
Location

Administrative Services, 5205 Northwest Drive, Bellingham WA 98226. (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; Geoff Fitzpatrick, IT Services Manager; Christina Read, Human Resources Manager; Lizz Roberts, Community Relations Coordinator; Lisa Gresham, Collection Support Manager

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: Executive Director

In addition to her written report, Christine highlighted the following:

- Happy to report that our County Commissioners reaffirmed the reappointment of Marvin to our board. Very pleased to have him continuing as Chairman.
- We’re heading into Whatcom READS season. Some very good events have already happened. In March, author Sunil Yapa will be here.
- North Fork Library roof repairs are imminent; we are closer to being able to talk about transferring title. The Friends requested that we offer right of first refusal to the Mount Baker School District for the property, in case there is a sale in the future. The Friends want the property to have a community use if possible. We have written a draft of a Termination and Release Agreement with language to this effect. We hope to have final paperwork for Board approval at the March 20 Board meeting.

Christine distributed copies of the 2017 Annual Report and congratulated Lizz and her team for an attractive and useful document. We will send copies to key stakeholders in every community we serve, as well as donors.

Staff & Committee Reports: Deputy Director

In addition to his written report, Michael shared the following:

- Tomorrow, members of the Birch Bay Library Design Committee will be leading prospective design firms on a site visit of the Birch Bay library property as part of the RFQ process.

- We are currently seeking an Online Experience Coordinator. Carmi Parker, the former coordinator, has moved into the Integrated Library System Coordinator position. The application deadline is today.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and highlighted the following:

- We signed a MOU with Ferndale school district regarding ConnectED.
- Carmi will continue to work on ConnectED in her new role as ILS Coordinator.
- We recently received our first shipment of book returns to be installed at schools. We are working with principals and administrators to identify locations.
- Thom recapped the ConnectED program: WCLS imports student ID numbers into our database to be used as library accounts. Student accounts provide access to all WCLS digital services and allow students to check out up to two physical items at a time. The accounts are established at the beginning of the school year and are closed right before the new school year begins. We waive any outstanding fines and start fresh accounts when the school year begins again.
- WCLS staff visit every child in every school at least once each school year. We mention ConnectED to students whose districts participate in the program. We see a spike in the use of ConnectED accounts after our staff go to schools to talk about it.
- We are working toward four regular contacts with every student every year.
- We are currently piloting a project in the Mount Baker School District to deliver WCLS holds to students at Mount Baker Junior High and Mount Baker Senior High.

Staff & Committee Reports: Services Committee and Performance Measures

In addition to his written report Michael shared:

- Performance numbers look like they are increasing dramatically but Michael wants to temper any excitement by noting that the increase is likely due to the impact of the courtesy renewals program.
- First-time checkouts are slightly lower this year than last. January versus January numbers are not really comparing apples to apples.
- He encourages everyone to check out more digital magazines using the new RBdigital platform (the new name for Zinio).

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz shared her written report. She noted the following:

- It's been fabulous having such great relationships with our local media. This year we had a great lineup of Whatcom READS programming, especially with music, and received significant coverage in local newspapers.
- She distributed the latest edition of *Explorations* that lists upcoming events for the next quarter.
- Lizz asked Christine to talk about the Whatcom READS "I Was There" program in Van Zandt. Christine said it was very successful, with many people telling their own stories about the WTO protests in Seattle. The event included music, poetry readings, a panel discussion, and the opportunity to purchase local beer or wine. Panelists shared lots of wonderful stories that gave a real sense of what the protests were like and that the depiction in the Whatcom READS novel was accurate.

Staff & Committee Reports: Personnel Committee

There was no Personnel Committee report this month.

Staff & Committee Reports: Whatcom County Library Foundation

Brad was not able to attend the recent Foundation meeting. He reminded everyone that the Branch Out event is Friday April 20 at Shuksan Golf Club at 6:00 p.m. He hopes everyone can make it.

Consent Agenda

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

General Fund:

- January 1-15, 2018 Payroll: Nos. 1014077241 - 1014077253 (Voucher Nos. 534975 - 535124), Totaling \$175,769.29
- January 16-31, 2018 Payroll: Nos. 1014215654 - 1014215665 (Voucher Nos. 535130 - 535276), Totaling \$193,173.11
- Claims 2017-37 G: Nos. 1049649-1049678 Totaling \$100,930.92
- Claims 2018-01 G: Nos. 1049823-1049848 Totaling \$100,190.32
- Claims 2018-02 G: Nos. 1050395-1050409 Totaling \$31,855.89

Capital Fund:

- Claims 2017-28 C: Nos. 1049679-1049680 Totaling \$6,336.91
- Claims 2018-01 C: No. 1050394 Totaling \$114.70

Authorization to Void Warrants:

- Resolution 02/20/18-02 to void warrant 1040201
- Resolution 02/20/18-03 to void warrant 1047295
- Resolution 02/20/18-04 to void warrant 1047284

Marvin asked for questions about the consent agenda. Jackie clarified that cancelled warrants are in the consent agenda now, as per recent board decisions. Christine pointed out the new minutes format and thanked Darcy (and Dana) for the new design.

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 reports for 2017 and highlighted that our total operating revenue was over what we budgeted by about \$20,000.
- Erika asked about investment interest and contributions from 2017. Jackie said that we invest in Whatcom County Investment Pool, and budget conservatively because we never know how the market will perform.
- Expenditures for 2017 came in a bit below budget overall. We transferred \$265,000 to the 2018 Operating Budget.
- We would like to do some lighting upgrades to LED fixtures at Lynden and Blaine which will likely result in cost savings due to increased energy efficiency and reduced need to change light bulbs. The new lighting will also improve patrons' library experience.
- Christine and Jackie noted that even with proposed budget adjustments, there is still \$186,000 from the end of 2017 that is unassigned. They asked if the Board would like to assign it to a specific fund or leave it unassigned.
- Brad proposed assigning \$150,000 to the Facilities Maintenance Fund and adding the remaining \$36,000+ to the unassigned fund balance.
- Jackie agreed to add this proposal to the budget resolution during the meeting break and bring the budget resolution back to the Board for approval at the end of the meeting.

Incident Report

At the end of 2017, the Board asked that they be advised of any incident reports of note. Christine reported that recently, staff at the Ferndale and Everson libraries found used syringes on site. In one case, Everson Police had a person in custody and advised us to trespass this person based on a suspicion of illegal drug use in the library restroom. We requested a 30 day trespass; the City of Everson would prefer a lifetime ban. We agreed to extend the trespass to 6 months to give the person a significant amount of time to take ownership for their behavior and make changes. We will be taking another look at our Conduct Policy and associated Disruptive Behavior procedures. Christine solicited Trustee input on this issue. Discussion covered which behaviors are more problematic than others and warrant lengthier exclusions or trespass periods, and safe disposal of sharps. Christine agreed to work on clarifying our Administrative Procedure for Disruptive Behavior.

Christine also brought up a situation where a person called a library to find out if a potential runaway teen was there. In instances like this, staff have been instructed to take a message to the patron in question if they know this person by sight, and leave it to the person to make contact. Staff may not search the library database or use other means of determining whether or not a person has been using the library, as this would violate our Confidentiality of Patron Records Policy.

Break

Marvin adjourned for a break from 10:20-10:28 a.m. When the meeting reconvened, Marvin adjusted the agenda in order to make sure essential agenda items could be covered before Brad and Lori needed to leave.

Financial Report and Resolutions: Resolutions continued

Jackie updated the budget resolution and reviewed changes. She added Brad's proposal to transfer some unassigned funds to the Facilities Maintenance Fund.

Erika made a motion to approve Resolution 02/20/18-05 with adjustments; seconded. Passed unanimously.

Policy Updates

Unpaid Personal Leave Policy

Christina reminded the Board that recent implementation of sick leave policy necessitate updates to the Unpaid Personal Leave policy. Unbenefited employees previously did not have access to any leave; overall unplanned leave replaced that.

Brad moved to approve the suggested motion; seconded. Passed unanimously.

Attendance and Punctuality Policy

Christina said the revised policy eliminates redundant language.

Lori moved to approve the Attendance and Punctuality Policy update. Seconded. It passed unanimously, although Brad was absent at the time of the vote.

Intergovernmental Agreement with Whatcom County Fire Protection District 7

Christine reviewed the need to update our agreement with the Fire District for services to our Administrative Services building. The new version will automatically renew annually so it will not inadvertently expire.

Chair made a motion to approve the Intergovernmental Agreement with Whatcom County Fire Protection District 7. Seconded. Unanimous with Brad absent at the time of voting.

Jackie agreed to follow up with the Birch Bay Fire District and the fire district in Kendall (by the North Fork Community Library) to see if we should have similar agreements in place as we work towards building ownership in these communities.

Memorandum of Understanding (MOU) with Friends of Birch Bay Library (FOBBL)

Christine reviewed the updated MOU and summarized key points. These changes are at the request of the FOBBL Development Committee, whose main issue is assuring donors that their donations would always go towards library services in Birch Bay, not other communities.

June moved to accept the updated MOU with the Friends of the Birch Bay Library. Seconded. Passed unanimously.

Annual General Meeting – Officers and Committee Assignments

The Board discussed officer positions and committee assignments and agreed to continue with their current assignments for 2018. These are:

Officers

Chair – Marvin Waschke

Vice Chair – June Hahn

Secretary – Lori Jump

Committee Assignments

Community Relations Committee – June Hahn and Lori Jump

Personnel Committee – Erika Nuerenberg and Brad Cornwell

Services Committee – Lori Jump and Marvin Waschke

Birch Bay Library Design Committee – Erika Nuerenberg and Marvin Waschke; Lori Jump is alternate.

Finance Committee – Marvin Waschke and June Hahn

Foundation Liaison – Brad Cornwell; Marvin Waschke is alternate. Marv encouraged Brad to call him if he is unable to attend a Foundation meeting at the last minute.

Marvin moved to accept the current slate of officers and committee assignments, seconded. Approved unanimously.

Christine mentioned that the Foundation Board is considering whether it would be helpful for major capital campaigns to be administered as a subcommittee of the Foundation rather than by individual Friends groups. This will require significant conversation between the Foundation, the Library Board, and Friends.

Project Evaluations

Whatcom READS 2017 - Lizz summarized her experience with the Whatcom READS 2017 project and shared a “Whatcom READS by the numbers” document.

Reading Conversation Training – Thom discussed his project evaluation and spoke about an ongoing “Books and Bagels” series he leads for staff to discuss children’s literature. Administrative Services staff meet monthly for Book Share sessions. Christine told the Board that Thom, Mary Kinser, and Jeanne Fondrie were asked to conduct a national webinar about reader’s advisory training. Thom will send out the URL of a video of the webinar.

Adult Reading Skills Collection – Lisa gave summary of the improvements made to this collection, which covers easy reading books for adults just learning English. The books have simple text and pictures but don’t look like baby books. Lisa showed examples of some of the books and talked about why they were effective. She worked closely with Whatcom Literacy Council to get input. WLC tutors are showing their students the books and how to find them in the library collection.

Facilities Upgrades: Lynden - Jackie reviewed the evaluation for the Lynden single point of service remodel project. June said she has received a great deal of positive feedback about the changes. This project showed us that we don’t always have to shut down the library for this type of remodel. Lynden staff and Michael deserve credit for making the extra effort to have Lynden remain open during construction.

Brad suggested we review how this project changed the way we provide library service and make adjustments to our standard building program for future projects.

Facilities Upgrades: PubGraphics and Mendery projects – These were not stand alone projects but lumped in with furnishing upgrades in our regular maintenance budget. Work was intended to improve workspaces and workflow for staff. Due to the small size of the projects, we had a hard time getting quotes from multiple vendors.

2017 Friends of the Library Report

Lizz shared a PowerPoint presentation summarizing the 2017 Friends of the Library year in review. Linked here: <S:\Committees\Friends\End Of Year Reports and Year in Review\Friends of the Library 2017 Year in Review Board Presentation 2-20-2018.pdf>

After watching, the Board expressed appreciation for how much fundraising the Friends do, and noted that each group seems to have its own identity. Christine mentioned a recent program hosted by the Friends of the Sumas Library, Chocolate Friendly, which raised nearly \$1,000 and attracted more than 75 attendees to sample chocolate treats.

Announcements and Adjourn

No further announcements.

Marvin adjourned the meeting at 11:59 a.m.

Next Meeting

Next meeting will be at the Sumas Library on March 20, 2018 at 9:00am.

Address: 451 – 2nd Street Sumas, WA 98295

Signed by Lori Jump
Lori Jump, Secretary

3/20/18
Date

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