



Library Board of Trustees Regular Meeting
December 17, 2013
MINUTES

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Location:	Central Services, 5205 Northwest Drive (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance:	<p>Trustees: Deb Lambert, Chair; Fred Haslam; Lis Marshall; and Marvin Waschke</p> <p>Staff: Christine Perkins, Executive Director; Regan Robinson, Public Services Manager; Kyle Teeter, Administrative Services Manager; Geoff Fitzpatrick, IT Services Manager; Dana Klootwyk, Administrative Associate</p> <p>Absent with notice: Lizz Roberts, Community Relations Coordinator; Faye Hill, BPL Trustee</p>
Call To Order	Chair Lambert called the meeting to order at 9:00 a.m. and determined quorum. There were no changes to the agenda.
Open Public Comment	There was no public comment.
Service Anniversary: Chris VanderVeen, 20 years	Regan Robinson read a commendation of Chris Vander Veen for her 20 years of service at WCLS, written by Lynden Branch Manager Sarah Ward. Chris is a valued member of the Lynden team, who provides the best service for patrons and is always quick to help her coworkers in any way she can. She is willing to be flexible and make change work. Regan noted that Lynden has the highest self-check use due partly to Chris' dedication to making the process efficient. Regan will deliver the framed certificate to Chris with the Board's thanks.
Executive Director's Report	<ul style="list-style-type: none"> • Recent project management training provided concrete tools and a solid methodology, which will enable the management team to prioritize action steps for 2014, identify directives, and establish objectives with timeframes and measurable results. Attendees were enthusiastic to begin implementing it. • Building projects update: South Whatcom is undergoing a few final adjustments to FF&E. Ferndale footings and slab are underway; waiting on inspections to move forward. Point Roberts is nearing its 2013 fundraising goal. • Personnel changes continue. Regan and Karin Schulhauser are interviewing candidates for South Whatcom. Lisa Gresham will serve as Interim Collection Support Manager, giving the staff members in the department a high degree of comfort and familiarity. Sarah Ward will manage both Lynden and Sumas branches; three new PSAs have been hired to work at both libraries. After Kathleen Neece's retirement, Sarah Koehler will manage both Ferndale and Mobile Services, an announcement that has been met with staff enthusiasm. • Deb and Christine met with County Executive Jack Louws, who is supportive of our proposed Trustee recruitment process. • Whatcom READS! is in its 6th year. Christine distributed "read and release" copies of <i>Wild</i> to the Trustees, highlighting the various tie-in events. Marvin asked how we

	<p>measure success. Christine responded that we track attendance and comments, as well as community partnerships. Deb commented that community goodwill is not always immediately calculable. Fred asked if Whatcom READS! could be a potential revenue stream. Christine answered that it depends on various factors, but the general focus is on free participation.</p> <ul style="list-style-type: none"> • WLA’s Library Legislative Day in Olympia is January 24. Staff attendance is on personal time to avoid conflict of interest.
Community Relations Report	Christine gave the report in Lizz’s absence. She shared that Richard Jehn of <i>Whatcom Watch</i> has offered WCLS a monthly column, which will begin with a focus on Whatcom READS! The <i>Bellingham Herald</i> has requested several upcoming Op Eds. They will feature Lisa Gresham’s article on “Best Books for 2014” in their January 1 edition, as well as highlight the Washington Library Now mobile app.
Consent Agenda	Deb introduced the consent agenda, which includes minutes and general expenditures. Fred moved approval of the consent agenda items as presented. Seconded; approved.
Financial Report: A. 2013 Year-To-Date Budget Report	Kyle reported that we are just over 91% of the way through the year. All budgeted revenues have been received, and 81% of budgeted expenditures are spent. eResource renewal fees should bring the materials budget up to 100% spent by the end of the year.
Financial Report: B. Resolutions	<p>Kyle presented the following Resolutions:</p> <p><i>Resolution #12/17/13-09 Amending the 2013 General Fund and Capital Fund Budgets.</i></p> <p>Marvin moved to approve Resolution #12/17/13-09, amending the 2013 General Fund and Capital Fund Budgets as stated. Seconded; approved.</p> <p><i>Resolution #12/17/13-10 Adopting the Fiscal Year Final Budget</i></p> <p>Lis moved to approve Resolution 12/17/13-10, adopting the Final 2014 General Fund and Capital Fund budgets. Seconded; approved.</p>
Policy Updates Discussion	<p>Christine stated that there is nothing in WCLS policy that addresses how we update policies, nor was she able to locate precedents from other library systems. Trustees discussed their preference for approving clerical tweaks versus substantive changes. The Trustees agreed that since small edits can sometimes lead to larger ramifications, all changes will continue to be examined by the entire Board. Policies with minor edits will be presented as part of the consent agenda, with the provision that they can be pulled out for discussion if needed. Any other changes to policies will continue to be previewed by the Policy Review Committee and voted upon as individual agenda items as is customary.</p> <p>Marvin moved approval of updates of three policies presented: 1.01, 1.02 and 1.03. Seconded; approved.</p>
Board Advocacy: The Gift of Libraries	<p>Christine suggested four ways that libraries are gifts to our communities: They provide:</p> <ol style="list-style-type: none"> 1. Helpful <u>people</u> 2. A third <u>place</u> 3. <u>Possibilities</u> – unlimited resources <p>And, they are:</p> <ol style="list-style-type: none"> 4. Like an unlimited, <u>pre-paid</u> gift card—the more one uses them, the more value

	<p>one receives for the tax dollar.</p> <p>Deb suggested that WCLF might consider a seasonal fundraiser, in which people could make donations to the Foundation in lieu of holiday gifts.</p> <p>Christine reported that the “Slow Down and Read” campaign resulted in approximately \$5700 in donations to the Foundation. She will draft a letter of thanks to Ziad Youssef, which the Trustees will sign at the January 21 meeting.</p>
Library of the Future: Vending Library or Lockers	<p>Christine outlined three ways libraries are offering increased access to library services. One is a library vending machine similar to a Redbox® kiosk. With a capacity of about 340 items, it allows patrons to browse a small collection, as well as pick up holds. It can be placed anywhere. The machine is very expensive – approximately \$200,000. A mid-priced option is a self-service locker system for picking up holds. The least costly option is to offer holds pickup through an agreement with a business such as a grocery or convenience store, or with a community organization – much like our Library Connection at Northwest Indian College.</p> <p>Marvin stated that Library Now app use will certainly increase the number of holds among users. The above options could be an alternative to increasing service hours. Fred asked if WCLS foresees making a decision on this within the next year. Christine replied that we will be evaluating current services in 2014. Regan stated that Sumas would be an ideal test site for library lockers.</p>
Committee Reports:	<p><u>BPL</u>: Deb has been attending BPL Board Meetings, and appreciates the similarities and differences between the boards and library systems.</p> <p><u>Foundation</u>: The WCLF met recently and have requested that the WCLS Board of Trustees appoint a liaison. To foster continuity, they prefer that the liaison not rotate.</p> <p><u>Personnel</u>: Committee appointments will be made at the January 21 meeting. Christine will email advance descriptions of all committees for consideration.</p>
Public Services Report	<ul style="list-style-type: none"> • Regan spoke about the development of the local history area at the Everson Library, part of the Allen Grant project. • WCLS will now offer Freegal, an eResource for downloading music. Patrons can download 3 songs or 2 music videos per week from a library of over 7 million songs from over 28,000 labels, including Sony. There are no digital rights management barriers, and a mobile app is available. • Public Services is encouraging patrons to move towards paperless notification as much as possible. • Whatcomics is in its 7th year. In conjunction with A Forest of Words, which takes place in the spring, these programs offer a valuable forum for publishing teen works.
Announcements	The next meeting will be held on January 21, 2014 at CS.
Adjourn	Deb adjourned the meeting at 10:58 a.m.

Signed by Deb Lambert
Board Chair

January 21, 2014
Date

Signed by Dana Klootwyk
Dana Klootwyk, Meeting Secretary