



King County Library System  
Special Board of Trustees Meeting  
Service Center  
1:30pm ♦ 30 November 2006

**MOTIONS APPROVED**

1. Motion to approve the Board Agenda as amended
2. Minutes from October 13, 2006 were deemed approved
3. Minutes from October 31, 2006 were deemed approved
4. Motion to approve Payroll expenditures
5. Motion to approve General Fund #0010 expenditures
6. Motion to approve Construction Bond Fund '88 #3020 expenditures
7. Motion to approve Capital Project Fund 2005 #3070 expenditures
8. Motion to approve Gift Fund #6010 expenditures
9. Motion to approve Resolution 2006-08 - Property Tax Increase for 2007
10. Motion to approve Resolution 2006-09 - Property Tax Levy
11. Motion to approve Resolution 2006-10 - Issuance of Warrants
12. Motion to approve Resolution 2006-11 - Surplus Computer Equipment
13. Motion to grant permission to serve wine at Literary Lions Event
14. Motion to approve revisions to the KCLS Gift Policy
15. Motion to approve the site for the new Kenmore Library (6221 and 6531 NE 181st Street)

**PRESENT**

**KCLS BOARD**

Jessica Bonebright  
Judge Richard Eadie  
Lucy Krakowiak

**KCLS Staff**

Bill Ptacek  
Linda Glenicki  
Charlene Richards  
Nancy Smith  
Bruce Adams  
Bruce Schauer  
Jed Moffitt  
Kay Johnson  
Julie Wallace  
Jeanne Thorsen  
Jennifer Wiseman  
Greg Smith  
Denise Siers  
Angelina Benedetti  
Holly Koelling

**GUESTS**

Jim Bowen  
Susan Veltfort  
Diana Prenguber  
Barbara Spindel  
David Baker

**CALL TO ORDER**

Jessica Bonebright called the meeting to order at 1:27pm, with Richard Eadie and Lucy Krakowiak attending via conference call.

**PUBLIC COMMENT**

David Baker, Deputy Mayor City of Kenmore, reminded Board members that he presented a letter on behalf of the Kenmore City Council in May stating that the Council did not believe the new Kenmore Library should be sited at the location of the Shell Station on State Route 522. While he said he was willing to prepare a formal letter on behalf of the Council this time as well, he said the Kenmore City Council also objects to the selection of the site, currently home to the Kenmore Post Office, as the location for the new Kenmore Library. He urged KCLS to co-locate with the City of Kenmore at an alternative site, which the City is presently negotiating for and which would not require any Kenmore businesses to be displaced. He highlighted the access to and size of the site the City is pursuing and emphasized that his belief that co-locating won't slow KCLS' plans to get the library built.

**APPROVAL OF THE AGENDA**

The following agenda items were deferred until the December meeting: *Board Committee Meetings* and *Library Director's Performance Evaluation*. *Richard Eadie moved approval of the agenda as amended. Lucy Krakowiak seconded and the motion passed unanimously.*

**APPROVAL OF THE MINUTES - OCTOBER 13, 2006**

*There having been no changes to the draft October 13, 2006 minutes, they were deemed approved.*

**APPROVAL OF THE MINUTES - OCTOBER 31, 2006**

*There having been no changes to the draft October 31, 2006 minutes, they were deemed approved.*

## FINANCE REPORT

Linda Glenicki reviewed current finances noting October expenditures were \$6.0 million versus a monthly budget average of \$6.8 million. Year-to-date expenditures are \$61.6 million (75.1% of budget versus 83.3% of the year completed). This compares to October year-to-date expenditures in 2005 of \$61.5 million (77.5% of the budget). The following General Fund items were called out:

- ♦ **Intergovernmental:** Expenditures of \$13,000 include \$12,000 to the Washington State Auditor as partial payment for their work auditing KCLS for fiscal year 2005. Prior year charges of more than \$1,000,000 reflect payment of the cost of the September 2004 bond election resulting in a decrease in expenditures of 97.8% versus 2005 year-to-date.

October revenues were \$27.9 million, as most of the fall property tax payments were received. This brings year-to-date revenue to \$72.3 million (91.0% of budget). October expenditures from the 307 Capital Project Fund 2005 were \$423,983 bringing year-to-date spending to \$5.2 million (13.0% of the 2006 budget). Charges were incurred at 12 libraries for work on capital projects. In addition, \$67,060 was expended to reimburse the general fund for the salaries of three employees dedicated to the bond-related activities. October expenditures in the 302 Fund were \$75,989, with the major item being a payment for the Black Diamond Library project.

## PAYMENT OF BILLS

Richard Eadie moved approval of Payroll Expenditures in the amount of \$2,126,030.27; Checks October 1-15<sup>th</sup> Chk #: 133408-134424; 133617-133839 and October 16-31<sup>st</sup> Chk #: 134425-135456; 133840-134031. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of General Fund #0010 Expenditures October 2006 in the amount of \$5,782,727.65; (Travel Advances) Chk #800-801, (10/5) Chk #96398; 96399-96405; 96406-96471, (10/9) Chk #96479-96564, (10/11) Chk #96568-96624, (10/13) Chk #96632-96637; 96638-96721, (10/17) Chk #96722-96840, (10/19) Chk #96852-96929; 96930-96954, (10/20) Chk #95959-96969; 96970-96973, (10/24) Chk #96974-97055, (10/26) Chk #97059-97067; 97068-97119; 97120-97155, (11/1) Chk #97164-97289, (11/2) Chk #97290-97298; 97299-97378, (11/3) Chk #97379-97382; 97383-97395, (11/6) Chk #97399, (Voids) Chk #96289; 96386; 96590. Richard Eadie seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Construction Bond Fund '88 #3020 Expenditures October 2006 in the amount of \$76,003.70; (10/9) Chk #96565, (10/17) Chk #96841-96842, (10/24) Chk #97056, (11/6) Chk #96400. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Capital Project Fund 2005 #3070 Expenditures for October 2006 in the amount of \$358,348.16; (10/5) Chk #96472-96473, (10/9) Chk #96566-96567, (10/11) Chk #96625, (10/17) Chk #96843-96851, (10/24) Chk #97057-97058, (10/26) Chk #97156-97157, (11/3) Chk #97396-97398, (11/6) Chk #97401. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Gift Fund #6010 Expenditures for October 2006 in the amount of \$4,817.19; (10/5) Chk #96474-96478, (10/11) Chk #96626-96631, (10/19) Chk #96955-96958, (10/26) Chk #97158-97163, (11/6) Chk #97402. Richard Eadie seconded and the motion passed unanimously.

## RESOLUTION 2006-08 - PROPERTY TAX INCREASE FOR 2007

Linda Glenicki said the Finance Committee has discussed this resolution. She explained that the King County Council requires KCLS to provide a property tax levy figure by the first of December. Because the Assessor's Office doesn't typically lock in figures until mid-December, agencies are advised to overestimate this figure as it can be cut back, but not increased. As a result, Resolution 2006-08 states that "the District requires a regular levy in the amount of \$80,800,000," which is about \$1 million more than what KCLS anticipates, in the final worksheet. This includes the authorized levy increase amount of \$765,592 (a 1.0% increase from 2006), which 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. **Richard Eadie moved approval of Resolution 2006-08. Lucy Krakowiak seconded and the motion passed unanimously.**

## RESOLUTION 2006-09 - PROPERTY TAX LEVY

Linda Glenicki said the details of this resolution had also been reviewed by the Finance Committee. She explained that the resolution 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. In addition to the operating levy, KCLS is required to provide a figure for the 1988 General Obligation Bonds Fund Levy (\$5,050,000) and the 2005 General Obligation Bonds Fund Levy (\$5,300,000). Linda Glenicki said the total amount of debt service from the bonds will still be less than the 8 cents per \$1,000 of assessed valuation limit promised to voters. *Lucy Krakowiak moved approval of Resolution 2006-09. Richard Eadie seconded and the motion passed unanimously.*

## RESOLUTION 2006-10 - ISSUANCE OF WARRANTS

Linda Glenicki explained that this resolution is necessary to bring KCLS up-to-date with current state law regarding of issuing warrants in advance of Board approval. She said the Board passed a resolution in 1982 to authorize the appropriate "auditing officers" the ability to review and certify payment and issuance of warrants before Board approval to facilitate the process for more efficient and prompt payment of the library's obligations. She noted that this is a fairly standard practice, particularly for a board that only meets once a month. Linda Glenicki explained that the KCLS Board must approve a new resolution to coincide with the requirements enacted in RCW 42.24.180. *Richard Eadie moved approval of Resolution 2006-10. Lucy Krakowiak seconded and the motion passed unanimously.*

## RESOLUTION 2006-11 - SURPLUS COMPUTER EQUIPMENT

Linda Glenicki referred the Board to a listing of computer equipment to be declared surplus. *Lucy Krakowiak moved approval of Resolution 2006-11. Richard Eadie seconded and the motion passed unanimously.*

## PERMISSION TO SERVE WINE AT LITERARY LIONS AWARD EVENT

Bill Ptacek explained that this is an annual request by the Foundation in preparation for the 2007 Literary Lions Award dinner on Saturday, March 10 at the Bellevue Regional Library. The Foundation asked permission to serve wine at the event, during which time the library will be closed. With approval of this request, the Foundation will secure the necessary liquor license from the State. It was also requested that the library close at 4pm to complete set-up arrangements. Jessica Bonebright expressed concern about closing the library early and asked if there was an alternative time or location that would not inconvenience patrons. Jeanne Thorsen explained that extensive set-up is required and noted that information will be posted to notify patrons of the change weeks in advance of the event. *Richard Eadie moved approval of these requests. Lucy Krakowiak seconded and the motion passed unanimously.*

## REVISIONS TO GIFT POLICY

Bruce Adams explained that the Planning Committee reviewed the revised version of *the Donation Policies and Procedures*. He highlighted the primary changes to the policy, which includes more restrictive language regarding items KCLS won't accept, as well as additional language about tax credits and the routing of gift funds through the Foundation. In response to a question from Lucy Krakowiak, Bruce Adams also explained that items books donated for consideration for the KCLS collection are different from those materials donated to and then sold by the Friends of the Library. Bill Ptacek added that books pulled from the collection through weeding are disposed of through the Foundation. *Lucy Krakowiak moved approval of revised Donation Policies and Procedures. Richard Eadie seconded and the motion passed unanimously.*

## SITE SELECTION - KENMORE LIBRARY

Bill Ptacek mentioned that the Capital Plan calls for KCLS to build a new 10,000-square-foot library. He added that when the Capital Plan was being developed, the City of Kenmore prompted the Board to move the project up on the priority list. Since the bond measure passed, he said KCLS staff has researched numerous locations in the City of Kenmore for the new Kenmore Library. Two public meetings have been held in Kenmore to discuss site possibilities. By October 2006, KCLS had sufficient confidence from this extensive search to offer a purchase agreement to the owner of the property where the Kenmore Post Office, as well as five other businesses, is currently housed. Bill Ptacek went on to explain that KCLS sent a letter to officials at the City of Kenmore to notify them that KCLS staff would recommend that the Board approve the Kenmore Post Office site for the new library. He noted that at their November 21 meeting the Kenmore Library Association Board voted unanimously to support the decision.

Regarding the Deputy Mayor's comments earlier during the meeting, and referencing a phone conversation with the Kenmore City Manager, Bill Ptacek explained that Board approval of this site for the new Kenmore library doesn't preclude KCLS from working with the City. He also noted that KCLS staff will be meeting with the U.S. Postal Service to discuss the relocation process. Richard Eadie thanked Kenmore residents and city officials for their support of the library. He emphasized that the current library is extremely insufficient for the community. For that reason, he expressed support for moving forward with the site selection. He encouraged staff to work with the City where possible, but reiterated that KCLS should proceed to secure this site. Lucy Krakowiak asked if parking would be sufficient on this site. Kay Johnson affirmed, noting that there would likely be parking built under the building. **Richard Eadie moved approval to site the new Kenmore Library on the parcel at 6221 and 6531 NE 181st Street (the site of the current Kenmore Post Office). Lucy Krakowiak seconded and the motion passed unanimously.**

#### PRELIMINARY BUDGET AND HEARINGS FOLLOW-UP

Bill Ptacek referred Board members to a brief summary of the questions and concerns that were raised during the Preliminary Budget presentations. Of note, he mentioned that the 2007 salary costs have not been finalized, as KCLS is currently negotiating the next contract with Local 1857. Also, in response to an inquiry from the Board, Bill Ptacek presented a proposal for GED preparation classes (to mirror KCLS' current SAT class offerings), which indicates that \$12,600 would need to be included in the budget to provide the program.

#### SECOND QUARTER CLUSTER EVALUATION

Nancy Smith provided a very quick overview of the in-house cluster evaluation conducted for the second quarter of the year. She emphasized that, while Waldron & Company continues to conduct an independent evaluation of clustering, staff felt it appropriate to update these basic internal measures based on the Board-adopted criteria. After referring Board members to the written report, she mentioned that KCLS is working to define and establish staffing models in order to address primary indicator 1. She also noted that Waldron & Company is gathering patron feedback regarding clustering, and is conducting an internal survey regarding job effectiveness.

#### UPDATE ON FUTURE SERVICE DELIVERY PROJECT

Bill Ptacek mentioned that this was a topic raised at the Board Planning Retreat and later discussed by the Planning Committee. He said Denise Siers is currently working with Amy Egger, a Cluster Manager, on the future staffing project through the Executive Leadership Institute (ELI) through the Urban Libraries Council. Denise Siers explained that when defining this project, a staff committee first conducted research about the future of libraries during the next decade and produced a report that draws general conclusions about the future of services in the public libraries. In the course of research, staff discovered that libraries across the nation are experiencing fundamental shifts in how patrons use the library, how they get information and what their expectations of libraries are. As a result of this research, she said KCLS would like to look at the core services KCLS will deliver to serve the convergent needs of the public. She explained that the next step in this future staffing project would be a visioning process to determine what role KCLS wants to play. This information will be vital for determining what staffing complement is necessary in KCLS libraries. By knowing what actions KCLS plans to take to achieve its Vision into the future, staffing decisions will be clearer.

Bill Ptacek reiterated that this process will help KCLS know how to best configure and staff the new libraries because knowing what the staff will be doing is a critical component of those decisions. He explained that staff would like to issue a Request for Proposals (RFP) intended to engage a consultant to help KCLS develop a process for determining its role(s) for the future. The process would engage staff from all levels, as well as the Board, in creating a matrix of service options. From there, a staff committee could likely convene to make determine how KCLS can accomplish the recommendations going forward. He noted that the process would be similar to that in which the Board helped develop the tenets KCLS' Vision statement.

#### ADJOURNMENT

Jessica Bonebright adjourned the meeting at 2:07pm.

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Charlotte Spitzer, President



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LeRoy McCullough, Secretary