a detailed plan.

William Frisinger, President of Issaquah Library Advisory Board, said the local advisory board has not taken a position on clustering, but encouraged folks to try clustering out for a year or so, assuming that the community is assured a review process. He said change is initially unsettling, but suggested that KCLS stay the course.

Cory Olson, President of the Friends of the Black Diamond Library, said he agreed to serve on the Selection Jury to evaluate and choose a contractor/architect team to design and build the five libraries in the Design Build package. He shared information about the selection process, which includes interviews of the finalists, followed by a public review and comment period on Monday, March 6, with the Friends of Black Diamond Library. Assuming that the Selection Jury will chose the contractor/architect team, and not the design of the five libraries, the Friends were comfortable with process. If the design of the building is being selected, they felt the one-day timeframe seemed unreasonable. They felt community members should be able to comment during the interviews and be given a well-defined understanding of the selection criteria, etc.

March Twisdale, a resident of Vashon Island, assured the Board that Vashon Island parents are willing supporters of KCLS' early learning efforts. In November 2004, following the remodel of the Vashon Library, she said the children's computers became visually dominant and unavoidable distractions for children in the library. She presented eleven letters and 87 signatures asking that the computers be relocated to a different section of the library. She said parents and community members support the access to and availability of the computers, but believe that their location is detrimental to literacy promotion and fostering a child's love of books. She said the computers should not be prioritized over books, which has resulted from the current placement of the children's computers. She asked that the Board not wait until the new library is built to take action.

Sandy Livingston, President of the Friends of the Sammamish Library, said several patrons have wanted to contact the Board directly and said that no direct contact information is currently provided on the web page. Rather than routing communication through the Service Center, she requested that the Board be given kcls.org e-mail address to increase the ease with which patrons can contact the Trustees.

Richard Eadie assured attendees that their comments are taken seriously and are subject to further discussion.

## APPROVAL OF THE AGENDA

*Lucy Krakowiak moved approval of the agenda. Charlotte Spitzer seconded and the motion passed unanimously.*

## APPROVAL OF THE MINUTES

*There having been no changes to the draft December 13, 2005 minutes, they were deemed approved.*

## FINANCE REPORT

Linda Glenicki reviewed current finances noting preliminary December expenditures were \$7.1 million versus a monthly budget average of \$6.6 million. December preliminary year-to-date expenditures are \$74.9 million (94.3% of the budget versus 100% of the year completed). This compares to December year-to-date expenditures in 2004 of \$71.5 million (91.1% of budget). The percentage of budget spending in 2004 is unusually low due to the passage of the bond measure in September 2004, which resulted in the cancellation of significant maintenance and repair expenditures for the remainder of the year. Also, the election costs were budgeted for in 2004, but were not invoiced until 2005. She noted that 26.8% growth in expenditures in the Operating Leases line reflects that our operating leases were transferred out of the 302 Fund to their appropriate place in the General Fund in 2005.

December revenues were \$1.6 million, bringing year-to-date revenues to \$77.5 million (100.6% of the 2005 budgeted revenue of \$77.1 million). This compares to \$75.0 million, or 100.8% of the budget, received at this time last year. Tax collections totaled 99.8% of the authorized current year taxes. Contracts revenue of \$386,000 reflects the remaining semi-annual payment for service to the institutions and the annual payment agreement of \$104,000 from the Seattle Public Library for cross-use. Credit card payments remain at about 20% of total fine payments. Linda Glenicki noted that revenue from the KCLS Foundation shows receipt of 86.4% of budget, due to the fact that one of their primary budgeted items cost less than budgeted.

Expenditures from the 307 Capital Project Fund 2005 in December were \$300,937 with the largest expenditure being in Burien (\$129,308) and Covington (\$141,815) for architect and consulting fees related to new library projects. Expenditures in the 302 Fund in December of \$24,028 include \$13,457 for architecture work related to the installation of automated check-in and sortation equipment.

Finally, Linda Glenicki mentioned that the Interfund Transfer in the amount of \$2,330,000 was a budgeted transfer from the General Fund to the 302 Fund and did not need to be approved by motion.

## PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$2,110,136.45; Checks December 1-15<sup>th</sup> Chk #: 112580-113624; 129844-130033 and December 16-31<sup>st</sup> Chk #: 113625-114686; 130034-130235. LeRoy McCullough seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of General Fund #0010 Expenditures December 2005 in the amount of \$6,584,484.96; (Travel Advances) Chk #758-760, (12/5) Chk #86131-86237; 86238-86242; 86243-86303, (12/9) Chk #86304-86402; 86406-86526; 86535-86536; 86537, (12/13) Chk #86538-86589, (12/15) Chk #86590-86706, (12/16) Chk #86708-86878, (12/19) Chk #86884-86893; 86894-86897, (12/20) Chk #86898-86960, (12/21) Chk #86963-87048; 87052-87061; 87062, (12/22) Chk #87063-87101, (1/3) Chk #87105-87110, (1/4) Chk #87111-87220, (1/5) Chk #87238-87416; 87420-87426, (1/6) Chk #87441. Charlotte Spitzer seconded and the motion passed unanimously.

LeRoy McCullough moved approval of Construction Bond Fund '88 #3020 Expenditures December 2005 in the amount of \$21,125.24; (12/9) Chk #86527, (12/16) Chk #86879-86881, (12/21) Chk #87049-87050, (1/5) Chk #87417. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Capital Project Fund 2005 #3070 Expenditures for December 2005 in the amount of \$188,664.36; (12/9) Chk #86528-86534, (12/16) Chk #86882-86883, (12/21) Chk #87051, (12/22) Chk #87102-87103, (12/29) Chk #87104, (1/5) Chk #87418-87419. LeRoy McCullough seconded and the motion passed unanimously.

Luck Krakowiak moved approval of Gift Fund #6010 Expenditures for December 2005 in the amount of \$2,482.32; (12/9) Chk #86403-86405, (12/15), Chk #86707, (12/20) Chk #86961-86962, (1/4) Chk #87221-87223, (1/6) Chk #87442. Charlotte Spitzer seconded and the motion passed unanimously.

## ELECTION OF 2006 OFFICERS

*LeRoy McCullough nominated Charlotte Spitzer for Board President in 2006. Lucy Krakowiak seconded the nomination and it passed unanimously.*

*Lucy Krakowiak nominated LeRoy McCullough as Board Secretary in 2006. Charlotte Spitzer seconded the nomination and it passed unanimously.*

## RESOLUTION 2006-01

Linda Glenicki referred to the draft resolution and explained that KCLS is required to send certain financial information to the financial market annually. She said the Securities and Exchange Commission instituted disclosure requirements in 1989 and amended them further in 1994 to require the provision of continuing disclosure for bonds in the marketplace. This amendment first applied to KCLS for the 2002 bond refunding. Three years prior, in 1999, when KCLS' Facilities Foundation issued lease revenue bonds for the Service Center building, the trust agreement for those bonds declared J.P. Morgan as the dissemination agent to distribute KCLS' financial information to the market (specifically, the four Nationally Recognized Municipal Securities Information Repositories (NRMSIRs)). Because J.P. Morgan was already disseminating KCLS financial information to the market for these bonds, they were also named as the dissemination agency in the resolutions for our refundings in 2002, 2003 and 2004.

Since that time, Linda Glenicki explained that an online Central Post Office has been created through which agencies can submit PDFs of their financial information to a single location to satisfy the disclosure requirements. This process is easier to complete than it had been in the past. In addition, staff discovered that JP Morgan hadn't been submitting per the requirement, as they were unable to furnish proof of doing so upon request. Linda Glenicki said that during the past month, staff has worked with J.P. Morgan to rectify past submissions. Given the history with JP Morgan and the ease with which KCLS can now disseminate its own financial information, she recommended that the Board pass this resolution that removes J.P. Morgan as the dissemination agent and declares that KCLS will be responsible itself for the task. Linda Glenicki noted that the resolution refers to Supplement No. 4 to the Continuing Disclosure agreement with J.P. Morgan, which revokes the previous agreements with JP Morgan regarding the refunding bonds disclosure. She also referred to an opinion letter from bond counsel, which states that this change is permissible. ***Richard Eadie moved approval of Resolution 2006-01. Lucy Krakowiak seconded and the motion passed unanimously.*** Richard Eadie asked if KCLS expects a financial return from JP Morgan. Linda Glenicki said JP Morgan was to invoice us for their service and to-date, have not done so. She noted that in municipal disclosure, this type of situation is not unique especially prior to the creation of the Internet.

## PATRON EXPERIENCE TRANSFORMATION PROJECT - STRATEGIC BLUEPRINT

Julie Wallace reminded the Board that KCLS conducted an extensive survey in 2005 to determine what KCLS is doing well and what opportunities exist to serve patrons better, from their perspective. Following completion of the survey, a series of meetings were held with a group of 75 staff members. This group began drafting a vision and action plan based on the results of the patron survey. The draft plan was then discussed with more than 400 staff members at 30 feedback sessions held throughout the District. Since that time, the selected priorities were compiled, refined and then approved by APT in December 2005. Julie Wallace reviewed a one page summary of the priorities (based on a more detailed Strategic Blueprint) which highlights eight desired outcomes from patron input and suggests potential means for achieving them in priority order over the short and long-term:

1. **Courtesy and Mutual Respect** (clearly defined and consistently enforced)
2. **Community Partnerships** (develop, nurture and leverage for System-wide value)
3. **Create Adept Patrons** (through physical way-finding strategies)
4. **Create Adept Staff** (supported and accomplished through KCLS culture, communications and staff-development opportunities)
5. **Convenient Access** (library services are accessible to all)
6. **High Functioning Technology/Systems** (infrastructure and "back room" systems support seamless patron experiences)
7. **Shhh & Ahhh** (KCLS offers a haven of comfort and quiet)
8. **Awareness** (heightened through promotion, marketing, web design and catalog)

Richard Eadie asked if the Board needed to readdress KCLS' Code of Conduct. Julie Wallace said that when the Code of Conduct is revisited, it will be more likely to address the "clash of cultures" within community libraries and what might need to be done to make current code more effective. She noted that the way in which the Code of Conduct applies to cell phone usage, may need to be more clearly defined. LeRoy McCullough asked if the issue of staff rotating amongst a number of libraries was raised by patrons in survey responses. Julie Wallace said it was not and that the survey results indicated that patrons use multiple libraries and was equally satisfied among all. Denise Siers added that this was reaffirmed in the focus groups. She noted that while isolated comments were made about rotating staff, the consultants compared patron satisfaction ratings with libraries that were and were not clustered and found no difference between the satisfaction ratings.

## **EARLY LITERACY MODULES**

David Scott-Risner shared renderings of the furniture and equipment designed to create Early Literacy Modules. These modules are intended to engage children and their parents in reading activities. In addition to display features and comfortable, mobile furniture, the modules will include interactive learning elements designed by Kim Van Der Veen of The Burgeon Group. These modules will be installed at the Skyway, Issaquah, Sammamish, Federal Way Regional, Woodinville and Fairwood libraries beginning February 20. In addition, Bill Ptacek shared Public Service Announcements developed by the Talaris Research Institute, which will play in a continuous loop on monitors near the modules for parents. LeRoy McCullough asked if KCLS would make an evaluation of these modules for installation at other libraries. Bill Ptacek affirmed.

## **2005 YEAR IN REVIEW**

The Administrative Planning Team (APT) presented the 2005 Year in Review. The document can be viewed at [www.kcls.org/about/2005%20YIR%20REV.pdf](http://www.kcls.org/about/2005%20YIR%20REV.pdf). The Board of Trustees commended KCLS staff for their efforts and accomplishments in 2005.

## **EMPLOYEE INVOLVEMENT PROCESS**

Denise Siers explained that when KCLS began reorganizing Public Services, it became apparent that the organization needed a way to involve staff in meaningful activities at the System-wide level. As a result, and with the assistance of consultants well-versed in organizational change and psychology, the Employee Involvement Design Team (EIDT) was formed to design a structured process for employee involvement. Denise Siers introduced Paula Burton who explained that the EIDT has met almost weekly to begin to understand what employee involvement means and how it looks in other industries and organizations. The EIDT then took that information and developed an employee involvement process for KCLS, as well as an accompanying handbook, which defines employee involvement, the areas that are and are not meant to be changed through the employee involvement process and what the process will look like. She explained that in March, the EIDT will break into two employee involvement teams to test this process on two pilot projects, following which the process will be reevaluated for effectiveness and refined as necessary. Bill Ptacek emphasized that this process and handbook will lay the foundation for future employee involvement.

## **RELATIONSHIP WITH SEATTLE PUBLIC LIBRARY (SPL)**

Bill Ptacek reminded the Board that after KCLS staff met with representatives from the City of Seattle and the Seattle Public Library (SPL) regarding the results of the cross-use study (which indicated that SPL currently owes KCLS \$989,653), discussions ensued regarding ways to manage the unbalanced amount of cross-use, including the possibility of having SPL assume responsibility of the contract for services to the institutions. Since that time it appears that the SPL Board decided not to assume responsibility of the contract for services to the institutions because they do not want to be tied to the provision of additional services.

As an alternative, the SPL Board asked the KCLS Board to consider selling cards to Seattle residents in the event that the reciprocal borrowing agreement was terminated. Bill Ptacek explained that KCLS has a long history of not selling cards for a number of reasons, not the least of which is that a number of cities who wanted to buy cards for residents as a less expensive alternative to annexing were told no. Richard Eadie suggested that the Board adopt a policy of not selling cards to Seattle or any other residents. LeRoy McCullough asked what means of access SPL patrons would have without a card. Bill Ptacek said they could use the facilities, but not checkout materials or use the computers. Lucy Krakowiak said it is important to stay open to change and suggested that KCLS could determine an appropriate price for cards if necessary.

Charlotte Spitzer emphasized the Board's responsibility to King County patrons. LeRoy McCullough asked KCLS to consider the secondary impacts if the reciprocal borrowing agreement was terminated. Bill Ptacek noted that King County taxpayers would not lose access to staff or materials, but would gain access to those resources currently being used by SPL residents. He also pointed out that the City of Seattle plans to conduct a study to determine why SPL patrons are using KCLS libraries, as they are concerned that a solution to this ongoing issue needs to address the causes, rather than support the continued migration of use. He added that representatives from SPL's Board would like to meet with representatives from KCLS' Board to explore every possible option. The KCLS Board expressed concern about what may be perceived as the institutions' inability to "get along," but reiterated that they are trustees of King County taxpayer dollars.

#### **DIRECTOR'S REPORT**

No report was given.

#### **PUBLIC SERVICES REPORT**

No report was given.

#### **COLLECTION MANAGEMENT SERVICES REPORT**

No report was given.

#### **FACILITIES MANAGEMENT SERVICES REPORT**

No report was given.

#### **NEW CONSTRUCTION REPORT**

No report was given.

#### **EXECUTIVE SESSION**

At 7:38pm, President Charlotte Spitzer announced, per RCW 42.30.140(4) (b), that an executive session to plan the strategy or position to be taken by the governing body during the course of collective bargaining proceedings, would begin. The estimated duration of the executive session was 30 minutes. Charlotte Spitzer, LeRoy McCullough, Richard Eadie, Lucy Krakowiak, Henry Farber, Charlene Richards and Bill Ptacek were in attendance.

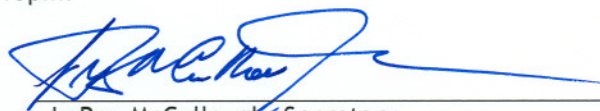
#### **RETURN TO REGULAR SESSION**

President Charlotte Spitzer reconvened the meeting in regular session at 8:14pm.

#### **ADJOURNMENT**

President Charlotte Spitzer adjourned the meeting at 8:15pm.

  
Charlotte Spitzer, President

  
LeRoy McCullough, Secretary