



## APPROVED MINUTES

### Library Board of Trustees Regular Meeting

November 20, 2018

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#### Location

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

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#### In Attendance

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**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; Darcy Riggins-Schmidt

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#### Call to Order

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

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#### Open Public Comment

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No public comment.

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#### Staff & Committee Reports: Executive Director

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In addition to her written report, Christine highlighted the following: Two large donations to the Birch Bay Friends of the Library were received recently. The Birch Bay Friends are strategizing about the best way to announce these gifts for maximum impact. Foundation endowment accounts for each library are all set up and able to accept donations from the public. Christine has started the ball rolling by donating to each one.

Congratulations to Lizz, who will bring her talents and charm to managing the South Whatcom branch. Congratulations also to Deming Public Services Assistant Erin Suda and Friends of the Point Roberts Library Judy Ross and Stephen Falk, for being honored with 2018 Ken Gass Community Builder Awards.

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#### Staff & Committee Reports: Deputy Director

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In addition to his written report, Michael shared the following: Work continues with Zervas on the Birch Bay library design. A revision to the parking lot configuration is necessary and a new plan has been prepared. A public meeting is scheduled for 6:00 p.m. December 10 at the BP Heron Center to review the new design.

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#### Staff & Committee Reports: Youth Services Manager

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In addition to his written report, Thom shared that Storytime attendance has been steadily rising and operating at capacity most of the year. Storytimes represent 20% of our annual programming at WCLS. Thom referenced data from the State of Children and Families 2018 Report from Northwest Early Learning. Thom stated that he

and Christine continue to explore the best way the library can support the critical first 2,000 days of life of each young person in Whatcom County.

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#### Staff & Committee Reports: Services Committee and Performance Measures

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Michael reviewed the performance measures and discussed the reference counts that he has been collecting recently. Marvin remarked that he likes the new layout of the performance measures reports.

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#### Staff & Committee Reports: Community Relations Coordinator & Committee

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Lizz shared the design for the new direct mail piece on the 75<sup>th</sup> Anniversary plans. She also said she would continue working on Mondays to support Community Relations until a replacement is hired. A chair and wall graphics promoting library eBooks are now installed In the Library Liftoff area of the Bellingham International Airport.

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#### Staff & Committee Reports: Personnel Committee

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Erika announced that she was granted a fellowship from the Brookings Institute Center for Health Policy in Washington D.C. for a year. She will be leaving at the end of December and plans to return to Whatcom County one week a month. If it's acceptable for her to remain on the board she plans to attend as many meetings as possible but regrets that she will not be able to attend all of the events surrounding the 75<sup>th</sup> Anniversary. Marvin said that the board supports her staying on and they will step up to help with the committee work. Marvin offered the option that she may be able to call into board meetings. Christine said we would double check the bylaws to be sure.

Christine added that she supports Erika staying on and also noted that Lori's first term is coming to an end. Country requirements call for her to reapply if she's interested in staying on; she has indicated that she will.

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#### Staff & Committee Reports: Whatcom County Library Foundation

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Brad reported that the All Friends and Foundation gathering at WECU went very well. It was a sparkly and celebratory event with attendees staying long past the scheduled end time.

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#### Consent Agenda

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The Consent Agenda included minutes of the October 16, 2018 Board of Trustees Regular Meeting as well as the following expenditures:

##### Expenditures:

##### General Fund:

- October 1-15, 2018 Payroll: Check Nos. 1016749477 – 1016749486 and Voucher Nos. 537772 - 537924, Totaling \$ 196,470.91
- October 16-30, 2018 Payroll: Check Nos. 1016902290 – 1016902302 and Voucher Nos. 537929 - 538084, Totaling \$ 210,811.44
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$149,321.92; \$46,988.20 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-26G: Warrant Nos. 1068653-1068657 Totaling \$26,117.01
- Claims 2018-27G: Warrant Nos. 1068964-1068982 Totaling \$20,362.44
- Claims 2018-28G: Warrant Nos. 1070173-1070215 Totaling \$88,726.40

- Claims 2018-29G: Warrant Nos. 1070531-1070538 Totaling \$25,664.57

Capital Fund:

- Claims 2018-20C: Warrant No. 1068658 Totaling \$812.64
- Claims 2018-21C: Warrant No. 1068983 Totaling \$4,793.38
- Claims 2018-22C: Warrant Nos. 1070216 Totaling \$898.75
- Claims 2018-23C: Warrant Nos. 1070539-1070541 Totaling \$29,595.01

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

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Financial Report and Resolutions: Finance Committee Report

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- Jackie reviewed the Finance Committee reports for 2018 and noted that October always sees an increase in revenue due to property tax remittance. We've received 93% of budgeted tax revenues.
- Professional building inspections have taken place at Central Services and North Fork. There are some maintenance needs at both locations that will be addressed in the coming year.
- We've developed an Emergency Action Plan and implemented it at Central Services, which will be used for developing plans at all branches.
- Jackie presented an amendment to the 2018 budget. It updates the budget for COBRA revenue and expense and shifts money from Repairs and Maintenance to Fuel and Utilities. There is no change to the bottom line.

***Brad made a motion to approve Resolution 11/20/18-19 amending the 2018 General Fund budget; seconded. Passed unanimously.***

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2019 Strategic Action Plan Review

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- Christine discussed the Strategic Action plan changes, noting there was a slight name change for the county wide reading program (WCLS Read & Share).
- The Collection Development Librarian position title was changed to remove the PT as it may be full-time.
- We've added "Promote Kanopy Streaming Video" as a new collection product/service we've committed to in 2019. We'd like to promote it after ILS rollout is complete. BPL is also on board.

***There was general board consensus to approve the proposed 2019 Strategic Action Plan as presented.***

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Public Hearing Proposed 2019 Operating Budget Revenue Sources & Preliminary Budget

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Jackie reviewed and discussed the proposed 2019 Budget. Full details are in the budget and narrative, from which the following highlights were discussed:

- The levy resolution is based on I-747 which limits the annual budget increase to 1% above the prior year's highest lawfully levied amount. This resolution authorizes the District to levy an additional \$60,231.22 for 2019, an increase of 1% over the prior year's highest lawful levy and a .71006% increase over the prior year's actual levy, resulting in a levy amount of \$8,542,781.
- Erika asked if we increase our levy by less than 1% and bank the remaining unused amount, how is the following year's increase calculated. Jackie will follow up on that question.
- Health Insurance rates are going up next year 13-14%, Brad pointed out this was partly a result of the discount we received last year.
- Polaris is included in the collection services budget.
- Discussion continued around a new Collection Development Librarian position being considered. 13% of our budget is dedicated to materials, which this new position would help to oversee. Currently Thom

and Lisa are being tasked with this role in addition to their managerial responsibilities. Considering the growth our system is undergoing, this is not a sustainable course.

***June made a motion to approve Resolution 11/20/18-20 authorizing an increase in the Regular Property Tax Levy. Seconded; passed unanimously.***

***Erika moved for approval of Resolution 11/20/18-21 adopting the 2019 Preliminary Budget. Seconded; passed unanimously.***

***Brad made a motion approve Resolution 11/20/18-22 adopting the 2019 Capital Plan. Seconded; passed unanimously.***

***Erika made a motion to close the public session. Seconded; passed unanimously.***

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Break

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Marvin adjourned for a break from 10:35-10:50 a.m.

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Elimination of Overdue Fines Discussion

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Christine shared a digital presentation about elimination of overdue fines. Over the past several years, we have been monitoring the growing trend across libraries in the United States to eliminate charging overdue fines as a way to reduce barriers to service, provide equitable service, and reduce staff time collecting fines and accounting for them.

Fines represent a small percent of our revenue and have been declining over time with the shift to eBooks which do not accrue overdue fines. Other libraries who have made this switch have seen their circulation numbers go up. Discussion followed on the topic with the board reaching consensus that WCLS pursue making this change.

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The 57 Bus and Implications for Library Service

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About a year ago, Thom approached Christine about a system-wide book discussion. He suggested the nonfiction title *The 57 Bus* by Dashka Slater and over 100 WCLS staff members and trustees met throughout the months of October and November 2018 to discuss the book's interesting themes, including: gender identity and expression, homophobia, racism, trauma, the justice system, restorative justice, and forgiveness.

Thom led a discussion with the board, in regard to WCLS's policies on behavior and how we relate to patrons in our libraries. The board expressed interest in changing our customer service statement to include references to reflect these important themes of inclusion and non-judgement. Marvin also wants to emphasize the libraries role as providers of true and factual information.

Erika brought up the homeless population and their treatment at libraries. Discussion continued on these topics.

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2019 Addendum to Agreement with the Whatcom County Library Foundation

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The addendum updates our annual agreement which sets the financial responsibilities of WCLS and WCLF.

***Brad moved for approval of 2019 Addendum to Whatcom County Library Foundation Agreement. Seconded; passed unanimously.***

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Executive Session – Executive Director Performance Review per RCW 42.30.110(1)g

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At 11:50 a.m. Marvin moved the meeting to Executive Session until 12:10 p.m. At 12:10 p.m. Marvin reconvened the meeting to Open Session.

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#### Executive Director Performance Review Update

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Brad reported that the board performed the end of the year 2018 performance review with the Executive Director and moved that Ms. Perkins receive a 4.5% increase to the current salary, starting in January 2019. Seconded; unanimous approval.

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#### Announcements and Adjourn

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The American Library Association Mid-Winter Meeting is at the end of January 2019, in Seattle. There is a one day seminar on January 26, 2019 specifically for Trustees, in addition to the full weekend of events. Trustees are encouraged to consider attending.

No further announcements.

Marvin adjourned the meeting at 12:17 p.m.

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#### Next Meeting

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The next Board of Trustees meeting will be held Tuesday, December 18, 2018 at the Administrative Services building.

Signed by Lori

Lori Jump, Secretary

12/18/18

Date

Signed by Darcy

Darcy Riggins-Schmidt