



MOTIONS APPROVED

1. Motion to approve the Board agenda
2. Motion to approve the March 15, 2008 Board Retreat minutes
3. Motion to approve the March 25, 2008, Board meeting minutes
4. Motion to approve two interfund transfers
5. Motion to approve Payroll expenditures
6. Motion to approve General Fund #0010 expenditures
7. Motion to approve Construction Bond Fund '88 #3020 expenditures
8. Motion to approve Capital Project Fund 2005 #3070 expenditures
9. Motion to approve Gift Fund #6010 expenditures
10. Motion to approve Resolution 2008-02
11. Motion to approve the Selection Philosophy, Collection Goals, Materials Budget and Distribution, and Selection Criteria documents with amendment
12. Motion to approve a 4% salary increase for KCLS Director Bill Ptacek, effective May 1, 2008
13. Motion to allow the Bellevue Friends of the Library to serve wine at its annual meeting
14. Motion to approve the final Future Services Strategy
15. Motion to open committee meetings to the greatest extent possible under the law, and that the procedures by which KCLS does that be presented at the May Board meeting

PRESENT

KCLS BOARD

Jessica Bonebright
Judge Richard Eadie
Lucy Krakowiak
Judge LeRoy McCullough
Rob Spitzer

KCLS Staff

Bruce Adams
Randy Barthelman
Angelina Benedetti
Katie Boyes
Amy Egler
Linda Glenicki
Kay Johnson
Holly Koelling
Lauren Mikov
Jed Moffitt
Bill Ptacek
Charlene Richards
Bruce Schauer
Denise Siers
Greg Smith
Sandy Smith
Jeanne Thorsen
Susan Veltfort

GUESTS

Susan Beverly
Connie Reed
Gary Robinson
Lori Robinson
Barbara Spindel

CALL TO ORDER

Lucy Krakowiak called the meeting to order at 5:06pm.

PUBLIC COMMENT

Sue Beverly said she has read the Future Services Strategy and she agrees with many of the goals it sets forth. She is glad to see the System's commitment to serving children, teens and diverse cultures with materials that address their needs and interests. Sue said there is another large constituency that she feels needs specific mention in connection with the Lifelong Learning goal. She said older patrons form a loyal core of library users at branches like Newport Way. They have grown up and grown old with their local libraries and now many of them have a special need. Sue said their vision is fading due to diabetes and other conditions, as well as aging. She said for older patrons, ordinary-size print is a struggle that can take the pleasure out of reading. She noted that because they have trouble reading most magazines and newspapers due to print size, they are more dependent than ever on the library. Sue said older patrons' special need is for large print books on a full range of topics. She said the current large print collection allows them to enjoy mysteries, romances and westerns, but they also want biographies, history and current events. Sue said audio books are nice, but they require equipment that many seniors don't have and may have trouble operating. She appreciates that the audio and large print collections have grown over the past few years and said it's a trend that she hopes will continue as the median age of the population advances. To ensure that this trend continues and that the needs of seniors don't get overlooked in the push to serve children, teens and others, she suggested that the Lifelong Learning section of the Future Services Strategy make a specific commitment to providing materials for the visually challenged.

APPROVAL OF THE AGENDA

Richard Eadie moved approval of the agenda. Rob Spitzer seconded and the motion passed unanimously.

APPROVAL OF THE MARCH 15 BOARD RETREAT MINUTES

There having been no changes to the draft March 15, 2008, Board Retreat minutes, they were deemed approved.

APPROVAL OF THE MARCH 25 BOARD MEETING MINUTES

Richard Eadie motioned to amend the minutes to change the list of those present to remove his name. Rob Spitzer also moved to amend the minutes to reflect the correct meeting location.

Rob Spitzer moved approval of the March 25 Board meeting minutes with the proposed changes. Jessica Bonebright seconded and the motion passed unanimously.

FINANCE REPORT

Linda Glenicki reported that general fund expenditures in March were \$7 million, versus a monthly budget average of \$7.5 million.

The following general fund items were called out:

- Supplies: March expenditures of \$259 thousand include \$44 thousand for various computer equipment and \$40 thousand as a deposit on the purchase of new biodegradable patron book bags.
- Professional Services: March expenditures of \$222 thousand include \$20 thousand to Griffin, Hill & Associates for diversity program consulting, \$12 thousand to Berk & Associates for work on the Future Services project and \$12 thousand to Waldron & Company for work on the staff survey.
- Repair and Maintenance: Expenditures in March of \$775 thousand include \$86 thousand for Way-finding fixtures and graphics for the Redmond Library; \$40 thousand for the renovation work at the Des Moines Library; \$40 thousand for HVAC evaluation and upgrades at the Bellevue Library; \$38 thousand for a computer equipment maintenance contract; and \$215 thousand for contracted services such as janitorial and landscaping.

Linda said March is not a big revenue month. Early spring property tax payments are beginning to trickle in, and March revenues included \$2 million in property taxes. Linda noted that the miscellaneous revenues line shows revenues received in March of \$91 thousand, which is 85.5% of the budget received. She explained that this is the matching payment for AmeriCorps workers for 2008, which is received at the beginning of the year. She said credit card payments remain in the 25%-30% range.

In the 307 fund, March expenditures were \$1.5 million, with a few large payments for major projects in full swing including the Woodmont, Muckleshoot, Fall City and Covington Libraries. Linda noted that the total for Covington slightly exceeds the total project budget, and the difference will be reimbursed from the general fund. Greg Smith explained that cost overruns were caused by unforeseen circumstances of the construction process. He said the problem was the failure of subcontractors to perform through their contract, and KCLS has issued a letter of liquidated damages to the contractor.

Expenditures of \$284 thousand in the 302 fund in March were largely for the Black Diamond Library, with a small payment for the Redmond remodel.

Linda said the Board also needs to approve two interfund transfers because they are unbudgeted transfers. The first is for expenditures charged to the 302 fund for Self Check-In, and since there was no budget for that work in the 302 fund, the amount needs to be paid for from the general fund. The second transfer is from materials for the Black Diamond project erroneously charged to the 307 fund since the project is being funded out of the 302 fund.

PAYMENT OF BILLS

Richard Eadie moved approval of two interfund transfers in the amount of \$6,740.28. Rob Spitzer seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Payroll Expenditures March 2008 in the amount of \$2,300,841.92; Checks March 1-15th Chk#169250-170328; 139713-139871 and March 16-31st Chk#170329-171410; 139872-140034. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of General Fund #0010 Expenditures March 2008 in the amount of \$4,800,714.09; (Travel Advances) Chk #873-876, (3/5) Chk #113885; 113886-113934; 113935-113942, (3/6) Chk #113943-113948; 113949-114015, (3/7) Chk #114024-114077, (3/10) Chk #114079-114122, (3/12) Chk #114130-114172, (3/13) Chk #114173-114232, (3/14) Chk #114234-114316, (3/18) Chk #114317-114350, (3/19) Chk #114369-114372; 114373-114382, (3/20) Chk #114403-114468; 114469-114480; 114481-114531, (3/21) Chk #114542-114590, (3/24) Chk #114596-114618, (3/26) Chk #114627-114648; 114649-114662; 114663-114734, (3/27) Chk #114746-114791, (3/31) Chk #114793-114859, (4/1) Chk #114864-114912, (4/2) Chk #114913-114927; 114937-114974, (4/3) Chk #114978-114981; 114982-114989; 114990-115066, (4/4) Chk #115072, (Voids) Chk #114471. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures March 2008 in the amount of \$287,477.25; (3/6) Chk #114016-114018, (3/18) Chk #114351-114355, (3/19) Chk #114383, (3/20) Chk #114532-114536, (3/24) Chk #114619-114620, (3/26) Chk #114735-114739, (4/2) Chk #114928-114929; 114975-114976, (4/4) Chk #115073. Rob Spitzer seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Capital Project Fund 2005 #3070 Expenditures March 2008 in the amount of \$1,441,623.00; (3/6) Chk #114019-114021, (3/7) Chk #114078, (3/10) Chk #114123-114129, (3/13) Chk #114233, (3/18) Chk #114356-114368, (3/19) Chk #114384-114400, (3/20) Chk #114537-114541, (3/21) Chk #114591-114595, (3/24) Chk #114621-114626, (3/26) Chk #114740-114744, (3/27) Chk #114792, (3/31) Chk #114860-114861, (4/2) Chk #114930-114936; 114977, (4/3) Chk #115067-115069; 115070-115071, (4/4) Chk #115074. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Gift Fund #6010 Expenditures for March 2008 in the amount of \$426.80; (3/6) Chk #114022-114023, (3/19) Chk #114401-114402, (3/26) Chk #114745, (3/31) Chk #114862-114863, (4/4) Chk #115075. Richard Eadie seconded and the motion passed unanimously.

SURPLUS RESOLUTION 2008-02

Linda Glenicki explained that Resolution 2008-02 is for the standard quarterly sale of surplus computer and furniture equipment. Greg Smith said KCLS divides the surplus items into furniture and computer lots and receives between \$1,000-\$1,500 for each lot. Linda said KCLS removes all nonworking computer equipment and pays to have it recycled in an environmentally responsible way.

Richard Eadie moved approval of Surplus Resolution 2008-02. Jessica Bonebright seconded and the motion passed unanimously.

COLLECTION PHILOSOPHY AND GOALS

Bruce Adams introduced Angelina (Angie) Benedetti. He explained that the KCLS Board does not approve as much content as the Boards of other libraries, and KCLS would like the Board to consider formally adopting the collection philosophy and goals.

Angie presented the full collection development policies and procedures manual, and asked that the Board consider approving four documents: the Selection Philosophy, Collection Goals, Materials Budget and Distribution and Selection Criteria. She then reviewed the existing policy previously adopted by the Board, the Materials Selection and Access to Electronic Information, Services, Networks and Internet Acceptable Use Policy. Angie said that this is the foundation document by which the Board gives KCLS the ability to select materials and put them in the collection. The policy describes the selection process and KCLS' commitment to open access, shows how KCLS is part of a larger national infrastructure and covers intellectual freedom issues. She showed where patrons can access the policy on KCLS' Web site, and said KCLS would like to provide that same level of access for the four documents currently being considered for approval.

Angie said the **Selection Philosophy** describes how KCLS strives to develop a broad collection to serve its diverse communities, the basis of selection, and the goals of weeding and replacement. It also characterizes KCLS as having one collection with 43 locations. She said the **Collection Goals** document shows KCLS' commitment to provide a high-quality collection for all ages in a variety of formats. The Goals document outlines how the collection provides a wide range of viewpoints and an adequate number of copies, uses display and marketing techniques, responds to local community needs and interests, and supports school curricula. It then covers the goals of materials distribution, collection evaluation, weeding and collection refreshment. Angie explained that there are four budget components covered under the **Materials Budget and Distribution**: book, non-print,

electronic services and periodicals. She said the budget is Collection Management Services' strategic planning document, is based on the collection goals and is approved yearly by the Board. Angie reported that materials distribution is based on the capacity and size of each library. She added that KCLS' central storage is housed at the Service Center and contains 71,000 items that are of value to the system, but circulate infrequently or have low browsing value. Next, Angie covered the Selection Criteria. She said the collection is intended to be inclusive rather than exclusive, and that KCLS needs to be able to defend both a decision to purchase and not to purchase an item. She then listed the eight basic selection criteria.

Angie explained that there was a question at the Planning Committee about whether or not KCLS considers a patron's intended use of materials. She said KCLS does not do so, and gave the example that KCLS would not be concerned with a patron intending to cheat the IRS by checking out a book about how to pay zero taxes. Angie said because of this issue, KCLS would like to add the following statement to the Selection Criteria:

Library employees' personal reactions to a subject or presentation have no bearing on any factor. The Library System does not question and is not concerned with a patron's personal use of the information and resources found in the library collection.

Rob Spitzer asked about materials that potentially could be dangerous, such as a book on how to build a bomb. Angie responded that the Planning Committee also discussed that example, and determined that there could be an alternate use of the material: to ensure that a child or student isn't building a bomb. Bill Ptacek said the question is whether the patron is checking the item out to do something with it, or to do research, and every item has different perspectives and potential uses. He said the Library's consideration is not to project the intended use of the material, but to make sure it fits the standard of the collection. Bruce Adams added that KCLS does not ask, and it is the patron's right not to reveal, how they will use the information. Discussion ensued about self-published items.

Richard Eadie said one thing that makes him feel more comfortable is the self-monitoring done by the patrons who use the System. He asked if KCLS carries any books that advocate and describe how to commit illegal acts. Angie responded that there are a number of true crime novels in the collection, and books that describe crimes that can be or have been committed. However, she said it is hard to make a decision or a judgment that a patron could use the books to commit a crime. Richard then asked if KCLS receives many complaints about library materials. Angie said KCLS does receive complaints, and responds to all of them, from the low-level, in-person complaints to the formal Patron's Request for Reconsideration of Library Materials that the Board approved in January.

Rob asked who makes the decision as to whether a book is worthy of weeding. Angie said the weeding process happens at the community library level, and is primarily the responsibility of library staff members who bring titles needing refreshment to the attention of Collection Management Services. She said decisions about weeding are often based on the age and condition of materials. However, she said if library staff determines that an item needs to be considered for central storage, that item is sent to the Service Center for review.

Richard inquired if KCLS provides staff recommendations. Angie replied that staff recommendations are provided in the libraries and on the Web site. Bruce added that Collection Management Services also compiles a list of the best books each year. Richard then asked if KCLS is considering the breadth of the large print collection in conjunction with its commitment to lifelong learning. Angie said KCLS is limited in large print purchasing by what is available from vendors.

Rob also wanted to know who makes the decisions about the distribution of the collection. Angie replied that the distribution is determined by complex formulas that help distribute materials widely and in a fair way according to the size and type of library. She said the only way KCLS can fairly distribute materials across 43 libraries is through mathematical distribution formulas. Angie noted that this takes the human error component out of distribution. Bruce added that a few locations have specialized collections, but System-wide distribution is random and tracked to make sure it is even. He said libraries and patrons request specific titles, but the collection reflects the idea that KCLS is one Library System.

Lucy Krakowiak asked if there will be a substitute when the Rosetta Stone database is discontinued. Angie explained that the Rosetta Stone company made a business decision to no longer sell to libraries. She said KCLS took this as an opportunity to expand its holdings in the area of language learning. At the end of 2007, KCLS made purchases in this area so that when Rosetta Stone is discontinued, there will be more materials.

Angie concluded that making the information on the collection philosophy and goals available to patrons, and having it approved by the Board, gives patrons a better idea of the criteria for materials selection.

Rob Spitzer moved approval of the Selection Philosophy, Collection Goals, Materials Budget and Distribution, and Selection Criteria documents with the amendment presented. Jessica Bonebright seconded, and the motion passed unanimously.

RESULTS OF DIRECTOR'S PERFORMANCE REVIEW

Lucy Krakowiak reported that the Board held an executive session to complete Bill Ptacek's performance review, and then met with Bill to let him know the areas that the Board appreciates, as well as some areas for improvement. She said overall, it was a positive review, and the Board thanks Bill for the work he performs.

Lucy explained that the Board would like to implement a 4% salary increase beginning May 1, and then perform a mini-review in the fall. She said the Board also is in the process of creating a more formal evaluation process and shifting from evaluation at the beginning of the year to the fall in order to coincide with the budget calendar.

Richard Eadie explained that the mini-review will cover assessment for 2008 in preparation for 2009.

Richard Eadie moved approval of a 4% salary increase for KCLS Director Bill Ptacek, effective May 1, 2008. Jessica Bonebright seconded and the motion passed unanimously.

REQUEST TO SERVE ALCOHOL AT THE BELLEVUE FRIENDS OF THE LIBRARY ANNUAL MEETING

Bill Ptacek said the Bellevue Friends of the Library is celebrating its 51st anniversary and will be having a special annual meeting to commemorate the occasion. It would like permission to serve wine at the event on June 6 at the Bellevue Library. He added that the Corner Bookstore that the Friends operate at Bellevue has generated \$850,000 of support for the Library System.

Jessica Bonebright moved to allow the Bellevue Friends of the Library to serve wine at its annual meeting. Richard Eadie seconded and the motion passed unanimously.

FINAL FUTURE SERVICES STRATEGY

Denise Siers recognized the Future Services Committee for working for 11 months with input from hundreds of staff members, the public and the Board. She particularly acknowledged the four Committee members present: Amy Egger, Susan Veltfort, Holly Koelling and Randy Barthelman.

Denise said the Future Services Committee was impressed by the Board's understanding of KCLS' services based on the Board's suggested changes to the Future Services Strategy document. She listed the twelve changes, which ranged from the inclusion of an introduction to the strategies to promoting appropriate and safe social networking. Denise said this document has constantly evolved, and KCLS is hoping to get the Board's approval to move forward in implementing the Strategy.

She said there will be follow up to determine how KCLS will need to staff in order to implement these strategies. Denise also noted that KCLS is developing a process to create annual services priorities for the libraries. Those priorities will be based on the Future Services Strategies, and each library will decide what it will do to implement the strategies.

Rob Spitzer asked if KCLS is planning on reviewing and updating the document over time. Denise replied that the Committee hasn't discussed that step of implementation, but believes it would continue to be a living document. Richard Eadie said he hopes this is something that can be reviewed annually.

Rob said the Strategy is an amazing piece of work and shows great depth of analysis in many areas, taking into account who KCLS is and what needs to be done to move forward.

Jessica Bonebright moved approval of the Future Services Strategy. Richard Eadie seconded and the motion passed unanimously.

OPEN MEETING POLICY

Bill Ptacek said the Planning Committee thought discussion on this issue should take place at the full Board meeting. Based on the Board's input at the Retreat, KCLS' attorney identified what issues could come up at committee meetings that would be exempt according to the Public Meetings Act. Bill explained that the Board recommended that the attorney look at what would be exempt from the records or would qualify for discussion in an executive session.

Jessica Bonebright said the open meeting policy has come before the Planning Committee many times, and has many implications for moving forward. She explained that by having closed committee meetings, the Board can't establish a quorum and thus two Board members have been on each committee. Jessica said one advantage of making meetings open is that if a third Board member was interested in sitting in on a committee meeting, the Board wouldn't be in violation of the Public Meetings Act by having a quorum. By opening the committee meetings to the public, she also said the meetings would have to be announced to the public in advance. Closed meetings have allowed flexibility to change the meeting date, time and location.

Lucy Krakowiak said that when she first came on the Board, she went through a transition period to find out how the Board works. She said the learning curve has led her to support committee meetings that are open to the public, and she thinks the increase in transparency would be appropriate.

Richard Eadie recommended that the Board should open committee meetings to the extent possible, recognizing that there are many issues discussed in the Finance Committee that shouldn't be open to the public. He suggested that part of the policy should reflect that the committee meetings should be open for observation, not participation. Richard said the Planning Committee meeting is more subject to last-minute scheduling. He noted that there will be increased costs and more processes involved with having open meetings, and it will require more time, effort and administration. Richard said he thinks that it is a public trust and confidence issue, so the extra effort is a fair trade-off. He said he supports opening the meetings even if KCLS is not legally required to do so. Rob Spitzer said he agrees.

Lucy said it will take the Board and KCLS a little time to get the procedures established and figure out meeting schedules, and it may take a few months to get started.

Rob Spitzer suggested a motion to open committee meetings to the fullest extent under the law and to direct the Planning Committee to determine the details. Jessica Bonebright replied that the Planning Committee has discussed this issue and it falls under the responsibility of the staff. She said she is not sure how much work the Planning Committee can do.

Bill Ptacek said KCLS staff is prepared for and has anticipated this direction, and could put together a draft of what KCLS can do to open the committee meetings. He said the staff is ready to come up with some overall procedures.

Richard Eadie moved to open committee meetings to the greatest extent possible under the law, and that the procedures by which KCLS does that be presented at the May Board meeting. Jess seconded and the motion passed unanimously.

WRITE IDEA UPDATE

Bruce Schauer introduced Sandy Smith, Managing Librarian at the Foster/Skyway/Tukwila cluster, and Katie Boyes, Librarian and Teen Services Lead at the Black Diamond/Covington/Maple Valley cluster.

Sandy Smith said that about two years ago, KCLS began to explore ways that employees could have meaningful input regarding library services across the System. When employees saw something to improve, KCLS wanted them to have a way of formally presenting their ideas. She said a committee was formed, and devised the Write Idea process. Sandy explained that when an employee comes up with an idea or a suggested way to do something better, he or she can submit it in writing or through KCLS' staff Intranet. The idea is then reviewed by the three employees on the Write Idea Committee, who decide what department it affects and then refer it to the person in that department responsible for the process. That person is requested to respond to the idea through the Write Idea database on the Intranet within ten days. At the end of the year, an award is presented to the idea voted as the best of the year. Sandy said examples of Write Ideas are including the KCLS brand mark on the stickers that indicate which branch an item comes from, and enlarging the numbers on the library cards, which received the year end award. She noted that 35 ideas out of the 194 submitted have been implemented. Sandy

explained that of the ideas that were not implemented, 38 just required a clarification of current policies. She said ideas that concern more than one department are referred to a Steering Committee.

Katie Boyes reported that the Steering Committee considers System-wide ideas that will take a bigger effort to implement. She said the Committee is comprised of six members across the System from different job classifications. Once ideas are forwarded to the Committee, the members discuss and evaluate them based on how the ideas will further the KCLS mission and goals, as well as their overall benefit to patrons and staff. Katie explained that since the ideas are so big, the Committee only chooses a few at a time. Once an idea is selected, a task force is established to see that idea implemented. She said the Committee has considered three ideas so far. The first was an investigation of loan periods to determine the benefits of a change in the loan period. The second was volunteer coordination. The third was the creation of a software and online services manual, since KCLS has so many different electronic tools and things to learn for both patrons and staff. Katie said the task forces working on these ideas will recommend a process for how to implement these ideas rather than do the actual implementation themselves. She said the level of staff involvement during each step of the process is high since the ideas are sent in by the staff, commented on by the staff during consideration and brought to life by the staff on the Write Idea Committee.

Rob Spitzer said he loves creating and promoting a culture of innovation. He asked what KCLS does to highlight the people who come up with the best ideas. Sandy explained that each year the Bradley Award is given to the staff member who submitted the best idea. Every person who submits an idea that is actually implemented gets to pick a recognition prize. Bruce Schauer added that both the Write Idea Committee and the Steering Committee write articles for the internal Weekly Memo. Sandy concluded that the Write Idea has increased communication between staff and the departments, and has allowed ideas to be implemented quickly across the system instead of branch by branch.

GED PARTNERSHIP PROGRAM

Bruce Schauer introduced Holly Koelling, KCLS' Outreach Services Manager.

Holly explained that the General Education Development (GED) credential is the equivalent of a high school diploma. In November 2006, the KCLS Board requested that the System look into a program to help GED students obtain their credentials. She said staff originally thought that this might be a teen program, but quickly realized that adolescents are not the majority of GED students. Holly noted that GED testing tends to happen later in life after students see how restricted their options are without a high school diploma. She said that to develop a GED program, Mary Jane Vinella, KCLS' Literacy and ESL Coordinator, established partnerships with two agencies that provide support and instruction in the area: Hopelink Eastside Literacy and the Multi-Service Center. KCLS then engaged in fiscal supporting partnerships with the two agencies to: provide free access to GED study and testing materials to the agencies and students; upgrade KCLS' circulating GED materials in participating KCLS community libraries; provide meeting places for tutors and their students in KCLS community libraries; and market partner agency programs through KCLS libraries for both student and volunteer recruitment.

Holly then reviewed the successes that KCLS has had under each of those goals. KCLS allowed partner agencies to provide free study materials and access to the tests, and provided 278 pieces of materials for students to take home. The collection was enhanced with 20 titles at 15 copies per title, for a total of 300 books. Twenty-three KCLS libraries, a significant portion of all KCLS locations, currently host classes in meeting and/or study rooms or provide meeting areas for tutoring. Finally, KCLS posted partner agencies' promotional materials in libraries, marketed the space available for students and tutors, and helped the partner agencies advertise at the libraries for more volunteer tutors.

Holly said measuring the program's success has been difficult because the population that participates in GED study is changeable. She said that according to the current profile, participants range in age up to 70 years old, but most are in their late 20s and early 30s. Participants are 70% female and 30% male, and 100% of them qualify as low income under U.S. Department of Housing and Urban Development guidelines. Holly mentioned that success is not measured in terms of finishing figures, but participation and progress. Both partner organizations have seen an increased rate of intake and students have lasted longer in the process, which they attribute largely to the provision of free materials. There currently is no measurement for determining if students actually obtain a GED credential because it can take years to complete all of the testing.

Holly then mentioned a few of the challenges the GED program faces. She said the program has competition for space in the libraries. She also said the community response to volunteer recruitment is not as strong KCLS would like, particularly in the south end. Holly noted that getting promotional materials released in a timely fashion is

difficult, but easy to overcome. The high attrition rate of the program makes it hard to measure participation and success in the program. Holly said KCLS is working on accountability regarding the use of funds in order to determine how to report on the program and measure its success over time. She stated that KCLS intends to continue the program and set partnership goals for the future in order to achieve measurable results and determine whether GED support is a viable role for KCLS.

Holly explained that KCLS wants to emphasize the role of the community libraries in the future, and is interested in taking a stronger role in promoting the program to students and volunteers. KCLS also is interested in exploring the viability of a student participation survey.

Rob Spitzer asked about the overall cost of the program. Holly replied that there were \$8,000-\$9,000 in expenditures, and that the staff time has been minimal, with the most significant amount in graphics printing promotional materials. Lucy Krakowiak added that costs also include the in-kind contribution of space.

Richard Eadie stated that this is a great program, and fills a need in the community. He suggested that the Board remember that because the program provides a higher level of education, even participation can be considered some measurement of success. Richard said participation is a step forward for GED students, and while it might not look as direct as completion, it still is important.

Holly added that Hopelink now is considering student intake as a measure, and KCLS may be able to use that data to measure program success. Lucy Krakowiak said it would be great to see who is coming to the programs and what tests have been completed during their participation. She said some way to measure success, even if it is incremental, would be good.

Rob Spitzer asked if it is possible that library usage in areas apart from the program could increase due to program participation. Holly replied that KCLS hopes so, and one goal of the program is to introduce participants to the libraries. She was curious to know if there is any way to measure that.

Bill Ptacek mentioned that there recently was an article in a Public Library Association publication about ex-offenders and their reintroduction into society through the library. He said there are so many things the library can help them with, from education to employment, and they are just one segment of the population that can benefit from the GED program.

EMERGENCY PROCEDURES

Charlene Richards presented the Action Plan for Implementing Staff Level Understanding of Emergency Procedures, which was a result of public comments at the March Board meeting. She said the plan is intended to help formalize emergency procedures, and set up routines and tracking so that KCLS can measure progress. Charlene stressed that the plan is focused on non-routine emergencies. She said the staff has determined that a routine emergency would be if a child falls in the library and the parent wants staff to provide first aid. Charlene explained that KCLS has some staff trained in first aid, but they can provide first aid only on a voluntary basis as it is not in their job descriptions. She said non-routine emergencies include earthquake and fire, and are not something that staff will deal with on a recurring basis.

Charlene said the staff has decided that the best way to approach emergency preparedness during staff orientation is to revise the current orientation checklist and put all emergency information in one place in order to make more of an impression. Emergency procedures then will be reviewed on an annual basis. Each of the department heads and Cluster Managers is responsible for conducting a formal review, and they will document completion of the review. She said staff will determine a reporting structure and report to KCLS' Safety Committee on an annual and semiannual basis. Charlene explained that the Safety Committee is made up of elected members from the various regions of the System from any job classification, union representatives and a Cluster Manager, as well as designated members from Facilities, Human Resources and the Administrative Planning Team. She said KCLS is reviewing annual emergency practices or drills, and developing a process, timeline and reporting structure for the drills at each library.

DIRECTOR'S REPORT

Bill Ptacek reported that circulation is up once again. He said the Covington Library recently hosted the Friends Day celebration, which had over 100 participants. Bill thanked the KCLS Foundation for presenting the following awards:

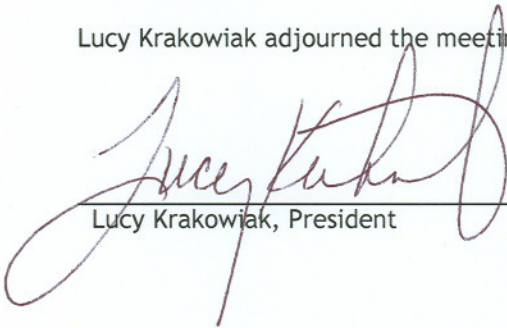
- Friend of the Year - Dorothy Gilroy, Friends of the Redmond Library

- Lifetime Achievement Award - Lynne Swoope, Bellevue Friends of the Library
- Special Award - Carol Thomas, White Center Library Guild
- Friends Hall of Fame:
 - Suzanne Bergstrom, Friends of Federal Way Libraries
 - Mary Ann Clymer, Friends of the Shoreline Library
 - Audrey J. Johnson, Skyway Library Friends
 - Judy Richardson, Friends of the Fairwood Library
 - Lori Robinson, Friends of the Mercer Island Library
 - Bette Round, Friends of the Richmond Beach Library
 - Lawson Sebris, Friends of the Woodinville Library


Bill then announced that the grand opening of the Fall City Library will be on Saturday, May 3 at 10am. He added that the Foundation hosted a preview event on April 28 for 50-60 people. The opening celebration for the Black Diamond Library will be May 24. Bill also said that the King County Council confirmed Rob Spitzer as a member of the KCLS Board of Trustees. Bill then mentioned that KCLS' Community Relations department does a good job of promoting library programs, and one example of this is a recent spot on The Mountain radio station promoting KCLS' infoGreen program.

ADJOURNMENT

Lucy Krakowiak adjourned the meeting at 7:08pm



Lucy Krakowiak, President



Jessica Bonebright, Secretary