



Library Board of Trustees Regular Meeting December 18, 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, Christina Read, and Dana Klootwyk</p> <p><u>Also Attending:</u> Faye Hill, BPL Trustee</p>
Call To Order	The meeting was called to order at 9:02 a.m. Quorum was determined.
Executive Session	At 9:12 a.m., Chair Lambert moved the meeting to executive session per RCW 42.30.110(1)(g) to discuss salary issues regarding interim management. No action was taken during the executive session.
Open Session	At 9:20 a.m., the Board of Trustees returned to open session. The results of the executive session will be discussed and any action will be taken during the Director's Search Process agenda item.
Open Public Comment Opportunity	There was no public comment.
Director’s Search Process and Transition Plan ; Interim Co-Directors’ Responsibilities	<p>Ms. Airoidi reviewed Agenda Item #4, highlighting the division of responsibility between Ms. Robinson and Mr. Teeter during their upcoming Interim Co-Directorship in the areas of Supervision, Library Meetings, Board Meetings, Other Meetings, Major Projects, Preparation for the new Director, and other items.</p> <p>Ms. Read spoke to the Classification Study and its major ramifications for the Strategic Framework. Work may take up to six months and the study should be ready for negotiations in the early fall of 2013.</p> <p>Ms. Airoidi announced that Attorney Karen Funston will be taking the place of Deborra Garrett for WCLS’s HR legal needs, and that she comes highly recommended.</p> <p>Given the work ahead, Ms. Airoidi and others encouraged Ms. Robinson and Mr. Teeter to prioritize, delegate, and get as much support as possible from staff.</p> <p>Mr. Amend reported that an Executive Session of the Personnel Committee met earlier today and were bringing their recommendations forward for action.</p> <p>Moved by Mr. Amend to approve Regan Robinson and Kyle Teeter as Co-interim Directors of WCLS, effective January 1, 2013. Ms. Robinson’s salary is</p>

	<p>based on a 20% increase from her current positional rate of that day. Mr. Teeter’s salary is adjusted by an equivalent dollar amount. Further, the interim positions and their respective compensations will be reassessed if the current search processes extend beyond the current schedule. The need for additional staffing to assist with additional workloads will be considered as a separate matter within the constraints of the current budget. Seconded; approved.</p>
Community Relations Report	<p>Ms. Roberts reported that the City of Ferndale’s CERB grant gives an additional \$500,000 to the Ferndale Library which will be matched by the anonymous donation.</p> <p>She encouraged everyone to visit the Whatcom Reads website, which truly has “something for everyone ” in the upcoming program schedule.</p> <p>Ms. Airoidi commented that the branch managers are doing a wonderful job with this year’s Whatcom Reads title, <i>Snow Falling On Cedars</i>. For example, Sumas Manager Karin Schulhauser, initiated contextual research on the setting of the novel resulting in an Ansel Adams photo exhibit during February in Sumas and North Fork.</p> <p>Ms. Marshall shared a personal anecdote supporting the WCLS fines policy and the way staff handle the issues as just and good.</p>
Director’s Report	<p>Ms. Airoidi reviewed the 2012 Director’s Goals, addressing the topics of Advocacy, Finances, Innovation, Staffing, and Facilities. Exciting progress on building projects continues in Ferndale and South Whatcom. There is potential for a meeting with Rep. Doug Ericksen to discuss state funding for safe highway crossing in Deming and Kendall.</p> <p>Ms. Airoidi is planning that her last day at WCLS will be Friday, January 4, but will be available for questions for several weeks after that.</p> <p>She shared a clipping from a 1967 publication found while cleaning files, regarding the standards for Trustees in a public library system, remarking that little has changed in that time.</p> <p>Mr. Haslam raised a question about 2012 Director’s Goal IV Staffing: 5, disaster planning. Ms. Airoidi responded that after having taken a community emergency responder training course, she would like to see WCLS be proactive in determining which branches could be practical and feasible as disaster sites, but has not followed through on this work.</p>
Approval of Minutes	<p>The board reviewed minutes of the October 16, 2012 Special Meeting Budget Retreat, the November 26, 2012 Special Meeting of the Finance Committee, the November 26, 2012 Special Meeting of the Personnel Committee, and the November 27, 2012 Regular Meeting of the Board of Trustees.</p> <p>Moved by Mr. Haslam to approve the minutes of the October 16, 2012 Special Meeting Budget Retreat, the November 26, 2012 Special Meeting of the Finance Committee, the November 26, 2012 Special Meeting of the Personnel Committee, and the November 27, 2012 Regular Meeting of the Board of Trustees. Seconded, approved.</p>
Financial Report A. Expenditures	<p>a. Expenditures:</p> <p style="padding-left: 40px;"><i>General Fund:</i></p> <ul style="list-style-type: none"> • November 2012 Payroll: Nos. 53474993-53475020 (Voucher Nos. 480001-

	<p>480130) Totaling \$312,309.14</p> <ul style="list-style-type: none"> • Claims 2012-24: Nos. 901157-901221 Totaling \$134,807.44 • Claims 2012-25: Nos. Totaling \$142,264.49 <p><i>Capital Fund:</i></p> <ul style="list-style-type: none"> • Claims 2012-13: No. 901889 Totaling \$10.02 <p>Moved by Mr. Burton to approve the November claims as presented. Seconded, approved.</p>
Financial Report B. 2012 Budget Report	<p>Mr. Teeter reported that the Budget is in good shape at this time. Revenues and expenses are within expectations, and the budget should be 3-5% underspent at the end of the year.</p> <p>Moved by Mr. Burton to approve the November 2012 Budget Report. Seconded, carried.</p>
Financial Report C. Resolutions	<p>Mr. Teeter presented the following Resolutions:</p> <p><i>Resolution #12/18/12-14: Amending the 2012 General and Capital Fund Budgets</i></p> <p>Moved by Mr. Burton to approve Resolution 12/18/12-14. Seconded, carried.</p> <p>Mr. Teeter reviewed highlights of the 2013 WCLS Final Budget which included a chart of the Strategic Framework and benchmark statistics. Mr. Teeter was complimented for his care and preparation of this document. His graphic representation of the Strategic Framework which is balanced on financial, human, physical, relational, and structural resources was especially appreciated.</p> <p><i>Resolution #12/18/12-15: Adopting the Final 2013 Budget</i></p> <p>Moved by Mr. Burton to approve Resolution 12/18/12-15. Seconded, carried.</p>
Agreement with the Whatcom County Library Foundation—Addenda	<p>Ms. Airoidi explained that after much revision and legal review, the Agreement and Addenda are complete for 2012 and 2013, documenting how service and resources are shared between WCLS and the Foundation.</p> <p>Moved by Mr. Amend to approve the Agreement for Assistance between Whatcom County Rural Library District and Whatcom County Library Foundation, Addendum No. 1 (2012) to Foundation Agreement Between Whatcom County Rural Library District and Whatcom County Library Foundation, and Addendum No. 1 (2013) to Foundation Agreement Between Whatcom County Rural Library District and Whatcom County Library Foundation. Seconded, approved.</p> <p>Discussion included how the Foundation tracks donors and whether it has a Strategic Plan. Mr. Amend responded that the Foundation Development Director Jennifer Rick is using donor-tracking software and that the Board is in the early stages of tabulating goals, values and priorities for their Strategic Plan update. Mr. Amend hopes to report further details in the spring. Following a question by Mr. Haslam, Chair Lambert suggested that a future agenda item be exploring how WCLS can encourage the Foundation's growth which as listed in the Strategic Framework.</p>
2012-2015 Strategic	<p>Ms. Airoidi presented the final draft of the Strategic Framework with inserted pages customized for each branch's annual goals and accomplishments. This document</p>

<p>Framework— Final Version and Plans</p>	<p>represents over one year’s work involving many community members as well as much staff and board time. It is meant to be flexible and can be adapted by the new Director. Ms. Airoidi reported that she and Ms. Robinson have visited all branches to acquaint staff with the document and new WCLS vision and mission. Ms. Robinson reported that branch managers have been on-board with the Strategic Framework, and are already making changes based on this document.</p> <p>General consensus was that compliments are due to the Pub Graphics team for their outstanding and creative work on this project. The Framework and inserts are high-energy, visually attractive, and connote movement for the future.</p> <p>Mr. Teeter spoke to the issue of measures, which is now included in the Strategic Framework values. He mentioned ways such as the Balanced Scorecard model and ideas from German libraries for future planning and evaluating, L3 is seeking to identify key performance areas with the goal of prioritizing services for decision making. At the January meeting, Mr. Teeter would like to present updated information where metrics are framed within the service.</p> <p>Ms. Airoidi spoke to the increasing complexity in measuring library success. The New Zealand continuum and German data gathering information show that libraries worldwide are seeking common goals and measuring effectiveness.</p> <p>Included in the 2013 Final Budget library service measures is the fact that the number of WCLS library cardholders has increased. Ms. Robinson related the story of a very busy night at the Lynden Library and talking with a parent who is delighted with the new policy of eliminating fines for children. She commented that WCLS seems to be hitting the right spots in the community. Discussion followed about further increasing the number of WCLS cardholders. Mr. Amend pointed out that the Foundation’s “Raise A Reader” program in partnership with BPL is one way this is being done.</p>
<p>Committee Reports:</p>	<p><u>Advocacy</u>: Ms. Airoidi drew attention to the Trustee’s 2011 Advocacy Plan in preparation for an Advocacy Committee meeting. The document may need some updating but the goals are relevant. There were no further comments on the Advocacy Plan.</p> <p><u>BPL</u>: No one from WCLS attended the November 20, 2012 meeting at BPL. Ms. Airoidi will attend today’s meeting.</p>
<p>Public Services Report</p>	<p>Ms. Robinson asked each Trustee to share a “cherished library experience.”</p> <p>Mr. Amend called attention to Mary Ann Jacob, the library clerk in Newtown, Connecticut, who saved 18 children in the recent school shooting. The dedication of front-line library staff in our local branches has resulted in several at-risk youth finding refuge and self-worth at our libraries. Furthermore, the Teen Services Team’s work with the juvenile detention system is to be commended.</p> <p>Ms. Marshall, having had a recent personal experience with fines, was very pleased with how staff promotes WCLS policies and procedures compassionately and professionally. She was also delighted to have signed up for Freading on her iPad.</p> <p>Mr. Burton, a life-long learner, devours non-fiction material, and has appreciated “Beyond the Catalog.” Interlibrary loans are a practical way of supporting the</p>

	<p>interests of patrons, and put feet to WCLS’s mission statement.</p> <p>Since becoming a Trustee, Mr. Haslam’s enthusiasm for library experiences is burgeoning. He recently took his grandchildren for a fantastic tour of the new Seattle Public Library. He’s also recently enjoyed a tour of the Burlington Library.</p> <p>Chair Lambert shared her love of recorded books, which enhance her “reading” experience by focusing on the details of the story. A personal favorite is <i>The Sweetness at the Bottom of the Pie</i> by Alan Bradley.</p> <p>Ms. Robinson noted that with a new Secretary of State, we also have a new State Librarian, Rand Simmons. She also drew attention to Jeanne Fondrie, WCLS Training Coordinator’s recent post of “Run, Hide, Fight,” a short video for knowing what to do in times of disaster such as the tragedy in Newtown, Connecticut.</p>
IT Update	<p>Mr. Fitzpatrick reported that implementation of the new phone system will begin in January. He is working with Ms. Robinson to identify what the best way to provide better customer service for patrons.</p> <p>Mr. Fitzpatrick also notified the Board of the purchase of new Wi-Fi equipment that allows IT to shape and measure the data that comes and goes through the network at the branches</p> <p>Ms. Marshall asked about the expansion of Wi-Fi coverage at Island Library. Mr. Fitzpatrick replied that ISP infrastructure does not support expansion at this time. Bandwidth cannot be expanded without more cable capacity. WCLS will be switching to a different ISP next month to save money, and is always on the lookout for bandwidth expansion in the future.</p>
Announcements and Adjourn	<p>Ms. Airoidi reminded the Trustees of the upcoming ALA Midwinter Conference reception for Trustees “Come Out of the Rain” in Seattle on January 26, 2013.</p> <p>Ms. Airoidi also drew attention to the ten 2013 Goals for the New Director in her Director’s Report, and requested that staff weave as many of these thoughts as possible into future conversations.</p> <p>Chair Lambert thanked Ms. Airoidi for her wonderful years of service.</p> <p>The next meeting will be held on January 15, 2013 at Central Services.</p> <p>Lunch followed the end of business at 11:20 and Chair Lambert adjourned the meeting at 12:20 p.m.</p>

Tom Burton, Secretary

Date

Dana Klootwyk, Meeting Secretary