



APPROVED MINUTES

Library Board of Trustees Regular Meeting

September 18, 2018

Location

Ferndale Public Library, 2125 Main Street, Ferndale WA (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.

Absent: Erika Nuereberg

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; Darcy Riggins-Schmidt, Administrative Assistant; Dianne Marrs-Smith, Lynden Branch Manager, Wendy McLeod, Lynden Assistant Branch Manager

Call to Order

Marvin determined quorum and called the meeting to order at 9:02 a.m.

Open Public Comment

No public comment.

Service Anniversary – Wendy McLeod 10 Year Anniversary

The meeting began with recognition of Wendy McLeod's ten year anniversary with WCLS. Dianne Marrs-Smith, Lynden Library Branch Manager, provided an overview of Wendy's service to the WCLS system and the Lynden community. Wendy began as a Page, working closely with Di over the years in various key roles. She continues to do so as the Lynden Library Assistant Manager. Di said Wendy is a dedicated, hard-working team member, going to great lengths to advocate for WCLS throughout the community. She is also a very active member of the Ferndale Friends of the Library. Michael added his appreciation for Wendy's efforts to work "above and beyond" for WCLS.

Tour of Ferndale Library and Library Update – Sarah Koehler, Branch Manager

Sarah provided a tour of the Ferndale library, which opened in its current location in 2014. She pointed out the heavily used open area with tall tables in front and the puzzle space which receives daily attention. Holds pick up and self-check stations are near the front entrance allowing independent access by patrons. There are three rooms that can be reserved, including one in the teen area that local young people frequent. The laptop check out program is fully functional and is gradually seeing more use. The group admired the incredible views from the quiet reading area and noted that the building still looks as fresh as it did when it opened.

Staff & Committee Reports: Executive Director

Michael covered the Executive Director's report as Christine was delayed. He opened with Congratulations to Thom for receiving the CAYAS Award for Visionary Service to Youth! Thom will receive the award at the WLA Conference CAYAS Author Breakfast on October 19.

The #UnlockYourLibrary campaign is progressing well. Lizz said the current total signups are 592 and she's hopeful we'll meet our goal of 1000 by the end of the month.

Discussions are in progress for the possible addition of a Library Express in the lobby of the Sumas Library in 2019.

Marvin recently signed the second amendment to the Birch Bay property easement, which involved changing the property to an LLC.

Staff & Committee Reports: Deputy Director

In addition to his written report, Michael highlighted that Point Roberts Library Express feedback has been very positive with patrons requesting longer hours, beyond those during which phone support is available. As a result, we are in the process of extending Point Roberts Library Express hours to 6 a.m. – 11 p.m. every day. Discussion continued on the issue. Michael asked Sarah about her experience with phone call support volume. Sarah said requests for support were minimal.

He also discussed the Birch Bay design process, noting that all designs to this point have included use of the existing house structure. A full analysis studying construction costs and long-term maintenance costs as well as risks due to the archeological sensitivities of the site is being developed, so we will see an additional concept drawing by Zervas Architects that does not incorporate the existing structure.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and noted the Set of Outcomes piece, giving thanks to Amy Jones in Pub Graphics for production work, along with the Youth Services team's input. The team uses this as a guide for their work, both in their direct interactions with community youth and for developing programs at the administrative level. The Youth Services team is continuing work implementing ConnectED in the Ferndale School District.

Staff & Committee Reports: Services Committee and Performance Measures

The group reviewed the performance measures. Marvin added that he ran numbers to see how many times we lent out our entire collection which was 3.7 times to date this year. He did further research which showed that our numbers in comparison with libraries that have larger resources show us as right on par with them. Discussion continued on this topic.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz reiterated that the #UnlockYourLibrary campaign is moving toward our goal of 1,000 new cardholders. She reported that each month that we have promoted a certain WCLS service (Freegal, Audiobooks, etc) usage has gone up considerably. She added that media promotion also helps, and pointed out the recent articles by WCLS members featured in local media, including one by Sarah Koehler.

Staff & Committee Reports: Personnel Committee

Brad shared that the Executive Director annual review process is underway and that the bargaining agreement meetings will be happening later this month.

Staff & Committee Reports: Whatcom County Library Foundation

Brad noted that he and Marvin attended the WCLF board retreat recently.

Consent Agenda

The Consent Agenda included minutes of the August 21, 2018 Board of Trustees Regular Meeting as well as the following expenditures:

Expenditures:

General Fund:

- August 1-15, 2018 Payroll: Check Nos. 1016138927 – 1016138940 and Voucher Nos. 537150 - 537298, Totaling \$185,230.96
- August 16-31, 2018 Payroll: Check Nos. 1016306655 – 1016306665 and Voucher Nos. 537303 - 537456, Totaling \$194,365.01
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$154,320.33; \$34,044.49 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-20G: Warrant Nos. 1065236-1065249 Totaling \$8,409.64
- Claims 2018-21G: Warrant Nos. 1065321-1065339 Totaling \$17,920.66
- Claims 2018-22G: Warrant Nos. 1066361-1066405 Totaling \$116,935.25

Capital Fund:

- Claims 2018-17C: Warrant Nos. 1066406-1066409 Totaling \$21,240.72

June moved to accept the Consent Agenda. The motion passed unanimously.

Financial Report and Resolutions: Finance Committee Report

- Jackie reviewed the Finance Committee reports and highlighted that revenue is about 56% for the year which will pick up in the next two months with upcoming property tax bills coming due.
- DNR revenue has leveled off and total operating revenue is at 58%.
- Intergovernmental expenditures are at 66%.
- Point Roberts still has a few lingering expenditures while the contractors complete the punch list, so the final costs have not been finalized yet.

- Lynden and Blaine LED lighting projects are complete. All costs incurred will come back to us in energy savings.
- The new Prius has been ordered which will have decals adhered, rather than a wrap, resulting in cost savings.

Break

Marvin adjourned for a break from 10:29-10:40 a.m.

Bookmobile Update

The group reviewed a handout of a change order request which is intended to provide improved functionality to the operation of the new Bookmobile. Michael explained that leveling legs will be added which drop down to stabilize the vehicle. Christine added that with the proposed options the project still comes in under budget.

Brad made a motion to approve the change order request as presented. The motion passed unanimously.

Naloxone Training Update

Christine handed out an Opioid Overdose and Naloxone Training Guide sheet from the seminar she and other WCLS staff recently attended. Two representatives from Phoenix Recovery, a Skagit County overdose prevention organization, led the seminar. StopOverdose.org is an excellent resource for more information. There will be another training on Wednesday, September 25 at the North Fork Community Library. It is open to the public.

Executive Session to Discuss Labor Relations per RCW 42.30.140(4)(a).

Marvin made a motion to hold the executive session from 11:05 a.m. to 11:27 a.m. The meeting returned to open session at 11:27 a.m.

MOU Revising Current Bargaining Agreement Article 6: Union Membership & Dues

Brad moved for Approval of the Memorandum of Understanding Revising the Current Bargaining Agreement, Article 6: Union Membership and Dues. The motion passed unanimously.

Friends of the North Fork Library Facilities Use Approval

Michael reviewed the request by the Friends of the North Fork Library, who are interested in hosting an after-hours fundraising event at the North Fork Library. They are requesting approval to serve alcohol at the event. A proposal was handed out at the meeting. Jackie has discussed the request with our insurance company and the Friends' would need to provide WCLS a certificate naming us as additionally insured on the Friends' insurance policy, which they will do.

Marvin Moved for approval of the Friends of the North Fork Library's request to allow the consumption of alcohol at an after-hours fundraising event scheduled at the North Fork Library, with the provision that proper insurance certificate is obtained and assurance that a liquor license and all applicable laws will be followed; The motion passed as follows: In favor: Marvin, June, Brad; Abstaining: Lori; Absent: Erika

Announcements and Adjourn

- October 27, 2018 All Friends' Gathering 'Save the Date' cards were sent out by Lizz.
- Michael added that All Staff Learning Day will be held Friday, October 5 from 8:45 a.m. - 4:30 p.m. at Cornwall Church on Northwest Drive.
- Marvin added that at 2:00 p.m. this Saturday, September 22 he will host a class at the Ferndale Public Library, giving his unique approach on explaining how computers work.
- Christine said that Marvin is running for Secretary of the Washington Library Association, Public Library Division. Voting by WLA members takes place at WLA.org.

Marvin adjourned the meeting at 11:41 a.m.

Next Meeting

The next meeting will be at the Administrative Services office, October 16, 2018 at 9:00 a.m.

Address: 5205 Northwest Drive, Bellingham, WA 98226

Signed by Lori Jump

Lori Jump, Secretary

Date

Signed by Darcy Riggins-Schmidt

Darcy Riggins-Schmidt, Administrative Assistant