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Location

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

**Guests:** Karen Bell from Friends of the Birch Bay Library

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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.

The meeting opened with recognition for Mary Matter’s 30 Year Service Anniversary. Mary’s supervisor, Lisa Gresham spoke about Mary’s career with WCLS, noting that she was hired in 1988 as Mobile Services Aide, and since that time has held nine different positions. Over the years, Mary’s extreme dedication and calm demeanor helped pave the way into supervisory level roles in which she demonstrated high levels of strength, determination, and flexibility. Fittingly, satisfying requests through patron requests for ILL were identified by Mary as bringing her the most joy, which is the position that she currently holds. A warm round of applause and appreciation was given for Mary’s exemplary career up to this point and hopefully for many years come.

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Staff & Committee Reports: Executive Director

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In addition to her written report, Christine played a draft of a short video produced by Red Rokk that will run as an online ad featuring digital library services. She reiterated that North Fork Community Library Branch Manager Alexa Andrews’ radio features are fantastic. Neil McKay has started his position as Online Services Coordinator and is already moving forward with priorities.

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Staff & Committee Reports: Deputy Director

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Michael shared a photo of the Birch Bay Library Design Committee and expressed that the committee has been extremely functional, working very well together, and considering all opinions as they make decisions.

He shared a video from the Public Library Association (PLA) Conference in which he dazzled the audience with his spinning library card-boomerang trick. By popular demand he performed it live for those present at the meeting.

He also emphasized the interesting Deming logging photography exhibit by Alan Friedlob currently on display at the Deming Library.

Brad asked what Michael's key takeaway was from the PLA Conference. Michael said most impactful were conversations with other public librarians both at the conference and outside of it. They shared ideas about various library issues such as: using volunteers, future-proofing the library, the right time to automate, book sorting, self-checkout, and more. Christine added that the ALA (American Library Association) mid-winter meeting will be in Seattle this fall.

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

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Thom was not able to attend this month's meeting.

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

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Christine explained that the performance measures had been updated after the board packets were printed so she handed them out at the meeting. She asked Geoff to speak about the Ferndale door counts that were incorrect on reports from last month.

Geoff said that the February door count number for Ferndale was definitely high and that it was due to anomalies that can happen when the sun shines on the counters. Ideal locations for the counters are limited so the IT team has to review reports and adjust artificially boosted door counts that occur from the sun's interference.

Christine said that all numbers were carefully reviewed and it was found that volunteer hours were also distorted due to the timing of the report generation. We continue to refine our processes to ensure accurate data gathering and reporting.

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

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Lizz referenced the videos that were viewed at the start of the meeting, which were created by Red Rokk. She added that we've not been pushing digital content as actively recently and digital usage has decreased. She reiterated that by getting the marketing cycle to be continuous we hope to see more steady use of WCLS's digital offerings.

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

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Brad reminded everyone that the WCLF Branch Out event is Friday, April 20 at Shuksan Golf Club at 6:00 p.m. He said the event is capped out at 200 and will be a full house.

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#### Consent Agenda

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- Jackie gave a refresher summary on what the consent agenda includes, explaining details behind the figures below and why they are provided.

- She reported that CIGNA requires that premiums be paid by EFT (Electronic Funds Transfer). That summary will now be prepared monthly for Finance Committee review and added to the consent agenda.
- The consent agenda includes minutes of previous month's Board of Trustees Regular Meeting, a non-substantive policy update, as well as the following expenditures:

General Fund:

- March 1-15, 2018 Payroll: Nos. 1014614342 - 1014614355 (Voucher Nos. 535585 - 535732), Totaling \$184,347.00
- March 16-31, 2018 Payroll: Nos. 1014763489 - 1014763502 (Voucher Nos. 535741 - 535886), Totaling \$186,548.00
- Claims 2018-05 G: Nos. 1053166-1053179 Totaling \$33,766.77
- Claims 2018-06 G: Nos. 1053316-1053335 Totaling \$18,340.21
- Claims 2018-07 G: Nos. 1054669-1054715 Totaling \$118,220.38

Capital Fund:

- Claims 2018-04C: No. 1053180 Totaling \$1,750.86
- Claims 2018-05C: Nos. 1053314-1053315 \$1,807.29
- Claims 2018-06C: Nos. 1054716-1054718 \$3,755.35

***Marv 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 and added that we are right on track at this time. She discussed the details behind the following points requiring board approval:

- Reissuance of a paycheck that had not been cashed prior to becoming void.

***June made a motion to authorize reissuance of the paycheck; seconded. Passed unanimously.***

- Birch Bay Fire District Agreement

***Erika moved to approve the Intergovernmental Agreement with the Whatcom County Fire District; seconded. Passed unanimously.***

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Resolution of the Board of Trustees of Whatcom County Rural Library District 4/17/18-09 (Acquisition of Friends of North Fork Library Building)

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Christine discussed the background behind the North Fork Library Building acquisition. The group reviewed the document, which was drafted by attorney Michael Edwards.

June asked about the roof repairs and paving of the parking lot; Jackie confirmed that both have been completed.

Discussion took place around the role of the Friends group moving forward. Christine explained that Friends groups act in a supporting role, raising funds to enhance what is happening in the library. She provided these examples: the purchase and care of a fish tank in the Lynden Library, the watering of plants in libraries, and the purchase of 3-D printers. Further, she explained that funds raised by Friends groups are used for expenses the Library doesn't have the resources for in the budget. This change for the North Fork Friends group allows them to move their focus to "the fun" things, rather than having the pressure of paying for building insurance and other more mundane expenses related to the physical structure.

***Lori made a motion for acquisition of the North Fork Library Building; seconded. Passed unanimously.***

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## Birch Bay Library Design Committee Update and Selection of Design Firm

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Michael discussed the Birch Bay Library Design Committee's work and the process of selecting the design firm. Last Monday, April 9, interviews were held at the Birch Bay Fire station with the top two firms. Representatives from Zervas Group (who completed a Site Study of the Vogt Property) and SKHS (who designed and built the Ferndale Library) presented their visions for the project and answered questions.

Michael said at the end of the meeting, the committee was very excited about what each of the firms had proposed and the decision was very difficult. Michael reviewed the charter statement with the committee as a tool to help decide which would be the most suitable firm.

Discussion continued around the various aspects that need to be considered: marketing the project, the best type of building foundation, process for taking into account tribal heritage, cultural impact and geographical challenges.

Michael said that both firms said our timelines are spacious. He added that cost estimates would include both options of incorporating the existing structure or starting from scratch, and that the committee has been intentionally asking many questions at every step of the way.

***The Chair moved that Christine enter into contract negotiations with Zervas Architects. Seconded. Unanimous.***

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## Break

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Marvin adjourned for a break from 10:34-10:43 a.m.

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## Trustee Education: Database and Collection Maintenance Reports Review – Lisa Gresham

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Lisa provided an overview of several database and collection maintenance reports. She discussed the history behind them and the details involved in both the creation and usage of the various reports. She provided examples of adjustments to the system necessitated by policy changes, such as changing the material listing codes to juvenile when the policy changed to no longer impose fines on children's materials.

When Lisa brought up the concept of "holds ratios," Christine added that it's good to reiterate that patrons should put an item on hold even if there is already a "long line." Lisa said that every other week, selectors review holds ratio reports for high-demand items in their collections and add copies to meet the established holds ratio for that collection.

Lisa also discussed reports used for determining which items have not been checked out for a long period of time as a means to determine which items to pull.

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## Policy Updates - Proficiency Level Salary Increases

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Christina discussed the Proficiency Level Salary Increase policy noting that these are annual increases after a successful performance review. It previously excluded temporary and adjunct employees who in the past were primarily staff members who had stepped down from positions with the library but wanted to continue on an intermittent basis. Recently new staff have been hired in this adjunct capacity and are critical to our staffing. The policy was revised to address this change: once the employee has worked 400 hours in the previous 12 months, they will be eligible for an annual performance review and subsequent proficiency increase if warranted.

***June moved to pass the change in the Proficiency Level Salary Increase motion; seconded. Passed unanimously.***

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## Aspen Institute Dialogue Debrief

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Christine provided an overview of the Aspen Institute Dialogue webinar from last Thursday, April 12 at the Ferndale Library. WCLS and BPL employees, board members, and community stakeholders were present. The focus was on public libraries and a core belief expressed was that libraries should be moving away from passive static collections of books to a three-pronged approach focusing on: people, place, and platform.

One belief is that libraries should be more about building relationships by talking about books, and instilling a close-knit neighborhood feel. The aim should be to provide services in our libraries that help people achieve their goals and enhance a civil society; not to be the gatekeepers of information but rather, the guides or navigators.

Discussion continued by others in attendance at the Aspen Institute webinar, who shared ideas on the future of libraries in reaction to current issues that our society is facing.

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## Announcements and Adjourn

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Reminder of Branch Out this Friday, April 20, at 6:00 p.m. at Shuksan Golf Course. No further announcements.

Marvin adjourned the meeting at 11:56 a.m.

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## Next Meeting

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The next meeting will be at the Everson McBeath Community Library on May 15, 2018 at 9:00 a.m. The library address is 104 Kirsch Drive, in Everson.

Signed by Lori Jump  
Lori Jump, Secretary

05/15/18  
Date

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