

## Library Board of Trustees Regular Meeting February 21, 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., 384-3150 (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance:	Trustees: Deb Lambert, Tom Burton, Jamie Amend, Fred Haslam and Lis Marshall
	Staff: Joan Airoldi, Director; Kyle Teeter, Geoff Fitzpatrick, Lizz Roberts, Regan Robinson, Robin Barker, Nathaniel Jenkins, Mary Haslam
	Also Attending: Faye Hill, BPL Trustee
Call To Order	The meeting was called to order at 9:00 a.m. Quorum was determined.
	No members of the public were present to address the board.
New Board Member Introduction	Ms. Lambert introduced and welcomed Ms. Lis Marshall, new trustee of the Whatcom County Library System, appointed for a five year term. Ms. Marshall, a resident of Lummi Island, expressed her readiness to serve the library.
Community Relations Coordinator's Report	In addition to her written report, Ms. Roberts highlighted the upcoming Whatcom READS! events featuring this year's author Elizabeth George. She announced the publication of five pieces from the Whatcom WRITES! program in the Bellingham Herald. Ms. Airoldi praised the many highly successful outreach programs that are part of this one book, one county project.
	Ms. Roberts distributed the 2012 Strategic Plan inserts featuring goals and accomplishments of each WCLS branch.
Director's Report	Expanding her written report, Ms. Airoldi described the library's involvement in two recently awarded statewide early learning projects: <i>Race to the Top</i> and <i>Project Views</i> .
	She encouraged trustees to attend the Washington Library Association's annual conference being held April 18-20 at the Tulalip Conference Center and described several programs of interest to trustees.
	Ms. Airoldi distributed a list of ideas for Trustee continuing education topics, and requested each trustee select five for upcoming 2012 board meetings and return the form to her for planning purposes.
Approval of Minutes	The Board reviewed the minutes from the January 17, 2012 regular board meeting, as well as the notice of the cancellation of the scheduled January 17, 2012 Special Board Meeting due to the weather.

	Moved by Mr. Haslam to approve the January 17, 2012 regular board meeting minutes, and the January 17, 2012 Special Board Meeting notice. Seconded, carried.
Financial Report A. Expenditures	Mr. Teeter presented the following General Fund expenditures, noting that the Finance Committee has reviewed the expenditures, and recommends approval:
	Expenditures: General Fund:  • January 2012 Payroll Nos. 52673786-52673817 (Voucher Nos. 040001-04127) Totaling \$296,148.69  • Claims 2011-30: Nos. 875554-875616 Totaling \$52,471.39  • Claims 2012-01: Nos. 877448-877471 Totaling \$72,286.51  • Claims 2012-02: Nos. 877916-877961 Totaling \$103,356.87  Capital Fund:  • Claims 2012-01: Nos. 877914-877915 Totaling \$1,308.50  Moved by Mr. Haslam to approve the January General Fund and Capital Fund
Financial Report B. 2011 Budget	Mr. Teeter distributed the final 2011 Budget Report showing year-end operating revenues exceeding budgeted amounts 1.16%, and year-end operating expenditures at
Report	approximately 5.53% less than budgeted.  Ms. Lambert praised all library staff for their efforts to successfully finish 2011 under
Financial Report C. 2012 Budget	budget, with other members adding their support to her statement.  Mr. Teeter presented the 2012 Budget Report, explaining that there is little property tax collection in January, and that expenditures are in line with expectations.
	Ms. Airoldi explained staff budgeting related to the retirements of Robin Barker, Support Services Manager, and Jim Mehlhorn, Computer Technician. Because of the many complexities of Ms. Barker's position, the 2012 budget allows for up to 2 months overlap training time with her replacement. There is also some budgeted overlap for the computer technician position.
Election of Officers;	While Ms. Lambert recommended that the board officers' positions rotate regularly, Mr. Haslam suggested maintaining continuity during the strategic planning process.
Appointments	Moved by Mr. Burton to elect the following officers for 2012: Ms. Lambert, Chair; Mr. Amend, Vice Chair; Mr. Burton, Secretary.
	Trustees reviewed and discussed committee assignments for 2012. Ms. Airoldi distributed copies of the Board of Trustees Bylaws, and requested that an Ad Hoc committee be formed to review the Bylaws and recommend changes as needed. In addition to 2 trustees, Mr. Teeter, Ms. Robinson and Ms. Airoldi will serve on this committee.
	Ms. Airoldi also recommended reinstating the Facilities Committee, which has been inactive for several years. She explained that, with several branches planning or considering facilities' projects, a Board committee to review plans and options will be important.

Following are the committee assignments for 2012:

- Advocacy: Burton and Marshall
- Finance: Burton and Haslam
- Personnel: Amend and Haslam
- Policy: Amend and Lambert
- Facilities: Amend and Burton; Marshall as alternate
- Ad Hoc Bylaws Review: Burton and Lambert
- Ad Hoc Strategic Planning: Haslam and Lambert
- BPL Representative: Lambert
- Foundation Representative: Amend

#### Strategic Planning Discussion and Update

Ms. Airoldi presented the project work plan for the Singer Group visit to Whatcom County, March 25-27. She described the Steering Committee of approximately 18 members being formed representing the communities and demographics in our system. Mr. Haslam stated that he is impressed with both the process and the progress on strategic planning.

Ms. Airoldi noted that BPL is also involved in Strategic Planning, although their focus is on their downtown building. Areas of mutual interest in the strategic planning process will be looked at collaboratively and BPL Director, Pam Kiesner is serving on the WCLS Strategic Plan Steering Committee. Ms. Airoldi asked Ms. Hill to comment on BPL's plans for their strategic planning process.

# Continuing Education

Mr. Jenkins, Web Services Coordinator, reviewed his background and experience, and described the areas of the WCLS website for which he is responsible. He provided a PowerPoint that highlighted web usage statistics and fielded trustees' questions. Trustees requested additional information on definitions used in the statistics and how they are used.

Ms. Robinson demonstrated the new Evanced calendar software, and announced that patrons can now reserve meeting rooms online. She noted that she regularly reviews other library's websites to see what they are doing online.

## Committee Reports

Mr. Amend reported that BPL received a \$37,000 estate gift through the Friends of the Fairhaven Library, and that BPL is reviewing the lease for the Barkley Branch space. He noted that Ms. Hill has already described BPL's strategic planning process.

Mr. Amend announced Whatcom County Library Foundation is having the "Branch Out" dinner gala on April 13 during National Library Week at Shuksan Golf Club. The Foundation plans to bring together library Friends groups, Book Clubs, trustees, donors, and other library champions.

### Public Services Report and IT Update

In addition to her written report, Ms. Robinson informed the group that circulation increased after staff weeded the collection at Lummi Island, a result of weeding that is often reported. Better displays including face out shelving are made possible when space is freed.

Trustees requested that statistics on total numbers of borrowers be added to the monthly statistics report. Ms. Roberts explained that this would be a snapshot statistic and not a fully accurate representation of library use, since checking out is only one piece of library usage. Current practice is that cards expire after 3 years of non-use,

	however there is a plan to contact card holders before removing their record from the system.
	Mr. Fitzpatrick announced that in addition to Mr. Mehlhorn's retiring, Mr. Jenkins will transition from Public Services to the IT Department. He distributed a summary of House of Representatives Bill #1981, and pointed out that the American Library Association is concerned about requirements in the bill to retain information on IP addresses, bank accounts and other data. He will keep trustees informed as the legislation moves through Congress.
Executive Session	At 11:10 a.m., Chair Deb Lambert called the meeting into Executive Session per RCW 42.30.110(1)(g) to finalize the director's goals for 2012 as part of her annual performance review.
Finalize 2012 Director's Goals	The meeting returned to open session at 11:22 a.m.  Moved by Mr. Amend to authorize the director's goals for 2012 with changes.  Seconded; carried.
Announcements and Adjourn	The next meeting will be held March 20 at Central Services  The meeting adjourned at 11:27 a.m.

Tom Burton, Secretary

Date

Mary Haslam, Meeting Secretary