



MOTIONS APPROVED

1. Motion to approve the Board agenda
2. Motion to approve the August Board meeting minutes
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 the concept and planning of the Breakfast by Management program, subject to approval of the 2009 Budget
9. Motion to approve the draft Staff Forced Leave Policy
10. Motion to endorse the draft legislation to increase the number of KCLS Trustees to seven

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Jessica Bonebright moved approval of the agenda. Rob Spitzer seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

Rob Spitzer moved approval of the August 26 Board meeting minutes. Jessica Bonebright seconded and the motion passed unanimously.

FINANCE REPORT

Linda Glenicki mentioned that general fund expenditures were \$7 million in August, compared to a budget average of \$7.6 million.

The following general fund items were called out:

- **Supplies:** Expenditures of \$296 thousand in August included \$67 thousand for a shipment of the new biodegradable book bags.
- **Advertising:** August expenditures of \$24 thousand included \$6 thousand for Human Resources employment-related advertising.
- **Repair & Maintenance:** Expenditures of \$744 thousand included \$249 thousand for contracted services such as janitorial and landscaping. These expenditures were higher than usual due to some late invoices. Other expenditures included \$126 thousand for furniture at the Woodmont Library. For the Woodmont project, KCLS decided to replace furniture in the Library beyond the scope of the capital budget, so the overage is reflected in the general fund.

In the Revenue category, Linda mentioned that the Property Tax Current Year Received for August is \$228 thousand. The year-to-date balance was adjusted downward by \$287 thousand by the County in August, due to legislation that passed in 2007 regarding annexations. The adjustment relates to the Benson Hill annexation that took place in March. The new legislation requires the Treasurer to take property taxes collected by a special district and give them to the City into which a territory was annexed (which is now outside of the special district). A similar adjustment will be made in the second half of the year, for a total reduction of approximately

\$600 thousand. Linda pointed out that the Other Taxes category now reflects a positive balance as a correcting entry has been made there. The category is still lower than average, and KCLS will monitor it through the end of the year. Investment interest for August was negative \$14 thousand, since the second of four restructuring events was reflected in the August statement. KCLS received \$59 thousand in interest in August and recorded a loss of \$74 thousand, which resulted in a net loss of \$14 thousand. Linda explained that there were four impaired investments, each having its own auction process. The first two occurred in late July and late August, and resulted in 60 cents on the dollar. The third restructuring auction yielded less—25 cents on the dollar—due to the turmoil in the markets. The fourth investment may be similar to the third, with an estimated loss of \$800 thousand spread across all of the funds, the majority in the 307 fund.

Expenditures in the 307 fund in August were \$1.6 million. The largest expenditures, \$799 thousand for construction, were at the Burien Library. Expenditures also included \$200 thousand at Federal Way Regional as a payment for architectural work, payments at Woodmont for construction and automated materials handling (AMH) equipment, \$100 thousand to URS for project management services, and \$75 thousand in progress payments for artwork at the Burien, Black Diamond, Fall City and Carnation libraries. Linda said the cost of one AMH unit depends on the configuration. The systems cost around \$600 thousand for larger machines, and \$200-250 for the small machine at Snoqualmie, with the other systems ranging in price between \$250-600 thousand.

Expenditures in the 302 fund in August were \$26 thousand.

Linda mentioned that the Board needs to approve one inter-fund transfer for an invoice charged to the wrong fund.

She explained that KCLS' cash is held in the King County Investment Pool, which is like a short term bond fund, with holdings in a variety of things, such as U.S. treasuries. Four of the Pool's investments were in commercial paper, and have been segregated from the rest of the pool after they were found to be impaired. She indicated that she is attending monthly Pool management meetings to stay informed on Pool activities and to provide feedback on behalf of KCLS. The Pool has hired additional advisors to do credit analysis and review the safety of the holdings. She will bring materials from that work to the next Finance Committee meeting.

PAYMENT OF BILLS

Jessica Bonebright moved approval of Payroll Expenditures for August 2008 in the amount of \$2,238,817.65; Checks August 1-15 Chk#141347-141520; 180057-181146; 182216-183276 and August 16-31 Chk#141521-141686; 181147-182215. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of General Fund #0010 Expenditures for August 2008 in the amount of \$4,898,478.12; (Travel Advances) Chk #892-897, (8/5) Chk #119619-119668, (8/6) Chk #119669-119726, (8/8) Chk #119727-119737; 119738-119806, (8/11) Chk #119810-119834, (8/13) Chk #119835-119857, (8/14) Chk #119871-119923; 119924-119973, (8/15) Chk #119974-119987, (8/19) Chk #119990-119993; 119994-120028; 120030-120039, (8/20) Chk #120041-120063, (8/21) Chk #120064-120078; 120079-120152, (8/22) Chk #120155-120206, (8/25) Chk #120211-120218, (8/27) Chk #120220-120263, (8/28) Chk #120267-120279; 120280-120366; 120372-120401, (8/29) Chk #120422-120439, (9/2) Chk #120440-120444, (9/4) Chk #120445-120582; 120583-120592; 120593-120596, (9/5) Chk #120597-120603; 120604, (Voids) Chk #119642. Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Construction Bond Fund '88 #3020 Expenditures for August 2008 in the amount of \$26,136.99; (8/8) Chk #119807, (8/15) Chk #119988-119989, (8/22) Chk #120207, (8/27) Chk #120264-120265. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Capital Project Fund 2005 #3070 Expenditures for August 2008 in the amount of \$2,101,862.88; (8/8) Chk #119809, (8/13) Chk #119858-119870, (8/19) Chk #120029, (8/20) Chk #120040, (8/21) Chk #120153-120154, (8/22) Chk #120208, (8/25) Chk #120219, (8/27) Chk #120266, (8/27) Chk #120367-120371, (8/29) Chk #120404-120421, (9/5) Chk #120605. Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Gift Fund #6010 Expenditures for August 2008 in the amount of \$832.27; (8/8) Chk #119808, (8/22) Chk #120209-120210, (8/28) Chk #120402-120403. Rob Spitzer seconded and the motion passed unanimously. Linda Glenicki explained that the gift fund is where KCLS places money that patrons give as a donation. The majority goes towards purchasing materials and paying for programs. Patrons will often specify a certain library for their donation to support.

Rob Spitzer moved approval of an inter-fund transfer for August 2008 in the amount of \$15.01. Jessica Bonebright seconded and the motion passed unanimously.

BREAKFAST BY MANAGEMENT

Charlene Richards recapped the discussion at a past Board meeting about what KCLS could do to improve the relationship between staff and management. She explored ways other organizations approach this issue, and found that many host events where the management serves a meal to staff. Charlene said her solution requires Board approval because it could require expenditures for staff outside of regular compensation, which is considered a gift of public funds.

Through the proposed program, management staff will prepare and serve other staff a meal. Charlene said in her experience, the staff loves this type of event, and it is fun for the managers to be able to do this for their staff. The events will be held in early 2009 in the north, south and central regions of the service area. This proposal will be included in the 2009 Preliminary Operating Budget.

Rob Spitzer moved approval of the concept and planning of the Breakfast by Management program, subject to approval of the 2009 Budget. Jessica Bonebright seconded and the motion passed unanimously.

STAFF FORCED LEAVE POLICY

Lucy Krakowiak said the Staff Forced Leave Policy is part of KCLS' Hazard Plan for major emergencies and events such as pandemic flu, earthquake and volcanic disaster.

Charlene Richards reported that KCLS was approached by the Public Health Department, who wanted to know what KCLS would do in the event of forced facility closures or public gathering limitations due to a major emergency such as pandemic flu. KCLS responded by developing a Hazard Plan. The Staff Forced Leave Policy is the part of the plan that covers what KCLS will do with its staff during such an emergency.

Charlene explained that according to the Policy, which has been discussed with the Unions, the Director will decide whether to declare a State of Emergency. The director will then consider the impact of an emergency on the organization and determine on a weekly basis whether or not to pay employees, since they would be told not to come to work. Charlene noted that this decision must be made on a weekly basis and in advance of any payment because a retroactive decision would be considered a gift of public funds. She said the policy being presented has yet to be finalized.

Lucy Krakowiak noted that the Planning Committee had discussed the Policy, and it seems fair, since staff is able to use sick leave and vacation hours during a State of Emergency.

Richard Eadie stated that all local government agencies are faced with this issue, and he is glad to see that KCLS is addressing these concerns methodically. He asked if the State Attorney General has given an opinion on the gift of public funds issue, since an emergency like pandemic flu could affect many government functions. Charlene replied that the State Attorney General has issued a four-page informal opinion that gives guidance and reiterates that organizations must make payroll decision in advance.

Jessica Bonebright moved approval of the draft Staff Forced Leave Policy. Rob Spitzer seconded and the motion passed unanimously.

LIBRARY LEGISLATION

Bill Ptacek said the Board packet includes a draft of legislation that would change the number of KCLS Trustees from five to seven. He also presented the Charter Review Commission's recommendation, which was sent to the King County Council, to amend the Revised Code of Washington to require KCLS to have at least seven Trustees. The Washington Library Association (WLA) became aware of the Charter Review Commission's recommendations, and suggested that KCLS get on the record about the issue. Bill also presented a memo from 1994, when the KCLS Board pursued increasing its number of Trustees to seven. He explained that at the time, there was a lot of conflict between the State and the library community regarding censorship and intellectual freedom. Because of that conflict, the library community wanted to avoid proposing any type of legislation. Without the support of the library community, the KCLS Board decided to postpone the issue.

Since the library community will now support such legislation, and to ensure that any proposed legislation would not have unintended consequences, KCLS worked with its legal council to draft the presented legislation. Under it, appointment of Trustees would still be by the County Executive, and the legislation would only apply to the largest library district, which is KCLS.

Bill said it is a good idea for the Board to endorse this draft legislation so that the WLA can begin working on it, with KCLS as part of the process. Rob Spitzer noted that serving on KCLS' Board of Trustees is a big job, and having two additional Trustees would be helpful.

Richard Eadie moved to endorse the draft legislation. Jessica Bonebright seconded and the motion passed unanimously.

PUBLIC FORUM

Tom Bangasser, Vashon resident, said Vashon residents support the library. He noted that Vashon Island is unique in the Library System because it is probably one of the last vestiges of rural, unincorporated King County, and it is an island, accessible only by boat. Tom believes the Board should be aware that there are problems with the proposed site of the new Vashon Library. Vashon has 10,123 people and 4,500 families, and the Library is well-used at its current location in Ober Park. He mentioned that KCLS recently drafted a Letter of Intent regarding moving the Library to a private development, but the Board has not approved that letter. Tom believes that there has been a miscommunication between KCLS and the Vashon Parks District regarding the Library. He noted that at the last Vashon-Maury Island Council meeting, a motion passed to put the Library issue on the November 4 ballot. In the proposed ballot measure, voters would be able to indicate whether they would prefer the Library to be located at Ober Park, K2 commons or either, or to state that they have no opinion. Tom is concerned about the Letter of Intent, since no one has seen it and the newspaper has not received a copy, and it is hard to compare options when they aren't known. He said the concern is the issue of transparency, and he would like the Trustees to postpone approval of the Letter until they have a chance to see what the Vashon voters recommend.

Bill Ptacek responded that he and Kay Johnson both had a chance to meet with Tom earlier that day. KCLS initially wanted to rebuild the Library on the current Ober Park Site, and then remodel and expand the Library. The Vashon Parks Department, however, issued a letter to KCLS clearly stating that they would not extend the lease beyond 2017. Because the Parks Department wouldn't extend the lease, KCLS couldn't use bond funds and therefore looked for alternative sites and kept the Board up to date on that search. Bill said KCLS has now issued a Letter of Intent, which identifies the terms if there were to be a purchase, to the people who have the rights to the K2 property. He noted that because this is a real estate transaction, it is not published for discussion or review. KCLS is operating based on the Parks Department's definitive decision not to extend the Ober Park lease beyond 2017.

Kay Johnson added that KCLS held several public meetings on Vashon about options for the library site. After spending a year working with the Parks District Board and studying alternatives for work on the Ober Park property, KCLS determined that the only affordable option was to expand the current facility. The Parks Board then sent the letter informing KCLS that it would not extend the Ober Park Lease. Kay said because the project must have at least a 20 year cycle to use bond funds, KCLS had to look for alternatives. She said KCLS considered several options, but determined that K2 was the only option with real potential to deliver a 10,000-square-foot library. Kay mentioned that KCLS has a long history on Vashon and wants to find the best possible option for the Vashon Library.

Bill stated that KCLS is not contemplating taking action in October or November with regard to the K2 property, and the Letter of Intent just solidifies the terms if KCLS does eventually purchase the property. Kay added that the next step is to draft a purchase and sales agreement detailing all the steps the seller must take to make the property acceptable to KCLS.

Tom stressed that he doesn't think it is in KCLS' best interest to get into a position where a developer may sue because of a Letter of Intent on a property the seller can't close on. He said there are problems with the K2 site, including that the property is zoned as industrial, and there are also water issues. Tom said many people believe that the elected officials of the Parks District and KCLS haven't been communicating enough. Richard Eadie clarified that the Parks Department, not KCLS, has the right of eminent domain in this case.

Tom said since the lease doesn't expire until 2017, KCLS has a lot of time to work through this issue. He noted that the K2 site is far out of town, and choosing it sends a signal the exact opposite of what the Vashon

Community Council Land Use Committee has been working on with the Growth Management Act and town plan. Tom requested that the Board proceed slowly and cautiously on this issue. He said it is in everyone's best interest to have full disclosure on the Letter of Intent. Tom believes that KCLS' interpretation of the Parks District's position is different than their intent.

Barbara Spindel said the Newport Way Library recently held its annual book sale and meeting. At the book sale, the Friends of the Library were thrilled when a family negotiated a deal on a set of encyclopedias, which are no longer available, for their six-year-old son. Barbara said the family came back later to buy another set, and the boy's comment about the sale was "amazing!" She suggested that this boy was so excited about a set of factual books because the only children's nonfiction he can browse through at his local library is a small easy reader section. Barbara said this is true at the Newport Way, Lake Hills, Kirkland and Burien libraries. She noted that all of these libraries have an easy reader nonfiction section that is pitifully small compared to space set aside for fiction. Barbara said this is not the case at the Bellevue Regional Library. She asked how many libraries in the System shelve children's nonfiction with adult nonfiction. Barbara mentioned that there was only a folder titled "Children's Books - Where to Find It" at the Lake Hills Library. This folder gives the Dewey decimal designations for various subjects, listed alphabetically, but never says that the books are shelved in the adult area. Barbara wonders why, since she has personally never seen a child browsing the adult nonfiction section. She said some of the books are shelved six feet up and no child could reach them. Barbara asked how many parents would even want their young readers browsing in the adult section, which is almost never easily visible to a librarian. She asked if this is a KCLS policy, and why it is done. She asked if KCLS is intentionally discouraging children from reading factual books. Barbara mentioned that KCLS brochures meant to help parents and children find good reads list only 11% nonfiction items, and three of the eight brochures contain no nonfiction items. She said the only brochure with more than 25% nonfiction was the sports books with 40%.

Bruce Adams responded that it is common practice among public libraries to combine children's and adult nonfiction. He said libraries are able to shelve more nonfiction items by combining them, and libraries feel that having children's and adult nonfiction materials adjacent to each other encourages cross-use and expands browsability in order to maximize use from both groups.

Barbara replied that the reality is that children's materials get lost in the adult section and are not visible to children. She said adults have told her that they see no juvenile materials in the adult section. She stated that if adults are reading children's nonfiction materials, KCLS should buy two copies or at least create a section with a mini version of the nonfiction collection since children need to have materials at their own height to browse. Barbara said she is hoping KCLS will consider this issue and determine if children are actually accessing materials housed in the adult nonfiction section.

Bill Ptacek replied that from his experience working reference at KCLS libraries and his 20 years working at KCLS and an additional 15 years at other libraries, he has seen that the biggest use of nonfiction by children is for schoolwork. He said it would be an absolute disservice to separate juvenile from adult nonfiction because children rely on both adult and juvenile nonfiction materials to get the information they need. If the collections are separate, children limit themselves to what is housed in the juvenile nonfiction section. Bill said although children have a hard time seeing the top shelf of the adult nonfiction section, they seem to navigate it quite well.

Bruce Schauer agreed that separating juvenile and adult nonfiction is doing children a disservice. He said young adults and children do browse the adult nonfiction section, although there are difficulties with the shelf height. Bruce said parents have the opportunity to work with children, and they and librarian can help children reach items. In terms of brochures, Bruce said most nonfiction books published for children are for homework purposes, and the brochures encourage them to read more popular books. He said KCLS finds that nonfiction is more popular than factual books. Bruce noted that publishing lists of nonfiction books is not usually successful since homework assignments change rapidly, but KCLS can look into that.

Barbara noted that there is a trend towards fiction rather than nonfiction, and KCLS should encourage students to read nonfiction for pleasure as well as for school reports. She said by eliminating the ability to browse nonfiction materials, KCLS is turning it into a poison rather than a pleasure.

Cecelia McGowan, Children's Services Coordinator, said that in her experience with children in the libraries, many children check out nonfiction items to read for pleasure. She noted that publishers are recognizing that nonfiction is a huge market, and children are hungry for it, which is why nonfiction is a big part of the materials KCLS purchases, and why KCLS offers many nonfiction choices for children in all age groups.

Phyllis Forester asked if KCLS talked to any school districts regarding how they handle staff forced leave for contracted employees. She asked if KCLS talked to the Unions about the Staff Forced Leave Policy.

Charlene Richards replied that the school districts have a different contractual relationship than KCLS, but KCLS did discuss the policy with agencies that have similar contractual relationships. KCLS did talk to the Unions about the Policy, and reached a mutually-agreeable conclusion.

Phyllis said in terms of legislation, she believes it is a good thing to have more Trustees, but the legislation still hasn't solved issues regarding recourse. She hopes that the Trustees the County Executive selects will have a library background. She believes that Trustees can't just like libraries, they need to know how libraries operate. Phyllis asked if this will be presented as a proposed part of the Revised Code of Washington.

Richard Eadie explained that King County has a legislative agenda that they take to the Washington State Legislature each year. The Charter Review Commission recommendations asked King County to put the issue of additional library Trustees on its legislative agenda. He noted that Phyllis could ask her County Council representative if it will be included.

SUMMER READING PROGRAM REPORT

Bruce Schauer introduced Jerene Battisti, Education and Teen Services Coordinator. Jerene thanked Jeanne Thorsen and the KCLS Foundation for their support of the Read 3 Get 1 Free and Read.Flip.Win. programs. She said the programs were a huge success, thanks to the Foundation's support of prizes, which engaged the teens to participate. In the Read 3 Get 1 Free program, teens filled out a brochure, read three books and wrote a thoughtful review. Prizes included 25 gift certificates to Amazon, Target and Barnes and Noble. Three certificates were distributed to each library so that each would be able to have one drawing per month. The grand prize, a Dell laptop, went to a 15-year-old girl from White Center, whose family has been in the U.S. for five years. She said this is the first computer the girl has ever owned, and she couldn't believe a library would do something like this. The runner-up prize, an MP3 player, went to another 15-year-old girl from Auburn.

Jerene said the Read.Flip.Win. program was a new program that was put together very quickly thanks to David Wasserman and two Teen Librarians. Teens had to read and analyze books and then create a book trailer, similar to a movie trailer, or do a video book review. Jerene said she was stunned by the quality of the submissions. A panel of five Teen Librarians judged submissions using a judging rubric, but the quality was so high that the decision-making process was difficult. Thanks to funding from the Foundation for a second prize, KCLS was able to name two first place winners and two runners up for each category. KCLS will host the program again, and extend it to run during the first part of the school year so that teens will be able to use school equipment to participate. David Wasserman presented a video of clips from winning submissions in both categories.

Cecelia McGowan, title, reported that the Children's Summer Reading Program (SRP) was very successful. She said SRP brings families with their children into the library, and KCLS wants families and children to make the common connection. Cecelia highlighted figures from the SRP report. In 2007, 36,469 children registered for SRP, and 40,100 registered in 2008, an increase of 10%. There were 16,094 finishers in 2007, and 21,307 in 2008—a 32% increase. In 2008, KCLS also hosted a preschool Summer Reading Program, where parents read to their children and completed Early Literacy activities. Cecelia reported that 4,500 children completed the preschool program with their families, and 16,805 completed the elementary-age program. She noted that there are children who participate in the program and don't register or claim a prize, so KCLS can't track that type of participation. During the program, children read a total of 16,805,000 minutes.

Cecelia mentioned that this is the fourth year KCLS has bused children from summer schools to local libraries, some for two to three weeks, some for four. The Foundation pays for the buses and the drivers. In 2008, 4,390 children visited libraries through this program, and Cecelia noted that for many of them, this was the first time they ever visited a public library. She said Children's Librarian reported that they then saw many of the children in the libraries with their families. They also said although it is very busy when the bused children visited the library, it is one of the most satisfying things they do. The busing program saw a 228% increase over 2007. Cecelia said the number of time the summer schools visit the library depends on the individual schools. The number of visits is usually around three or four, and KCLS tries to increase that number each year. During their visit, staff give children their first library card and they check out books, sign up for SRP and receive their prizes. The last week they visit, the library has a celebration for them, gives them a book and hosts a special Story time. Many libraries host events to encourage the children to make a return visit. Cecelia thanked the Board for their support of summer reading, and thanked the Foundation and KCLS staff.

MEETING DATES - BOARD AND PLANNING COMMITTEES AND BUDGET MEETINGS

Lucy Krakowiak noted that there will be Planning Committee meetings at noon on October 16 at the Burien Library and November 13 at the Boulevard Park Library. The Trustees decided which preliminary library budget meetings they will attend.

DIRECTOR'S PERFORMANCE EVALUATION UPDATE

Lucy Krakowiak mentioned that there will be an executive session after the October Board meeting to hold a mini performance review for Bill Ptacek. Jessica Bonebright added that the Board is doing a mini review because they are changing the cycle for the Director's performance evaluation to align with the budget. The Trustees will make a decision on the Director's salary adjustment following the October meeting, and report that change at the November Board meeting.

DIRECTOR'S REPORT

Bill Ptacek reported that the Tukwila City Council settled on Tarragon as the developer for the Tukwila Village project. He noted that Tarragon was the developer for the Kent Station. Bill said according to Tarragon's proposal, the Tukwila Library will be located in a prominent location on Highway 99. The new library is contemplated to replace the current Foster and Tukwila libraries, but will still take a number of years to complete.

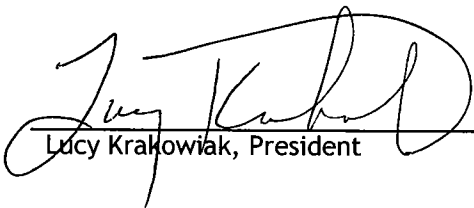
Bill said that a number of projects will be out to bid in late September and October, including the Sammamish, Kirkland and Federal Way Regional projects. Alternate sites for library services will be provided while those libraries are closed for construction. The Redmond Library will be closed from approximately October through December to do renovation work.

Bill announced that the Greenbridge Library, a joint project with the King County Housing Authority and the YWCA, will be opening on November 5 at 11am.

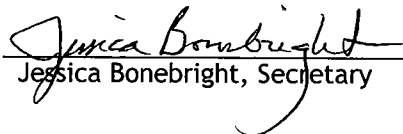
Regarding the Vashon Library, Bill said KCLS wasn't aware that there was an alternative to finding a new location, since the Vashon Parks Department was adamant about not extending the lease for the current property. He said the Board will hear more about the project as it moves forward.

ADJOURNMENT

Lucy Krakowiak adjourned the meeting at 6:55pm.



Lucy Krakowiak, President



Jessica Bonebright, Secretary