



Location

Everson McBeath Community Library, 104 Kirsch Drive, Everson, WA 98247. (Note: “Library” refers to the Whatcom County Library System—WCLS.)

In Attendance

Trustees: June Hahn, Vice Chair; Lori Jump, Board Secretary; Brad Cornwell and Erika Nuereberg. Absent Marvin Waschke

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; Lizz Roberts, Community Relations Coordinator; Eileen Shaw, Everson/Sumas Branch Manager; Alexa Andrews, North Fork Branch Manager; Darcy Riggins-Schmidt, Board Assistant

Call to Order

June determined quorum and called the meeting to order at 9:02 a.m. Eileen gave a branch tour highlighting several points beginning with excitement about the future remodel of the branch. Funds earmarked for the remodel are made up of a \$149,000 bequest and \$25,000 from WCLS.

She said parking can be a challenge due to a recent Kirsch Street revision which removed some parking spaces. Also an upcoming holding pond is slated for the other side of the building that will likely further reduce parking options.

Inside we viewed the well-used holds area and admired the beautiful handiwork of Youth Public Services Assistant Evie Harman, who used every inch of colored paper provided to craft bright flowers and hanging flags throughout the building to celebrate Summer Reading.

Eileen discussed how popular the Sunday afternoon library programs have been and the group admired the Nooksack Valley Heritage Center room, noting what an ideal spot it is for filming the successful NookChat video segments.

Open Public Comment

No public comment.

Staff & Committee Reports: Executive Director

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

She and Michael recently visited The Firs in the Geneva neighborhood, where there are building lease opportunities. They felt it was a beautiful setting and for WCLS purposes could potentially be utilized as an express library option, if a future tenant is open to the idea.

Christine added that Bellingham Public Library Director Nancy Kerr’s last day is today. Christine took part in the first wave of interviews for her replacement and is enthusiastic about the candidates.

Staff & Committee Reports: Deputy Director

Michael suggested that if you haven't yet, please take a look at the NookChat videos on YouTube, filmed here at the Everson McBeath Community Library; they're interesting and fun to watch.

Ferndale and Blaine will each get three loaner laptops that are expected to be available in June. Patrons will need to hand over a government issued ID to use a laptop. They won't be checked out but will be using same time management software currently in use for computer time. The laptops will be equipped with anti-theft software. Michael said they visited the Burlington Public Library, which has been offering a similar laptop loaner program for years with success and minimal loss.

Staff & Committee Reports: Youth Services Manager

Thom shared a verbal update, noting that we've already received some very qualified applicants for Lynden Teen Librarian, Heather Sears' former position. He expressed gratitude to Tammy LaPlante, Tamar Clarke, Theresa Morrison and Tessa Bundy for stepping up while Thom was gone and the department was short-staffed. They gracefully handled the extra workload on top of their already full plates.

Staff & Committee Reports: Services Committee and Performance Measures

Michael said there was no Services Committee meeting this month. Regarding performance measures, we're working on increasing electronic circulation with Red Rukk's assistance.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz elaborated on her written report, noting that emails went out this morning as part of a WCLS eBook promotional campaign in conjunction with Red Rukk. Lizz shared the video tutorial with the group from her laptop, which is linked in the email.

She said there will be another email coming out describing 'Five Things You Can Do With Your Library Card', and another on how to download and install Libby, which is the new more user-friendly mobile app for OverDrive.

Lizz pointed out the new edition of *Explorations*, which showcases several exciting WCLS programs.

There was discussion around reaching out to supporters of the library who value WCLS but may not currently be using library services or have cards. A suggestion was made to talk to Sno-Isle who recently passed a levy, to find out any takeaways they may have on how to target support. Lizz reiterated that if we start working on ways to build support now, we will be better prepared when it comes time for levy elections in Whatcom County.

Staff & Committee Reports: Personnel Committee

Christine discussed next fall's Union bargaining discussions and emphasized that they do take quite a bit of time. Interest Based Bargaining Training for the entire negotiating team will be held 9/25 and 9/26. Discussions are scheduled for October 1, October 8, and October 22 with a back up date of October 31. Contract negotiations require that we have at least one trustee present and two would be ideal. Christine mentioned that we may need to ask for a third trustee to serve as back-up.

Staff & Committee Reports: Whatcom County Library Foundation

Brad recapped the successful Branch Out event, the endowment is now over the \$110,000 mark and WCLF is actively looking for an accountant who may offer discounted or pro-bono assistance to non-profits. Christine added that we brought in over \$34,000 and the event was extremely well attended. Thom pointed out that WCLF also sponsored the luncheon before the Arbuthnot Lecture which was greatly appreciated .

Consent Agenda

The Consent Agenda included minutes of the April 17, 2018 Board of Trustees Regular Meeting as well as the following expenditures:

General Fund:

- April 1-15, 2018 Payroll: Nos. 1014905931 - 1014905943 (Voucher Nos. 535892 - 536038), Totaling \$177,978.77
- April 16-30, 2018 Payroll: Nos. 1015039902 - 1015039914 (Voucher Nos. 536044 - 536191), Totaling \$188,489.06
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$153,802.68; \$17,191.42 of this is for employee funded contributions to health insurance premiums, health savings accounts, and deferred compensation plans (made via payroll deduction)
- Claims 2018-08 G: Nos. 1055758-1055784 Totaling \$32,212.20
- Claims 2018-09 G: Nos. 1056819-1056864 Totaling \$103,901.15

Capital Fund:

- Claims 2018-07C: Nos. 1055785-1055786 Totaling \$2,987.50
- Claims 2018-08C: Nos. 1056904-1056907 Totaling \$19,816.32

Brad 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 provided an overview of the resolution 05/15/18-10 Amending the 2018 General and Capital Fund Budgets.
- A second resolution was presented: 05/15/18-11: Authorizing the Reissuance of a Paycheck.

Jackie pointed out that at end of April we want to be around 50% of our tax levy funds. We collected 43% of our levy as of April 30, but additional collections the first week of May brought us up to 54% There are no major expenditures to mention.

She also noted that August 11 is the Point Roberts Library Grand Opening. Expenses for fixtures and furnishings are a bit higher than expected (largely due to shipping charges associated with crossing two international borders) and she is closely monitoring them. We are re-using furniture formerly used at other locations that is in good condition, whenever possible. Staff may need to come back to the Board in the future and request additional funds to complete the job.

Michael added that a few staff families will be camping the night prior to the Point Roberts Library Grand Opening.

Lynden has received the new light fixtures and we are expecting to see considerable energy cost savings and a substantial rebate from PSE.

June moved to approve Resolution 05/15/18-10 amending the 2018 General and Capital Fund budgets; seconded. Passed unanimously.

Erika made a motion to approve Resolution 05/15/18-11: Authorizing the Reissuance of a Paycheck; seconded. Passed unanimously.

Policy Updates

Christine discussed the minor language changes to two policies, Inclement Weather and Temporary Adverse Working Conditions Policy.

Brad moved to approve the Inclement Weather Policy 12.35 or Other Emergencies Policy; seconded. Passed unanimously.

Lori moved to approve Policy 12.45, the Temporary Adverse Working Conditions Policy. Seconded. Passed unanimously.

Waiving Fines Assessed for Expired Holds and Overdue Children's Materials

Christine talked about waiving fines for expired holds and overdue children's materials noting that we did not retroactively waive old fines when the policy changed. There are still many outstanding fines on some patron accounts while others have asked for them to be waived, so the current state is not equitable. Once patrons account balances top \$10, they can no longer use the library, so waiving the fines could be a way of re-engaging with these patrons. Discussion followed about the situation, with the Board coming to consensus to waive the fines.

June made a motion to approve waiving fines previously assessed for expired holds and overdue children's materials. Seconded. Passed unanimously.

Break

June adjourned for a break from 10:25-10:38 a.m.

Point Roberts Library Agreement for Exchange of Services

Christine discussed the Point Roberts agreement and explained that this is a draft version and asked the trustees to provide any input or questions. There was a question about an alarm system, which will be installed. It was clarified that that public meetings could occur in the building when the library is closed.

Discussion continued around water service, insurance coverage, fire and emergency services. Jackie will follow up with Point Roberts Park and Recreation District to see if the building uses a well or belongs to a water district and if the Park District has a service agreement with the local fire district.

The agreement will be finalized at the June BOT meeting.

Port of Bellingham and WCLS Display and Site Use Agreement - DRAFT

Christine discussed the proposal to establish a WCLS presence at the Bellingham International Airport. A “Library Liftoff” display will be installed near a passenger departure gate. The captive audience of travelers in the airport are prime potential users for eBooks and audiobooks that could be taken along on their trips. The station will have a charging table next to a comfortable chair with instructional signage on how to get a library card and access electronic items.

Lizz showed color photos of the station. Brad asked about the exact location, which is in the departure area, after the security checkpoints.

It was discussed that by encouraging travelers to get and use a library card, the Library Liftoff station helps all surrounding libraries. Even Canadians who live in Fraser Valley can use their home library card to access eBooks from OverDrive, as their libraries provide OverDrive too.

The agreement will be finalized at the June BOT meeting.

Twin Sisters Farmer’s Market Partnership

Christine introduced Alexa Andrews, North Fork Community Library Branch Manager. She and Michael discussed the current arrangement with the Twin Sisters Farmer’s Market. Previously they paid a monthly fee, this new partnership would waive the estimated \$300 fee to use the designated outdoor space.

Alexa emphasized the food desert that currently exists in the area and how the Farmers Market addresses that need and greatly benefits the community. Discussion continued about the best way to enter into this type of arrangement, the legal implications involved and whether or not this would fall under a Friends supported endeavor.

Jackie confirmed that the Twin Sisters Farmer’s Market organization is currently a registered non-profit with the state. As such, a consensus was reached that this arrangement falls under the WCLS policy for meeting room use. Since we do not ask non-profits to pay a fee, there is no agreement necessary to waive it.

Q1 Strategic Action Plan Review

Christine reviewed the Strategic Action Plan items from first quarter, noting that we are making significant progress. Some of the points covered were:

- An upcoming partnership with the Boys and Girls Club that Red Rukk has helped forge, expected to offer library cards to a significant number of children. The idea includes businesses sponsoring the Boys and Girls Club’s efforts toward increasing youth literacy and involvement with their local libraries.
- A contract is in place with Zervas Group for Birch Bay Library which has come in under budget. This is ideal as we may need to use those funds for other purposes down the line in the building process.

- Geoff and his team have been facing challenges recently with our internet speeds. An in depth analysis exposed lengthy Windows updates, that patrons are downloading while on WCLS Wi-Fi, are using significant amounts of bandwidth. The situation can be improved with new switches which Geoff has ordered. Funds that were going to be used for replacing equipment were diverted for this purpose. He is hopeful the equipment that was slated for replacement will make it through to another budget year, but will follow up if it's necessary to reallocate budget funds.
- 75th Anniversary plans are underway, exciting ideas include patrons celebrating a 75 year marker (birthday, anniversary, etc) will be given a gold card in recognition. Lizz added that that on November 7, 2019 all branches will be open to celebrate in creative and fun ways.
- A book return has been installed at Meridian Middle School near the main entrance.
- Facilities assessment and service area analysis will be happening in fourth quarter, and the Everson McBeath Library will be up next for a remodel, among other points of focus.
- Regarding a question on Library of Things and what the next 'Thing' might be, discussion continued around various ideas and the challenges of processing and storing items.

Announcements and Adjourn

Lizz said the Washington Library Association (WLA) invited WCLS to do a marketing presentation at the WLA convention taking place in Yakima.

No further announcements. June adjourned the meeting at 11:56 a.m.

Next Meeting

The next meeting will be at the Administrative Services office on June 19, 2018 at 9:00am.

Address: 5205 Northwest Drive, Bellingham WA 98226

Signed by Lori Jump
Lori Jump, Secretary

06/19/2018
Date

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