



Library Board of Trustees Regular Meeting

April 15, 2014

MINUTES

Anyone requiring these minutes in an alternate format, such as large type, Braille or an audiotape, please contact the Library at (360) 305-3600.

Location	Island Library 2144 South Nugent Road, Lummi Island (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance	<p>Trustees: Deb Lambert, Chair; Marvin Waschke, Vice Chair, Vice Chair; Fred Haslam; Lis Marshall; and June Hahn</p> <p>Staff: Christine Perkins, Executive Director; Regan Robinson, Public Services Manager; Kyle Teeter, Administrative Services Manager; Lizz Roberts, Community Relations Coordinator; Zynet Schmid, Distribution Supervisor; Karly Tucker, Island Branch Manager; and Dana Klootwyk, Administrative Associate</p> <p>Also Attending: Faye Hill, BPL Trustee; and Joan Keiper, Friends of the Island Library President</p> <p>Absent With Notice: Lisa Gresham, Collection Support Manager; Geoff Fitzpatrick, IT Services Manager; and Christina Read, Human Resources Manager</p>
Tour of Island Library	Karly led the attendees through the newly-renovated facility.
Call To Order	Determining quorum, Deb called the meeting to order at 9:40 a.m. There were no changes to the agenda.
Open Public Comment	Deb welcomed Joan and Faye. Faye responded with greetings from Bellingham Public Library on the occasion of National Library Week. Deb introduced June Hahn, the newest WCLS Trustee. June expressed that she is looking forward to working with the group.
Staff Service Recognition: Jamie Law, 20 years Alta Toler, 10 years	Both recipients received their service recognition in absentia. Regan Robinson read aloud commendations written by Debby Farmer, Blaine Branch Manager, and Karl Thompson, Lynden Assistant Branch Manager. Regan will deliver framed certificates to Jamie and Alta. Deb extended gratitude to Jamie and Alta on behalf of the Board.
Executive Director's Report	<p>Christine reported the following highlights for April:</p> <ul style="list-style-type: none"> • Our newest Trustee, June Hahn, was appointed by County Council on April 8. • The Friends of the Island Library (FOIL) have been selected by the Washington Library Association (WLA) to receive a Distinguished Service Award. Joan and Chuck Keiper and Diane Harper will travel to Wenatchee on May 2 to receive the award, which honors FOIL's advocacy on behalf of the recent renovation of the Island Library. • Kyle is researching grant funding to outfit our ten branches and Central Services with defibrillators. • Building Projects: <ul style="list-style-type: none"> ○ The South Whatcom Grand Opening on April 12 was a great success. VIPs included State Librarian Rand Simmons, State Representatives Kristine Lytton and Jeff Morris, County Executive Jack Louws, and County Councilmember Rud Browne.

	<ul style="list-style-type: none"> ○ Immediately following the Board Meeting, attendees were invited to tour the new Ferndale Library construction site. ○ The Friends of the Point Roberts Library (FoPRL) are working with the IRS to clear up their 501c3 status. The Memorandum of Understanding between FoPRL, WCLS, and the Point Roberts Parks and Recreation District is currently being updated. ● April 18's Branch Out, the Whatcom County Library Foundation (WCLF) annual fundraiser is sold out! Christine and Chuck Robinson of Village Books will be speaking on "The Future of the Book." ● With appreciation to the Board and Staff for their contributions to her evaluative survey, Christine remarked upon her one-year anniversary with WCLS. Deb thanked the Board and Staff for working hard to improve the Annual Review process.
Community Relations Report	<p>Lizz reported that her folder of press clippings grows thicker each month; WCLS keeps making news! We are thankful for the support of the <i>Bellingham Herald</i>, <i>Cascadia Weekly</i>, and <i>Entertainment News NW</i>.</p> <p>Upcoming promotional projects include publicity for the grand opening on April 26 of Nooksack Valley Heritage Center (advertising will be funded by the Allen Family grant), Día de los Niños programming at the Lynden Public Library on April 26, and a FoSVL-funded postcard advertising the opening of the new South Whatcom Library.</p> <p>Fred congratulated Christine on the recent joint Op-Ed (with Bellingham Library Director Pam Kiesner) in the <i>Bellingham Herald</i> for National Library Week.</p>
Consent Agenda	<p>The Board reviewed the Consent Agenda, which included March 18, 2014 Board of Trustees Meeting Minutes and the following expenditures:</p> <p>General Fund: -March 2014 Payroll: Nos. 54653831-54653854, (Voucher Nos. 130001-130137) Totaling \$297,316.96 -Claims 2014-06: Nos. 939896-939934 Totaling \$89,221.80</p> <p>Capital Fund: -Claims 2014-04: Nos. 938749-938753 Totaling \$1,365.08 -Claims 2014-05: Nos. 939980-939986 Totaling \$11,618.86</p> <p>Marvin moved to approve the Consent Agenda. Seconded; approved.</p>
2013 Year-To-Date Budget Report	<p>Kyle reported that tax collections are within normal expectations. Revenues and expenditures are consistent with the budget; everything is in good shape.</p>
Continuing Education: Distribution Services	<p>Zynet Schmid provided the Trustees with an overview of WCLS's Distribution Services. The department's work can be divided into two types: inside and outside. Inside work includes processing Interlibrary Loan (ILL) and CS Collection Maintenance, vehicle maintenance, patron notices, sorting newly processed items, as well as helping branches open or move. Outside work includes deliveries of books, movies, magazines, etc. to our ten branches, BPL, and NW Indian College Library and unpacking and checking in items sent back from branches. With nine vehicles, total yearly mileage is 48,000 miles!</p>

Board Training with BPL	Both WCLS and BPL have new Trustees, so it is an ideal time to discuss joint training for Board members presented by the Washington State Library's Development Manager. Wendy Jenkins and Dana Klootwyk will conduct a Doodle poll to determine a mutually agreeable date/time in early June. Board members were encouraged to email any suggested topics to Christine as soon as possible.
Community Analysis	Using data from Esri, the United States Census Bureau, and WCLS Integrated Library System, Christine and Kyle have been analyzing the market segmentation of Whatcom County's communities to better understand the people we serve so that we can adapt appropriately to patron needs. Esri's Tapestry Segmentation classifies US neighborhoods into 65 distinct market segments, defined by geographic, demographic, psychographic, and behavioral traits. Fifteen of those segments are represented in WCLS's service area. Christine and Kyle presented a PowerPoint slide show outlining WCLS Primary Service Areas (PSAs). The PSAs group residents based on how they use existing resources, noting that circulation is not the only measure of how people use WCLS resources. Moving forward, we will be working to more closely integrate community data with borrower information.
Committee Reports:	Personnel: Fred reported that the Personnel Committee met in Executive Session on April 14, 2014 for the Executive Director's Annual Review. BPL: Fred reported that the March meeting discussion centered on Board prerogatives and responsibilities.
Public Services Report	Due to the urgency of meeting the ferry schedule, Regan directed attendees to her written report in the handout packet.
Announcements	The next meeting will be held on May 20, 2014 at Central Services, at which time the official Board of Trustees photo will be taken.
Adjourn	Deb adjourned the meeting at 11:38 a.m.

Signed by Marvin Waschke
Marvin Waschke, Secretary

May 20, 2014
Date

Signed by Dana Klootwyk
Dana Klootwyk, Meeting Secretary