



APPROVED MINUTES

Library Board of Trustees Regular Meeting

October 16, 2018

Location

Administrative Services 5205 Northwest Drive, Bellingham, WA 98225. (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, Darcy Riggins-Schmidt

Guests: Keith Alesse, Friends of the Birch Bay Library

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 spoke about the successful recent All Staff Learning Day featuring UW Information School Assistant Professor Jevin West who presented "*Calling BS in the Age of Big Data*". There were several breakout session presentations by WCLS staff on various library-related topics.

Christine attended a Homelessness Training Program offered at the Ferndale Library which she felt was extremely well done and could prove useful to community leaders and more.

She advised there was a recent incident involving a middle-school student who made copies of an adult graphic novel with risqué content, which he tried selling to friends. Discussion followed.

Christine commented on her interview by KNKX's Ed Ronco from *All Things Considered* when the radio station came to Bellingham last week for KNKX Connects. He also visited North Fork Library Branch Manager Alexa Andrews and reported on the library allowing the Twin Sisters Farmer's Market to use the side lot which expands local options for fresh produce to that community.

Staff & Committee Reports: Deputy Director

In addition to his written report, Michael shared that he is proud of the evolution of the jail services that WCLS has been providing for over 45 years.

He also added that South Whatcom Manager Brian Hulseley is leaving WCLS for a job with Sno-Isle Library system and we have posted for his replacement.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and highlighted that summer reading numbers were gangbusters! June asked about the structure, Thom explained how the bingo cards were used, adding that they allowed for a great deal of tailoring to individual readers' interests and preferences. Lori said she witnessed a summer reader in the midst of making his reward book choice. It took him about 15 minutes to decide, he was so excited, and it was a joyful thing to watch.

Staff & Committee Reports: Services Committee and Performance Measures

Michael discussed the performance measures report, advising that door counts at the Island Library showed a jump due to an after school Dry Dock Parade and youth programs.

Point Roberts' door count fluctuations were also discussed as they had decreased a bit. Geoff suggested it may be due to people coming in for holds who don't fully enter the library, so would not register in the count.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz was not in attendance as she was traveling to the ALA conference. Christine handed out and discussed a report on the "Unlock Your Library Campaign" that Lizz had prepared for the meeting. The promotion was a success and mutually beneficial to WCLS and The Boys & Girls Clubs of Whatcom County. Many thanks to Bellingham Lock & Safe for their support.

Staff & Committee Reports: Personnel Committee

Brad advised both issues pertaining to the Personnel Committee would be discussed later in the meeting as per the Agenda.

Staff & Committee Reports: Whatcom County Library Foundation

Brad encouraged everyone to attend the All Friends & Foundation Gathering at the WECU Ferndale Educational Center on October 27 from 11:30 a.m. – 1:30 p.m. and reminded the group that next year's 'Branch Out' event will be held at the Hotel Bellwether. He also shared the new mission statement of the WCLF: "We create dynamic opportunities to support libraries as the heart of a democratic community."

Brad reported that in recent WCLF fundraising discussions, it was recognized that when people choose to donate it is because they have a personal connection to a particularly library. To that end it was suggested that a recent unrestricted \$10K gift be distributed as ten, one-thousand dollar gifts – one per library, to start an endowment fund for each library, designed to help them in future fundraising endeavors. The funds would be earmarked for each branch, with Whatcom County Library Foundation and WCLS making final decisions on their use.

Consent Agenda

The Consent Agenda included minutes of the September 18 Board of Trustees Regular Meeting as well as the following expenditures and a voided warrant:

General Fund:

- September 1-15, 2018 Payroll: Check Nos. 1016455490 – 1016455499 and Voucher Nos. 537461 - 537612, Totaling \$179,787.41
- September 16-30, 2018 Payroll: Check Nos. 1016599431 – 1016599443 and Voucher Nos. 537617 - 537767, Totaling \$180,599.55
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$145,822.03; \$35,414.41 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-23G: Warrant Nos. 1067306-1067328 Totaling \$36,883.32
- Claims 2018-24G: Warrant Nos. 1067438-1067456 Totaling \$17,349.31
- Claims 2018-25G: Warrant Nos. 1067962-1067990 Totaling \$75,081.55

Capital Fund:

- Claims 2018-18C: Warrant No. 1067329 Totaling \$160.77
- Claims 2018-19C: Warrant Nos. 1067991-1067994 Totaling \$22,873.47

Authorization to Void Warrant:

- Resolution 10/16/18-17 to void warrant 1067974

June moved to approve the Consent Agenda as presented; seconded. It passed unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed the September Finance Committee report and highlighted that payroll and wages are at 72%, and overall expenses are about 68% of budget. She went over the Capital Improvement Plan and presented an amendment to the 2018 Capital Budget that increases the ending Capital Fund balance.

Brad made a motion to approve Resolution 10/16/18-18 amending the 2018 Capital Fund budget; seconded. It passed unanimously.

Policy Updates

12.44 Rest and Meal Periods Policy Update – Christine reported that this update is primarily a clarification of language in the existing policy.

June moved to approve update to policy 12.44 Rest and Meal Periods as presented; seconded. It passed unanimously.

12.51 Membership in Professional, Technical, and Community Organizations Policy Update – Christine advised that this issue came up as part of the bargaining process. The group discussed details of the policy.

Marvin moved to approve the update to 12.51 Membership in Professional, Technical, and Community Organizations Policy as presented; seconded. It passed unanimously.

Break - Marvin adjourned for a break from 10:07-10:23 a.m.

2019 Budget Planning

The board reviewed an early draft of the 2019 Strategic Action Plan which was handed out at the meeting. Some of the items discussed include the Reading Subscription Service, the One Book Whatcom program and the 75th Anniversary Project. Christine reported that the total cost of the 75th Anniversary is \$10,000.

Christine also advised that we are proposing a part time position to assist in the Selection Department, to alleviate some of the extra workload that Lisa Gresham has been carrying in her dual role as Manager and Non-Fiction book selector. June added this serves a core competency area of the library as it relates to the collection which is imperative to WCLS.

Christine also discussed the Youth Services Intern positions that are proposed for Ferndale and Lynden, building on the success of teen intern Brea Sharron. Christine provided details of other new strategic projects as per the handout.

Jackie reviewed the early draft version of the WCLS General Fund Budget draft which reflects information available as of October 10, 2018. Projections are based on YTD actuals as of September 30, 2018. This draft is subject to further review and changes prior to adoption in December. She added that it encompasses everything on the Strategic Action Plan, even though they are not all detailed in the note on the cover sheet.

Jackie advised the percent increase reference represents the increase over the previous year's actual numbers. She also pointed out that revenue for fines has been removed from the budget, showing that it is a workable option if we decide to implement. She advised that paid FMLA is a new legal requirement for employers, which is reflected in 2019. That's when contributions begin although the new program doesn't become fully active until 2020. She said that updates on these figures will be provided in next month's meeting.

Birch Bay Library Schematic Design Presentation – Terry Brown, Zervas Architects

Terry Brown from Zervas Architects joined the meeting to provide an update on the Birch Bay Library design process. He passed out a packet of schematic designs representing plans from the first versions to the most recent. The designs were modified as the community input sessions progressed. In more recent meetings the community indicated that they would be open to a design which did not include the existing house, a change from initial meetings.

He pointed out that the square footage mentioned at previous meetings was for the portion of the building that would be new construction, and did not include the square footage of the existing house. The latest design brings the square footage to over 7,600 square feet. Discussion continued on various aspects of the designs and preferences voiced by the community.

Lori asked how the size compares to other branches - it will be a little larger than the Deming Library and about half the size of the Ferndale Library.

Michael advised we will be getting more community feedback on the most recent design before the end of the year. Christine thanked Michael for shepherding the project and engaging the community throughout the process. Resident Keith Alesse expressed appreciation for the efforts WCLS has made throughout the process and specifically that we have taken the time consider different options, and let the public provide feedback.

2019 Bargaining Unit Full Contract Negotiations - Executive Session per RCW 42.31.110(1)g

At 11:36 a.m. Marvin moved the meeting to Executive Session to be held from at 11:36 a.m. -11:55 a.m. At 11:55 a.m. Marvin reconvened the meeting to Open Session.

2019 Union Contract

Brad moved for approval of the 2019 Union Contract as negotiated between the Whatcom County Library System and the Washington State Council of County and City Employees, local number 1581, as presented; seconded. It passed with unanimous approval.

Executive Director's Annual Review – Executive Session per PCW 42.30.110(1)g

At 11:57 a.m. Marvin moved the meeting to Executive Session until 12:45 p.m. At 12:45 p.m. Marvin reconvened the meeting Open Session. Brad advised they will follow up with Erika who was traveling; they will officially complete the Executive Director's review at the November meeting.

Announcements and Adjourn

Reminder of All Friends & Foundation Gathering at the WECU Ferndale Educational Center on October 27 from 11:30 a.m. – 1:30 p.m. No further announcements.

Marvin adjourned the meeting at 12:47 p.m.

Next Meeting

The next meeting will be 9:00 a.m. November 20, 2018 at Administrative Services

Address: 5205 Northwest Drive Bellingham, WA 98226

Signed by Lori Jump

Lori Jump

11/20/18

Date

Signed by Darcy Riggins-Schmidt

Darcy Riggins-Schmidt