



**Library Board of Trustees Regular Meeting  
November 21, 2017  
APPROVED MINUTES**

**Anyone requiring these minutes in an alternate format, such as large type, Braille, or an audio recording, please contact WCLS at (360) 305-3600.**

Location	Administrative Services, 5205 Northwest Drive, Bellingham WA 98226. (Note: “Library” refers to the Whatcom County Library System—WCLS.)
Attendance	<p><b>Trustees:</b> Marvin Waschke, Chair; June Hahn, Vice Chair; Lori Jump, Board Secretary; Brad Cornwell and Erika Nuerenberg. <b>Absent:</b> none</p> <p><b>Staff:</b> Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Lisa Gresham, Collection Support Manager; Thom Barthelmess, Youth Services Manager; Geoff Fitzpatrick, IT Services Manager; Christina Read, Human Resources Manager; Lizz Roberts, Community Relations Coordinator; Sarah Koehler, Ferndale Branch Manager.</p>
Call to Order	<p>Marvin determined quorum and called the meeting to order at 9:00 a.m.</p> <p>Brad requested that the Executive Director’s Performance Evaluation Executive Session be moved up in the agenda as he needs to leave by noon. Executive Session was moved to 11:30 and the Mobile Services plan will be reviewed afterward.</p>
Open Public Comment	No public comment.
Integrated Library System Update – Lisa Gresham and Geoff Fitzpatrick	<p>WCLS is a SirsiDynix library. Previously we were a Dynix library, until Sirsi and Dynix merged in 2005. We adopted the Horizon product in 2004. In 2009 SirsiDynix (SD) stated that they would no longer support Horizon. At that time, WCLS began to budget for a new platform. In the meantime, SD reverted back to supporting Horizon. We went through a full Request For Proposals process in 2015, with the hopes of finding a web-based service. The end result of that process was that the development wasn’t there yet and there were no options compelling enough to warrant moving away from Horizon. We renewed our contract with SD but committed to reviewing products again in 2-3 years.</p> <p>Horizon poses limitations to staff functionality, such as a lack of cut and paste features, in addition to larger system development issues.</p> <p>In June of 2017 WCLS and BPL formed a joint committee to look into new ILS systems. The committee identified priorities, including:</p> <ul style="list-style-type: none"> <li>• Communicating/integration with a patron platform such as BiblioCommons (the gold standard for public access platforms)</li> <li>• Alternately, the ILS would offer a native patron platform equivalent to BiblioCommons</li> <li>• Improved staff interface</li> </ul>

- Web based functionality, particularly for the circulation module
- Reporting; outgoing ILS Administrator Jon McConnel was required to learn SQL to mine for data; we'd like a system with a more intuitive report-writing feature and more "canned" reports
- Compliance with technical security standards
- Ability to automate common tasks such as autorenewal (ex: when WCLS adopted courtesy renewals, we had to have a third party write the code.)
- Installation and maintenance costs are within WCLS and BPL budgets

The committee reviewed available ILS systems and invited four companies to provide half-day demonstrations for staff from both systems. The intent was to evaluate the systems against our priority list and then make the decision to develop an RFP, self-host an open source product, or continue our contract with SD.

Of the four companies demonstrated, at least two offered a product that would warrant writing an RFP. The committee hopes to have an RFP complete by the end of January, with a decision made by the end of quarter 1 and migration done in quarters 2 and 3.

Staffing transitions have complicated the process. BPL had been operating without an ILS Administrator since May. BPL then hired our ILS Administrator, leaving us with a vacancy.

Brad clarified that the RFP selection would be service- and qualification-based rather than price-based. He asked if the amount budgeted for this is sufficient and does the budget include staff training time? Lisa reported that the budget reflects price assumptions from the 2015 bidding process. Jackie noted that she used bids at the higher end but not the highest bids. Costs are uncertain but there is a placeholder. Staff training is included in the cost of implementation; Geoff noted that his team will be significantly impacted upon so they have limited other planned projects for 2018. Lisa noted that the products are intuitive which will ease staff training. Geoff feels our staff are supportive of the selection process and willing to learn the new system. We've been talking about this for a few years so staff are prepared.

Christine indicated the biggest hurdle at this point is ensuring BPL can secure funding for this purchase. Brad asked if WCLS's decision to proceed with a new ILS is dependent on BPL also adopting it. Christine indicated that yes, WCLS cannot adopt a new ILS without BPL. Geoff feels that the new vendor will likely work with both systems on costs, or WCLS and BPL may be able to time the payments such that it coincides better with BPL's budget cycle.

Marvin feels we cannot underestimate the time necessary for staff training. He also shared concern about security and disaster recovery. He thinks it's early in the process to address this but hopes it is kept in mind. Geoff confirmed that these items will be addressed in the RFP.



<p>E. Community Relations Coordinator &amp; Committee</p>	<ul style="list-style-type: none"> <li>• WCLS sent a direct mail piece in October, arriving in homes October 25 and 26.</li> <li>• Goals of mailer were to inform every household in Whatcom County about library services, and to highlight some of the unusual services we provide. It noted several “unexpected” library offerings and provided direct links to our website and catalog.</li> <li>• Right after the mailer was received, we noticed a small spike in online card signups. There were a modest number of clicks to the Expect the Unexpected page on the WCLS website.</li> <li>• Marvin asked how many pieces were mailed; Lizz will report back on this.</li> <li>• The mailer was sent to all residences and businesses in the County outside of Bellingham.</li> <li>• Erika asked for the percentage of residents who have a library card. Lizz noted this is difficult to determine because many county residents have a BPL card. We report annually that 40-44% of residents have a WCLS card, but library cardholdership in general is higher as many county residents have a BPL card.</li> </ul>
<p>Staff Report: F. Personnel Committee</p>	<ul style="list-style-type: none"> <li>• The Classification and Compensation Study and Union Negotiations have taken place, along with Christine’s annual review. Negotiations and Christine’s review will be discussed during executive sessions later in the meeting.</li> </ul>
<p>Staff Report: G. Whatcom County Library Foundation</p>	<ul style="list-style-type: none"> <li>• Brad was unable to attend the Friends and Foundation event but heard it was a positive, successful event. Lori was impressed with Peter Young’s talk and the individual who was honored with the Golden Apple Award, Morgan Hunter.</li> <li>• The Foundation has surpassed the \$100,000 mark in its endowment.</li> <li>• Peter Young has been selected as the Foundation President. He previously worked for the Library of Congress. Dick Little has been elected Vice Chair.</li> <li>• Christine reported the Foundation’s strategic plan includes an interest in innovation. They are looking to WCLS to collaborate with staff who have interesting ideas that would benefit the system as a whole rather than targeting a single branch, and want WCLS to help formulate those ideas into a request that could be the basis of a fundraising plan.</li> </ul>
<p>Consent Agenda</p>	<p>The Consent Agenda included minutes of the September 19, 2017 Board of Trustees Regular Meeting as well as the following expenditures:</p> <p>General Fund:          -October 1 - 15, 2017 Payroll: Nos. 1013151032 - 1013151047 (Voucher Nos. 534049 - 534192) Totaling \$173,293.46 and October 16-31, 2017 Payroll: Nos. 1013289408 -1013289425, (Voucher Nos. 534198 - 534354) Totaling \$197,644.75          -Claims 2017-27 G: Nos. 1039682-1039683 Totaling \$3,830.55          -Claims 2017-28 G: Nos. 1040175-1040203 Totaling \$21,651.46          -Claims 2017-29 G: Nos. 1041543-1041605 Totaling \$209,204.08          -Claims 2017-30 G: Nos. 1042368-1042375 Totaling \$21,574.31</p> <p>Capital Fund:          -Claims 2017-21 C: Nos. 1040204-1040205 Totaling \$19,787.97          -Claims 2017-22 C: Nos. 1041606-1041607 Totaling \$2,372.65</p> <p><b>June moved to approve the Consent Agenda as presented. Seconded; approved.</b></p>

<p>Classification &amp; Compensation Study Final Report</p>	<p>There was a request at the last meeting for a report from the Classification and Compensation study. This is shared today. It outlines what was reviewed by Kay Tilzer from PSPC at the September meeting with updates from the WCLS Classification and Compensation committee. Christine felt PSPC was very thorough and professional in their work. They provided information we needed when we needed it and provided follow up data to all contributors. The Classification &amp; Compensation committee were confident in the work they did. Christina added that they were responsive to our questions and provided attention to items we requested.</p> <p>Regarding minimum wage, Christina reported that the study identified an entry rate for our lowest level of work of \$12.73 per hour. In 2018, this is \$1.23 above min wage of \$11.50 and \$.73 per hour above 2019 rates of \$12.00 per hour. WCLS rates may increase further through additional increases that may be incorporated as a result of 2018 and 2019 bargaining.</p> <p>Christina explained the adoption of a new salary structure. WCLS’s current salary structure has varying degrees of separation between pay levels and width of individual pay levels. PSPC recommended adopting a structure that is 5% between pay levels and has a 40% width for each pay level, which allows for increased alignment to market. The committee agreed to adopt this pay structure.</p> <p>Marvin was impressed with the report and its organization and structure.</p>
<p>2018 Bargaining Unit Wage and Benefit Negotiations – Executive Session</p>	<ul style="list-style-type: none"> <li>• Marvin called the Executive Session at 9:55.</li> <li>• Meeting reconvened at 10:15.</li> </ul>
<p>2018 Bargaining Unit Wage and Benefit Agreement</p>	<ul style="list-style-type: none"> <li>• Christina shared two cover sheets that explain the recommended motions. The negotiating committee met and made some minor changes to contract language. They also arrived at a Tentative Wage and Benefit Agreement that received unanimous approval by union membership.</li> </ul> <p>Erika moved approval of the Union Contract language clarifications regarding Vacation Accrual, Bereavement Leave and Shared Leave between the Whatcom County Library System and the Washington State Council of County and City Employees, local number 1581, as presented; seconded and approved.</p> <p>Brad moved approval of the 2018 Wage and Benefit Agreement between the Whatcom County Library System and the Washington State Council of County and City Employees, local number 1581, as presented; seconded and approved.</p>
<p>Trustee Re-appointment</p>	<ul style="list-style-type: none"> <li>• Brad moved that Marvin be recommended for reappointment as Board Chair.</li> <li>• Marvin stated that serving on the WCLS Board is one of the most satisfying projects he’s undertaken in his lifetime. He is pleased to see WCLS thrive: we are the recipient of national awards, our circulation is rising. He’s pleased to be part of it.</li> <li>• Motion seconded and approved; Marvin abstained.</li> </ul>

	<ul style="list-style-type: none"> <li>Christine will share our recommendation with the County Executive. It will be presented for approval at a January County Council meeting.</li> </ul>
<p>2018 Strategic Action Plan Update</p>	<ul style="list-style-type: none"> <li>The Strategic Plan has been updated to include recommendations from the October meeting, and to remove the BPL Sustainability Study.</li> <li>The first page of the Strategic Plan lists ongoing work and projects. Christine added a 2017 project review in the first quarter of 2018.</li> <li>The second page lists new strategic projects. Christine note that the ILS migration project is in question, as it depends on BPL participation.</li> <li>She also added a Facilities Assessment and Service Area Analysis. We anticipate hiring a commercial building inspector to conduct the analysis at each of our branches. Staff will conduct the service area analysis portion of the work, similar to the work we did in Birch Bay in 2016. This will also focus on the size of the facility necessary for the population of the area.</li> <li>Brad noted that commercial building inspectors often focus on deficiencies or failed systems and the value for us will be to note the condition of systems that aren't yet in failure. He recommends that the inspector also provide an assessment of the condition as well as when the systems were installed.</li> <li>June expressed concern about duplicating inspection work done by municipal owners; Brad feels we shouldn't rely on this information. June feels this is an opportunity to work with municipal owners.</li> <li>Brad also recommended ensuring there is inspection for hazardous materials, especially in older facilities.</li> <li>Brad moved approval of the updated strategic action plan as presented. Seconded and approved.</li> </ul>
<p>BREAK</p>	<ul style="list-style-type: none"> <li>Marvin adjourned for a break from 10:30 – 10:40 a.m.</li> </ul>
<p>PUBLIC HEARING: Proposed 2018 Operating Budget Revenue Sources and Preliminary Budget</p>	<ul style="list-style-type: none"> <li>The public hearing was called to order at 10:40 by Marvin.</li> <li>The public hearing is an opportunity for the public to review preliminary budget. No members of the public were present.</li> <li>Jackie presented a summary of the projected 2018 fund balance. For 2018, we have designated some funds as agreed at the October board meeting. Anticipated beginning fund balance of \$9,367,255. There will be transfers to the Operating Budget and a one-time capital transfer for Point Roberts. Ending fund balance is anticipated to be \$9,090,202. There is a total unassigned ending fund balance of \$593,626.</li> <li>Jackie received updated information from the Assessor's office regarding property taxes. New construction has increased significantly. WCLS will receive a little more in 2018 than we originally anticipated. The 3.08% increase in projected revenues accounts for new construction and the impact of the BP settlement.</li> <li>Intergovernmental revenues are earmarked for the Capital Fund. These amounts fluctuate greatly and so WCLS does not rely on them for operating revenue.</li> <li>Charges for Goods and Services is flat.</li> <li>Fines and Forfeitures are budgeted at a slight decrease due to changes in policies.</li> <li>Net income of \$220,000 in 2017 is being transferred in.</li> <li>Reserve transfer to cover the Point Roberts contribution.</li> </ul>

	<ul style="list-style-type: none"> <li>• Expenditures reflect the impact of the Wage and Benefit negotiations. While wages increase by 7.1%, health insurance is nearly flat due to a change in insurance providers.</li> <li>• Collection materials are targeted at 13% of WCLS operating budget.</li> <li>• Intergovernmental services consists of fire service for the Central Services building and Birch Bay property, and the payment to Point Roberts Parks and Recreation for the new library.</li> <li>• Operating expenditures are at a 7.8% increase over 2017. Total fund expenditures come to \$9,064,711 which is a 5.11% increase over last year.</li> <li>• Administration expenditures will decrease in 2018 because we will not need funds in 2018 for the Class &amp; Comp study nor for shelter-in-place kits purchased in 2017.</li> <li>• Jackie budgeted for an Increase in fuel costs for Distribution department.</li> <li>• Collection Services includes collection materials. Final budget will include an amount in the Small Tools and Minor Equipment line.</li> <li>• Changes in Public Services line is because expenses have been moved from IT budget to Public Services.</li> <li>• Training budget accounts for system-wide training expenses.</li> <li>• Facilities budget includes increased costs of ownership at Birch Bay, North Fork, and Central Services. Salaries increased due to the market increase for Custodians.</li> <li>• Summary of Capital projects, including: FF&amp;E for Point Roberts, branch interior enhancements at Everson and Lynden, Administrative Services building repair, ADA improvements, Branch AV Equipment, ILS replacement, adding book returns at area schools, vehicle replacement costs, and the design of the new Birch Bay library.</li> </ul>
<p>Financial Report A. Finance Committee Report</p>	<ul style="list-style-type: none"> <li>• Jackie presented the Finance Committee report in writing.</li> </ul>
<p>B. 2017 Budget Report</p>	<p>The Trustees accepted the 2017 budget report as presented with no questions.</p>
<p>C. Resolutions</p>	<ul style="list-style-type: none"> <li>• Resolution 11/21/17-18 and 11/21/17-19 are to cancel warrants. Erika moved approval, Lori seconded. Approved unanimously.</li> <li>• The Board recommended that cancellation of warrants be covered in the consent agenda in the future.</li> <li>• Resolution 11/21/17-20 amend the 2017 General Fund budget to account for COBRA revenue and moves funds from professional services to office and operating supplies, and to travel. Brad moved, Lori seconded. Approved unanimously.</li> <li>• Resolution 11/21/17-21 accounts for the increase in the tax levy that WCLS will receive in 2018. June moved, Brad seconded. Approved unanimously.</li> <li>• 11/21/17-21 and 11/21/17-22 are to adopt the preliminary budget and capital budget. Marvin moved, Brad seconded. Approved unanimously.</li> </ul>
<p>Executive Director Annual Review part 2 – Executive Session</p>	<p>At 11:12 a.m., Marvin moved the meeting to Executive Session per RCW 42.30.110(1)g. and stated that the meeting would reconvene to Open Session at 11:30 a.m. Meeting reconvened at 11:30 a.m.</p>

Open Session	At 11:30 a.m., Marvin reconvened the meeting to Open Session. Motion to adopt the 2017 Executive Director evaluation, 2018 Executive Director goals and award a salary increase of 4%. Marv moved, June seconded. Approved unanimously.
Mobile Services Plan	<ul style="list-style-type: none"> <li>• Michael Cox and Sarah Koehler presented the Mobile Services Plan.</li> <li>• The presentation covered a portion of the full Mobile Services Review – the portion covered by the Bookmobile services. A small team convened in September to inform 2018 budget planning with regards to Mobile Services. The bookmobile is 20 years old and the generator is beginning to fail. The team studied maintenance cost planning before decommissioning the bookmobile, a contingency plan in the event the Bookmobile becomes non-operational, potential models for continuing service at current Bookmobile locations, homebound services, and jail services.</li> <li>• Sarah provided a summary of the history of the Bookmobile. Michael summarized some further information about bookmobile patrons. 50% of Bookmobile circulation is holds. Marvin opined that this indicates that 50% of the usage would not be well served by a holds-pickup location. Sarah shared that many patrons place holds, but then also make a trip through the bookmobile and pick up additional items from browsing. The interaction with staff is extremely important to this service.</li> <li>• Maintenance concerns for the Bookmobile include the generator being at the end of its life, and the roof and windshield leak and require attention annually. Repair costs have been increasing annually. The contingency plan for generator failure is to use the Bookmobile using the inverter, and running the engine as necessary to recharge batteries. If the entire vehicle fails, the committee identified three alternative contingency plans, with the preferred plan being to send staff with two vans with a canopy set up in between. However, this does not duplicate the existing service in a satisfactory way.</li> <li>• Long-term service options identified include: <ul style="list-style-type: none"> <li>○ “Tiny home” library express options. The cost ranges from \$200,000 to \$300,000. The County has indicated that the permitting may be problematic, unless the structure was on wheels. This would not allow for ADA access. There would also be location and site feasibility issues. June asked about existing structures, and Michael responded that there not suitable facilities at most current bookmobile stop locations.</li> <li>○ Bookmobile replacement options: Sarah shared information from other libraries and also met with Tri-Van which builds bookmobiles. The options include a Sprinter van, a smaller bookmobile (would necessitate reducing the collection by approximately 25%), or a similar sized bookmobile. In order to continue to current level of service, the committee recommends replacement of the Bookmobile with a similar-sized model, but that weighs less than 26,001 lbs. to avoid commercial vehicle designation and a CDL requirement for drivers.</li> <li>○ The committee also reviewed the concept of a StoryPort vehicle, which is an interesting opportunity, but would not replace bookmobile service.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• The committee’s recommendation is to replace the Bookmobile with a similar-sized vehicle, and modify the schedule to M/W/F with evening hours so that it would be available for special events on the weekend. This would also allow for possible expanded services to the Laurel, Glacier or Geneva areas. The replacement cost is \$12,500 per year over 20 years of service. Lori asked about the wait time for delivery, and Sarah responded that this has not yet been identified. Marvin recommended looking into the use of batteries versus the use of generator.</li> <li>• This project informed the library express model in that it will best serve our patrons when added to our smallest facilities that have limited open hours, to expand access at those locations.</li> </ul> <p>The line item in the 2018 budget that includes the bookmobile replacement cost indicates the Board of Trustee’s approval of proceeding with the bookmobile replacement process in 2018.</p>
Announcements and Adjourn	<ul style="list-style-type: none"> <li>• Christine indicated that we are still working on getting a sign in place at the Birch Bay library site. Part of the required process is to hire an archeologist to supervise the digging of the post holes for the sign and light poles. As part of the archeologist’s report, a notice was sent to the Lummi Tribe. The Tribe has responded with some concerns. Christine is drafting a response. Although WCLS followed the process provided by Whatcom County, there were some errors in the process.</li> <li>• The Trustees are invited to a Staff Holiday Potluck at Administrative Services on Tuesday, December 12 from 12:00 – 1:00 p.m.</li> </ul> <p><b>Marvin adjourned the meeting at 12:25 p.m.</b></p>

Signed by Lori Jump  
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 Lori Jump, Secretary

November 21, 2017  
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 Date

Signed by Jackie Saul  
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 Jackie Saul, Meeting Secretary