



APPROVED MINUTES

Library Board of Trustees Regular Meeting

August 21, 2018

Location

Administrative Services, 5205 Northwest Drive, Bellingham, WA 98225. (Note: "Library" refers to the Whatcom County Library System—WCLS.)

In Attendance

Trustees: Marvin Waschke, Chair; June Hahn, Vice Chair; Lori Jump, Board Secretary; Brad Cornwell and Erika Nuerenberg. Absent: none

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Lizz Roberts, Community Relations Coordinator; Lisa Gresham, Collection Support Manager; Carmi Parker, ILS Administrator; Patty Zanin, Ferndale Public Library Assistant Branch Manager; Connie Daugherty, Ferndale Public Library Page; Darcy Riggins-Schmidt, Administrative Assistant

Call to Order

Marvin determined quorum and called the meeting to order at 9:00 a.m.

Open Public Comment

No public comment.

Staff & Committee Reports: Service Anniversary – Connie Daugherty 20 Years

The meeting began with Patty Zanin providing an overview of Connie Daugherty's 20 years with WCLS. Connie currently works as a page at the Ferndale library where she is looked to as a leader and resource by both the Ferndale library staff and patrons. She has worked at all three of the most recent Ferndale library locations and has substituted at most of our other branches as needed. Connie said she appreciates the opportunity to get to know the patrons in different communities. Christine also shared her appreciation for Connie, noting she is a valued asset to WCLS and our community as a whole.

Staff & Committee Reports: Executive Director

In addition to her written report, Christine highlighted the Point Roberts Grand Opening, which was a tremendous success. Marvin added how impressed he was with the enthusiasm of the community and the library building itself, which handled the crowd of over one hundred without feeling crowded.

Christine said that WCLS is working with the Friends of the Blaine Library, who have offered significant funds to pursue design work for a new or expanded library. We anticipate following the same steps as the Birch Bay project; selecting a design firm and conducting a series of public engagement events to gather community input.

We are also moving forward with issuing new library cards based on patron addresses. Starting September 4, WCLS will issue BPL library cards to City of Bellingham residents who apply for a card at WCLS locations, and BPL

will issue WCLS cards to county residents who apply at Bellingham libraries. The change will help clarify which library they “belong” to and the services they receive for their tax dollars.

January 8th is the target date for moving to the new ILS. We have a detailed plan for the transition but expect that there will be a few hurdles along the way. As we get closer to the “go-live” date we’ll decide if we need to close for a day to be sure it’s working perfectly. We will communicate any anticipated service interruptions well in advance to the public.

Staff & Committee Reports: Deputy Director

In addition to his written report, Michael shared that the most recent Birch Bay community input session took place at the site of the new Birch Bay library. He said it was very beneficial having the meeting at the site in terms of visualizing the architectural plans and noted that all three plans incorporate the house. Lori added that she was happy to see a children’s area incorporated. Christine said it was very apparent in the designs that Zervas Group had taken into account the input from the meetings.

Jackie asked if Zervas Group would advise on the long term maintenance costs involved with keeping the existing house on the property versus not. Michael will follow up on that point.

Michael remarked that WCLS received another Rural Heritage Grant from the Washington State Library to collect and digitize a collection of historic photos, documents, and interviews that give a comprehensive view of the development of all ten branches and Bookmobile services of WCLS.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and highlighted the incredible Shakespeare Camp experience offered by the Ferndale library this summer, run by Sarah Lavender, Teen Services PSA. The camp engaged 14 teens in all aspects of a theatrical presentation of *Twelfth Night*. He added that Sarah was an actress and theatre major in college, so the camp offered an opportunity for her to share her talents and passion to benefit WCLS and the community.

Thom also followed up on the system wide discussion groups around the book: *The 57 Bus*. He brought five hard copy versions of the book for WCLS Board Members, along with a list of upcoming discussion group dates for them to consider attending.

Staff & Committee Reports: Services Committee and Performance Measures

Performance measures were moved to later in the meeting when a new report layout option was presented.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz noted that *The Big Burn* is the 2019 book for Whatcom Reads.

She reported that the Boys and Girls Clubs and Bellingham Lock and Safe have partnered with WCLS on this year’s library card sign-up campaign, which starts September 6, 2018. She encouraged everyone to take a selfie with their card and send it to her for use on our social media pages during the promotional period.

Lizz added that *Cascadia Plus* will feature a story on WCLS offerings for seniors.

Staff & Committee Reports: Personnel Committee

Christine shared that Union Negotiations and her Annual Performance Review are both coming up this fall. She asked for another trustee to volunteer as a second backup for the Union Negotiations in October. Lori offered, so she and Marvin will be alternates for Brad and Erika.

Staff & Committee Reports: Whatcom County Library Foundation

Brad said that September 15 will be the Foundation board retreat and WCLF has decided to change the venue for the Annual Branch Out Event to the Bellwether hotel for 2019.

Christine reported that based on her discussions with the Sno-Isle library system, who recently ran a successful levy campaign, it is highly recommended that a political action committee be assembled long before a decision is made to run a levy campaign. Discussion followed on the topic.

September 7 is the 'All Friends and Foundation' gathering at the Ferndale WECU Educational Center.

Consent Agenda

The Consent Agenda included minutes of the July 17, 2018 Board of Trustees Regular Meeting as well as the following expenditures, authorization to void a warrant, and policy update:

General Fund:

- July 1-15, 2018 Payroll: Check Nos. 1015827246-1015827256 and Voucher Nos. 536836-536987, Totaling \$170,814.55
- July 16-31, 2018 Payroll: Check Nos. 1015999450-1015999460 and Voucher Nos. 536995-537145, Totaling \$180,233.34
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$192,543.27; \$33,623.95 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-17G: Warrant Nos. 1062706-1062734 Totaling \$36,359.48
- Claims 2018-18G: Warrant Nos. 1063968-1064008 Totaling \$113,502.53
- Claims 2018-19G: Warrant Nos. 1064729-1064744 Totaling \$19,463.34

Capital Fund:

- Claims 2018-14C: Warrant No. 1062735 Totaling \$9,021.41
- Claims 2018-15C: Warrant Nos. 1063963-1063967 Totaling \$41,400.46
- Claims 2018-16C: Warrant Nos. 1064745-1064748 Totaling \$10,395.81

Authorization to Void Warrants:

-Resolution 08/21/18-16 to void warrant 1037780

Update to Meeting Room Procedure and Schedule of Fees Meeting Room and Facilities Use

- Adds Point Roberts Library meeting room.

June moved to accept the Consent Agenda as presented. Seconded; approved. Unanimous board approval.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed the Finance Committee report pointing out some highlights which included:

- We are still waiting for the final Point Roberts bills before those totals are complete.
- Printing and copying revenues are higher than budgeted, which also means increased costs for associated paper and toner.
- Salaries and wages are around 56% which is still 2-3% below budget, giving us a necessary cushion for unexpected personnel issues and upcoming vacation coverage needs.
- We are currently at 53% of expenses overall.
- The budget planning schedule is provided. Instead of a budget retreat the 2019 proposed budget will be reviewed during the October and November board meetings.

Break

Marvin adjourned for a break from 10:02-10:17 a.m.

Performance Measures Update

Christine referred to the new template for monthly board reports which shifts the focus squarely on the ways WCLS interacts with the public. July statistics were reported using our current report layout and this proposed new model. Carmi Parker who is managing the new form, joined the meeting for this discussion.

The group reviewed the two reports. Christine noted that among other changes, the most current data is in the first column with previous data in the column to the right. She also emphasized that the goal moving forward is for the management team to review the reports during the week prior to board meetings so any inconsistencies can be addressed.

Discussion continued on individual preferences with regard to what information should be included. Concerns were voiced about losing the individual branch data on the new report. It was agreed that next month WCLS will provide a revised report based on feedback at the meeting.

Memorandum of Understanding (MOU) with Friends of the Blaine Library - DRAFT

Christine reviewed the draft MOU and remarked that the City of Blaine is supportive of a renovated library and eager to partner with WCLS in the endeavor. The FOBL have been fundraising and are willing to contribute up to \$50,000 for a project similar to that of Birch Bay's; hiring a design firm to draw up draft plans and holding community input sessions.

The MOU delineates how the involved parties will interact. Following the model of the recent Birch Bay project, WCLS staff time for the entirety of the project will be required, and will be built into the 2019 budget, if the board approves. Discussion followed about the parameters of the process and roles of involved parties.

75th Anniversary Preview

- Joyful, Fresh, Energetic and Purposeful are guiding words used by the committee Lizz has been leading to plan for the exciting 75 year anniversary celebrations next year.
- November 7, 1944 was the date that approval for the early WCLS was put on the ballot, by an early community group active in the Grange system known as "The Grangers."
- We will have a new library card embodying 75 years of sharing stories. The layout of the cards will be vertical and will incorporate the 75th anniversary symbol of diamonds.

- 52 playing cards will be introduced as a book-themed deck, one of which will be announced on our website each week. The decks will feature a different book on each card, categorized by the four suits of a card deck, which correspond to four character attributes. The cards will be available at our branches.
- The 'One Book Whatcom County' book choice for 2019 is *My Old Man and the Mountain* by Leif Whittaker, who now lives in Whatcom County. Events featuring Leif will include him sharing his experiences as a local Mt. Baker climbing ranger and travels around the world.
- Whatcom County Library System's 75 year history will be digitized as part of the Washington Rural Heritage grant award.
- WCLS will showcase the new Bookmobile in festivals and parades celebrating the 75th anniversary throughout the county.
- Promotional t-shirts are being designed for all staff to wear on a regular basis throughout the year to further promote the anniversary.
- Diamond supporters -- 75 people who have made significant contributions to the library system since its origin -- will be recognized.
- On November 7, 2019 we will have a system wide open house celebration. WCLS will provide a set budget amount for each branch to have a party, and Friends Groups can supplement their branch's festivities.
- The WCLS Board will be invited to celebrate the occasion at one central location. Christine will be traveling to every branch that day along with State Librarian Cindy Aden.
- Overdue fines elimination will be proposed for the 75th anniversary year. June added that Kitsap Library system did the same thing recently, including waiving all fines retroactively.
- WCLS's estimated cost for the celebration is \$10,000, spanning an entire year of promotion, advocacy and engagement. Additionally, Whatcom County Library Foundation will contribute \$7,500 to cover the author honorarium and printing the playing cards. Events will be included in the 2019 action plan.

Announcements and Adjourn

- Unlock Your Library / Boys & Girls' Clubs Library Card Signup Promotion month - September
- Foundation Retreat 9/15, Encore Room, Mount Baker Theatre, from 10 – 2 p.m.
- Interest Based Bargaining Training and Bargaining Kickoff 9/25 and 9/26 from 9 – 3 p.m.
- All Staff Learning Day 10/5, Cornwall Church
- Union Negotiations 10/1, 10/8, and 10/22 (and 10/31 if needed) from 9 – 3 p.m.
- WLA Conference 10/17 – 10/20, Yakima
- 'All Friends and Foundation' Gathering 10/27 at WECU Educational Center in Ferndale

Marvin adjourned the meeting at 11:37 a.m.

Next Meeting

The next meeting will be at Ferndale Public Library, September 18, 2018 at 9:00 a.m.

Address: 2125 Main Street, Ferndale WA 98248

Signed by Lori Jump
Lori Jump, Secretary

9/18/18
Date

Signed by Darcy Riggins-Schmidt
Darcy Riggins-Schmidt,
Administrative Assistant