



# Library Board of Trustees Regular Meeting February 19, 2013 *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, Chair; Jamie Amend, Vice Chair; Tom Burton, Secretary; Fred Haslam; and Lis Marshall</p> <p><u>Staff:</u> Regan Robinson, Public Services Manager and Interim Co-Director; Kyle Teeter, Administrative Services Manager and Interim Co-Director; Christina Read, Human Resources Manager; Jennifer Dixey, Support Services Manager; Geoff Fitzgerald, IT Services Manager; Lizz Roberts, Community Relations Coordinator; and Dana Klootwyk, Administrative Associate</p> <p><u>Also Attending:</u> Faye Hill, BPL Trustee</p>
Call To Order	The meeting was called to order at 9:00 a.m. Quorum was determined.
Open Public Comment	There was no public comment.
Executive Session	At 9:10 a.m., Chair Lambert moved the meeting to executive session per RCW 42.30.110(1)(g) to continue candidate evaluation and decision-making process. No action was taken during the executive session.
Reconvene and Report on Executive Session	At 10:20 a.m., the Board of Trustees returned to open session. Chair Lambert announced that the Board would resume Executive Session at the end of the regularly-scheduled meeting in an effort to reach a decision by the end of the meeting.
Executive Director Transition and Orientation Planning	<p>With input from Human Resources colleagues, Ms. Read has drafted a Library Director transition/orientation plan template. It focuses on-boarding of the new Director under four main topic areas: Service Area, Library Board, Library System, and Washington Library Community.</p> <p>Ms. Read requested that the Trustees review the plan and submit feedback on prioritization and resource people by Feb. 26, 2013.</p>
Community Relations Report	Highlights included a reminder that Whatcom Reads author David Guterson will be in Lynden Feb. 19, 2013 at Whatcom Community College on Feb. 20, 2013, and at Western Washington University on Feb. 21, 2013.
Director’s Report	Mr. Teeter reported on the Washington State Public Library Directors’ Winter Meeting on Jan. 23-24, 2013. The agenda was pertinent to issues WCLS is dealing with, including useful information on data analytics tools for assessing strategic community needs and impacts. King and Pierce Counties shared information on changes to their staffing models and how they have allowed for continued support of their strategic goals with growing constraints on resources.

	Paul Krippner’s Retirement Party will be a dessert social at Central Services on Feb. 27 at 2:00 p.m.
Approval of Minutes	<p>The Board reviewed minutes of the January 14, 2013 Ad Hoc Search Committee Meeting, the January 15, 2013 Ad Hoc Search Committee Meeting, and the January 15, 2013 Regular Meeting of the Board of Trustees.</p> <p><b>Moved by Mr. Burton to approve the minutes of the January 14, 2013 Ad Hoc Search Committee Meeting, the January 15, 2013 Ad Hoc Search Committee Meeting, and the January 15, 2013 Regular Meeting of the Board of Trustees. Seconded, approved.</b></p>
Financial Report: Expenditures	<p>Expenditures: <i>General Fund:</i> January 2013 Payroll: Nos. 53650620-53650546 (Voucher Nos. 050001-050129) Totaling \$288,085.06 Claims 2012-28: Nos. 905232–905295 Totaling \$95,674.15 Claims 2013-01: Nos. 905576–905600 Totaling \$73,071.99 Claims 2013-02: Nos. 907156–907207 Totaling \$137,231.62 <i>Capital Fund:</i> Claims 2012-16: No. 905231 Totaling \$5,777.02 Claims 2013-01: No. 905575 Totaling \$7,861.74 Claims 2013-02: No. 906468 Totaling \$34,200.00 Claims 2013-03: Nos. 907153-907155 Totaling \$6,464.56</p> <p><b>Moved by Mr. Haslam to approve the January claims as presented. Seconded, approved.</b></p>
Financial Report: 2012 & 2013 Budget Reports	<p>Mr. Teeter reported that the 2011-2012 audit will begin in early March. From a budgetary standpoint, WCLS completed 2012 in a more favorable position than anticipated, contributing approximately \$370,000 more to the District’s fund balance than budgeted. Chair Lambert commended the staff on their continued commitment to fiscal sustainability.</p> <p>Little revenue activity has occurred in 2013, and expenditures are consistent with expectations. Mr. Teeter noted the following: Library fine revenues are approximately 80% higher than prior year due to changes in the fine structure. This impact is expected to lessen as patron behavior shifts as a result of the fee increase.</p> <p>On the Capital Budget horizon, WCLS expects to close out the phone system, lighting retrofit, and parking lot resurfacing, as well as replacing one vehicle in early 2013. ILS replacement and furnishing and equipment projects for South Whatcom, Ferndale, and Island branches are also budgeted, though it is increasingly unlikely that all of these projects will be completed in 2013.</p>
MOU Between WCLS and BPL for the Operation of an Online Catalog Addendum No. 1	<p>Mr. Teeter explained that last year, WCLS entered into an agreement with BPL and BiblioCommons, our Online Catalog. However, the City of Bellingham has implemented a City-wide integrated cash management program, so BPL will not be utilizing the online fee payment option provided through BiblioCommons. WCLS and BPL will still share all other costs for the Online Catalog as outlined in the original MOU.</p> <p><b>Moved by Ms. Marshall to approve the Memorandum of Understanding Between Whatcom County Library System and Bellingham Public Library for the Operation</b></p>

	<b>and Maintenance of an Online Catalogue Addendum No. 1. Seconded, approved.</b>
Public Works Contracts	<p>Mr. Teeter reported that WCLS policy contains inconsistencies regarding approval authority related to the purchase and execution of public works contracts. He will work with the Finance Committee to revise the policy to address the thresholds issues and clarify the policy. In the meantime, Mr. Teeter asked for retroactive Board approval for the Processing and Administration Office Parking Lot Restripe and the Processing and Administration Office Lighting Retrofit. The Lighting Retrofit is being partially funded through a grant program from Puget Sound Energy.</p> <p><b>Moved by Mr. Burton to approve the Public Works Contract with Management Services Northwest, Inc. for the Parking Lot Restripe and the Public Works Contract with CLK Construction, LLC for the Lighting Retrofit. Seconded. Approved.</b></p>
Election of 2013 Officers and Committee Discussion and Appointments	<p>Mr. Burton suggested that since WCLS is in transition, it would be best to foster stability by retaining the status quo.</p> <p>Ms. Marshall would like to increase her involvement in the Advocacy Committee.</p> <p><b>Moved by Mr. Amend to confirm 2013 officers and committees as approved in 2012. Seconded. Approved.</b></p>
Committee Reports:	<p><u>Personnel</u>: Mr. Teeter reported that the committee met regarding the budgeted classification study and reviewed possible study options and outcomes. The group decided that, given the existing system for managing the classification process and the potential impacts of a new Executive Director on managing financial and human resources to emphasize WCLS’s strategic focus, WCLS management will work with staff representatives within current systems to assess and plan for future staffing needs. A consultant will be engaged to review WCLS’s total compensation structure.</p> <p><u>BPL</u>: Lizz Roberts attended the January 15, 2013 meeting. Faye Hill reported on how careful use of bequest funds and volunteers resulted in recent improvements at the Fairhaven branch.</p> <p><u>Foundation</u>: Mr. Amend reported that the Foundation members were delighted to attend the Feb. 15 Public Forum, and to sponsor the hospitality portion of the evening. He also reminded attendees of the upcoming “Branch Out” event to be held April 19.</p>
Public Services Report	<p>Ms. Robinson outlined recent changes to the performance measures report. She explained that interlibrary lending was impacted by changes to a system setting which has been corrected. Wi-Fi use will soon be measurable as IT staff roll out new equipment. Online catalogue visits have doubled!</p> <p>Regarding new borrowers, about half of the 406 were juveniles.</p> <p>Information is still incoming from branch managers on civic engagement, public attendance at WCLS programs, and volunteer hours.</p> <p>Facebook and Twitter visits are great advocacy tools, and direct patrons to the website.</p> <p>A March initiative will be to offer patrons the opportunity of signing up for an email newsletter which will highlight areas of interest and direct patrons to the website and online catalogue. The goal is to communicate that patrons do not have to physically browse the library; there are downloadable options, as well as virtual browsing with</p>

	convenient holds pickup.
IT Update	<p>Mr. Fitzpatrick reported that implementation of the new Lync phone system is going well. Staff at Central Services, Ferndale, and Lynden has been trained, and public services staff will begin taking all calls by the end of this week. Patrons will benefit by being able to access staff any time that a WCLS library is open and will no longer encounter busy signals. Staff will be available to patrons across the county seven days per week.</p> <p>Ms. Robinson pointed out that this initiative does not require additional staff; rather it is accomplished by re-prioritizing of time.</p>
Collection Support and Digital Initiatives	<p>Ms. Dixey demonstrated Zinio® in action on a tablet. She highlighted that Zinio® currently allows patrons to select from 100 periodicals spanning a variety of topics, some of which are very expensive in print. Zinio® can be used on desktop and laptop computers, as well as on tablets and smart phones.</p> <p>Use of the new online tutoring program is picking up quickly, and statistics will be available next month.</p> <p>The Technical Services Study continues to explore opportunities for working more efficiently with BPL as already evidenced by recent changes in the selection of DVDs.</p>
Announcements	<p>Chair Lambert shared an idea for a Friends Fundraiser that she encountered in Arizona, selling tickets for home tours.</p> <p>Chair Lambert thanked the Ad Hoc Search Committee and all staff for the work that has gone into the Director Search.</p> <p>The next meeting will be held on March 19, 2013 at Central Services.</p>
Executive Session	At 11:10 a.m., Chair Lambert moved the meeting to executive session per RCW 42.30.110(1)(g) to evaluate the qualifications of Executive Director applicants and planning the strategy for contract negotiations. No action was taken during the executive session.
Reconvene and Report on Executive Session	At 12:05 p.m., the Board of Trustees returned to open session. Chair Lambert announced that the Board has concluded its consideration of candidate qualifications and informed Bradbury Associates, who will coordinate and assist with the job offer and compensation negotiation on behalf of the Whatcom County Library System, of its candidate preferences and contract negotiation parameters. Upon reaching agreement with the candidate, the Board will take final hiring and salary-setting action during its next regularly scheduled meeting in March.
Adjourn	Chair Lambert adjourned the meeting at 12:06 p.m.

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Tom Burton, Secretary

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Date

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Dana Klootwyk, Meeting Secretary