



Library Board of Trustees Regular Meeting November 27, 2012 *MINUTES*

Anyone requiring these minutes in an alternate format, such as large type, Braille or an audiotape, please contact the Library at 384-3150.

Location:	Central Services, 5205 Northwest Dr. (Note: “Library” refers to the Whatcom County Library System-WCLS.)
Attendance:	<p><u>Trustees:</u> Deb Lambert, Jamie Amend, Tom Burton, Fred Haslam, and Lis Marshall</p> <p><u>Staff:</u> Joan Airoidi, Director; Lizz Roberts, Regan Robinson, Kyle Teeter, Jennifer Dixey, Geoff Fitzpatrick, Catherine Sarette, Sally Crouse, and Dana Klootwyk</p> <p><u>Also Attending:</u> Wendy Scherrer</p>
Call To Order	<p>The meeting was called to order at 9:00 a.m. Quorum was determined.</p> <p>No members of the public were present to address the board.</p> <p>Ms. Airoidi introduced Ms. Klootwyk as the new Administrative Associate.</p> <p>There were no changes to the agenda.</p>
Public Hearing	<p>The 2013 Preliminary Budget was presented by Mr. Teeter beginning with a review of revenue sources including new construction. Depending on the District’s final assessed valuation, the statutorily allowed 1% increase in property taxes levied may not be wholly available if the levy remains at \$0.50/\$1,000 for 2013. Final revenue amounts may not be known until after the final budget is adopted; adjustments will be made at that time.</p> <p>Preliminary Budget discussion included:</p> <ul style="list-style-type: none"> • Staffing needs at the South Whatcom branch when it is completed sometime in 2013. • Expense projections for changes in percentage of collection funds spent on print and ebooks. • Contributions to the Capital Fund continue and the Capital Fund balance is adequate to support all planned spending at this time. • The increase in collection expenditures which continues to be a service priority. The goal is to stay at a level of 13% to 15% of total operating expenditures. <p>Ms. Airoidi complimented Mr. Teeter’s outstanding work on the Preliminary Budget. Its clarity and long-term focus foster a link to the new Strategic Framework. She asked for any questions in the next three weeks as the Final 2013 Budget is prepared.</p>
Open Public Comment Opportunity	There was no public comment.
Community Relations	Ms. Roberts reported that the press is doing an outstanding job covering library news resulting in new relationships and advocacy opportunities. The Rory Blog in the

Coordinator's Report	<p>Herald is an example. She praised Ann McAllen's article on the new "Transforming Life After 50" LSTA grant for a recent Herald <i>Prime Time</i> which highlighted a number of other library events.</p> <p>Whatcom READS! has recently applied for its own 501(c)(3) status.</p>
Director's Report	<p>Referencing Dee Hock's <i>The Birth of the Chaordic Age</i>, Ms. Airoidi spoke about the need to find balance between chaos and order in fostering growth during times of change.</p> <p>Ms. Airoidi also reported on recent staff continuing education. First, L3 attended the "Lead the Change" workshop in Seattle, which affirmed the process and results of the new Strategic Framework. Mr. Fitzpatrick commented that the workshop communicated the commonality of library challenges throughout the country—we are not alone.</p> <p>Second, the Library of the Future group attended a conference sponsored by Fraser Valley Library System featuring Google Futurist Thomas Frey in Langley, BC. Lisa Gresham's summary and links were shared with the Board.</p> <p>Ms. Airoidi reported that Nicole Oliver, IT Project and Training Manager for the City of Bellingham presented the city's matrix for evaluating city services to the Bellingham Library Board. This mechanism is one that might be useful to WCLS as more emphasis is given to evaluation and data gathering.</p> <p>Ms. Airoidi gave trustees "Be Curious" cards for self-directed learning and encouraged them to report back on their "No Fear" results.</p> <p>At the December meeting, the Trustees will review the Director's goals for 2012 and develop 2013 goals in line with the new Strategic Framework.</p>
Approval of Minutes	<p>The board reviewed minutes of the October 16, 2012 regular board meeting, the October 22, 2012 special board meeting, and the October 23, 2012 special board meeting.</p> <p>Moved by Mr. Burton to approve the minutes of the October 16, 2012 regular board meeting, the October 22, 2012 special board meeting, and the October 23, 2012 special board meeting. Seconded, approved.</p>
Financial Report A. Expenditures	<p>a. Expenditures:</p> <p><i>General Fund:</i></p> <ul style="list-style-type: none"> • October 2012 Payroll Nos. 53399194-53399219 (Voucher Nos. 440001-440130) Totaling \$295,501.92 • Claims 2012-21: Nos. 898653-898727 Totaling \$149,748.49 • Claims 2012-22: Nos. 899320-899361 Totaling \$40,359.45 • Claims 2012-23: Nos. 899437-899467 Totaling \$45,455.12 <p><i>Capital Fund:</i></p> <ul style="list-style-type: none"> • Claims 2012-12: No. 899319 Totaling \$3,518.08 <p>Moved by Mr. Burton to approve the October claims as presented. Seconded, carried.</p>
Financial Report B. 2012 Budget Report	<p>Moved by Mr. Burton to approve the October 2012 Budget Report. Seconded, carried.</p>

Financial Report C. Resolutions	<p>Mr. Teeter presented the following Resolutions:</p> <p><i>Resolution #11/27/12-10 Authorizing the Cancellation of Warrants</i></p> <p>Moved by Mr. Burton to approve Resolution 11/27/12-10. Seconded, carried.</p> <p><i>Resolution #11/27/12-11 Authorizing the Use of an Interlocal Joint Purchasing Agreement.</i> This would allow us to save money by using a purchasing network.</p> <p>Moved by Ms. Marshall to approve Resolution 11/27/12-11. Seconded, carried.</p> <p><i>Resolution #11/27/12-12 Authorizing an Increase in the Regular Property Tax Levy</i></p> <p>Moved by Mr. Burton to approve Resolution 11/27/12-12. Seconded, carried.</p> <p><i>Resolution #11/27/12-13 Adopting the Fiscal Year 2013 Preliminary Budget</i></p> <p>Moved by Ms. Marshall to approve Resolution 11/27/12-13. Seconded, carried.</p>
Borrower's Policy Attachment A Update: Schedule of Fines and Fees	<p>A copy of the recommendations revising the Borrower's Policy Fines and Fees Schedule was distributed to the Policy Committee in advance of the meeting. Ms. Airoidi and Ms. Robinson are currently visiting each branch to advise frontline staff of the rationale behind the changes. It was stressed that these changes are happening for a number of reasons; not to increase the revenue stream, but to encourage reading, work collaboratively with Bellingham Public Library as well as to protect the collection and keep items circulating. The increase in adult fines is the first since they were initiated by WCLS in 1992.</p> <p>BPL has lowered maximum fines to match the proposed increase in the WCLS level.</p> <p>Ms. Roberts and Ms. Christine Perkins, Assistant Director of Bellingham Public Library, are working together on a press release.</p> <p>Moved by Mr. Amend to approve the Schedule of Fines and Fees. Seconded, carried.</p>
Annual Memorandum of Understanding with Bellingham Public Library	<p>In compensation for walk-in patron borrowing at Bellingham Public Library the Annual MOU is being increased by 2.7% for 2013. Paragraph 5 has been added to clarify fine collection practices. The BPL board has authorized this agreement at their November meeting.</p> <p>Moved by Ms. Marshall to approve the Annual Memorandum of Understanding with Bellingham Public Library. Seconded, carried.</p>
Agreement with the Whatcom County Library Foundation	<p>Ms. Airoidi reported that we have updated our agreement with the Foundation following discussion with other library districts and Attorney Dan Gottlieb. There will be further revisions on the addenda when the Foundation finalizes its 2013 budget.</p> <p>Mr. Amend moved to approve the Agreement with the Whatcom County Library Foundation. Seconded, carried.</p>
WCLS Director's Search Process - Update	<p>Ms. Lambert reported that the Personnel Committee met on November 26, 2012, to discuss the transition time between Ms. Airoidi's departure and the arrival of the new Director.</p> <p>Ms. Airoidi reported that staff prefer to handle the interim leadership internally. The Personnel Committee recommends that Ms. Regan Robinson and Mr. Kyle Teeter be</p>

	<p>named Interim Co-Directors.</p> <p>Mr. Burton moved to name Ms. Robinson and Mr. Teeter as Interim Co-Directors. Seconded, carried.</p> <p>Bradbury Associates reported that a number of applications have been received for the director’s job. Application deadline is December 31, 2012.</p> <p>Mr. Burton requested that the Board of Trustees members each receive the email updates shared the Search Committee and staff.</p>
2013-2015 Strategic Framework	<p>Ms. Airoidi called attention to the new Strategic Framework posters in the conference room. She thanked the Trustees for their work and willingness to take needed action including changes reflected in the 2013 budget—the new Strategic Framework is moving ahead! She also thanked Lizz Roberts for quick work on updating the Conference Room information.</p> <p>Ms. Airoidi distributed a draft of the 2013-2017 Bellingham Public Library Strategic Plan.</p> <p>Ms. Airoidi reported that Board members will each receive updated binders containing resources, articles, planning documents, demographic data etc. for background support in carrying out the WCLS Strategic Framework over the next three years—these are meant to be used regularly, particularly at budget time. She pointed out the need for further work on a baseline matrix of services and the need to evaluate and prioritize as new initiatives are implemented.</p> <p>Ms. Airoidi reported that the completed Strategic Framework document with inserts for library branches will be ready for the December Board Meeting.</p>
Committee Reports:	<p><u>Whatcom County Library Foundation</u>: Mr. Amend reported that the date of April 19, 2013 has been chosen for the group’s “Branch Out” fundraiser. He encouraged everyone to think of persons who might be interested in attending this event.</p> <p><u>Advocacy</u>: Ms. Marshall has requested a meeting in early 2013.</p>
Public Services Report	<p>Ms. Robinson solicited suggestions for modifying the monthly Statistical Performance Measures for 2013. Discussion yielded the consensus that the Trustees would find more utility in more graphic reports with a longer focus. Ms. Robinson will do a 5-10 year view.</p> <p>In lieu of a report at the December meeting, Ms. Robinson asked Trustees to each share a two-minute “cherished library experience.”</p>
IT Update	<p>Mr. Fitzpatrick reported on his gleanings from staff attending the Futurist conference in Langley, highlighting the need for libraries to build services for the future. The upcoming new phone system supports this in a very positive and proactive way.</p>
Continuing Education-LSTA Grant Report	<p>Children’s Services Coordinator, Catherine Sarette shared a display and report resulting from the \$7500 LSTA grant awarded to WCLS. Wendy Scherrer, the project staff was introduced and explained her work in researching, working with the tribes and developing the <i>People of the Salish Sea</i> educational kits. Developed for 3rd and 7th grade teachers, these total six boxes of reading materials, videos, art, and artifacts that present Lummi and Nooksack living culture. Three specific areas are highlighted: People, Food and Culture, and Canoes. Ms. Scherrer reported that significant relationship-building has occurred as a result of the project.</p>

	<p>Ms. Sarette honored Ms. Scherrer’s tremendous work and number of volunteer hours donated in addition to the grant-funded hours.</p> <p>Ms. Airoidi will draft a letter to the Lummi and Nooksack Tribes, acknowledging their gifts to WCLS in the creation of the elements of <i>People of the Salish Sea</i>, in the name of the Library Board.</p> <p>Mr. Haslam asked what library services are in place with the Nooksack and Lummi tribes. Ms. Airoidi described the work in Deming as well as the onsite holds pickup and return station at Northwest Indian College where the numbers continue to grow.</p>
<p>Announcements and Adjourn</p>	<p>The next meeting will be held on December 18, 2012 at Central Services.</p> <p>The meeting adjourned at 11:15 a.m.</p>

Tom Burton, Secretary

Date

Dana Klootwyk, Meeting Secretary