



APPROVED MINUTES

Library Board of Trustees Regular Meeting

March 20, 2018

Location

Sumas Library 451 2nd Street Sumas 98295. (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 Nuereberg. Absent: none

Staff: Christine Perkins, Executive Director; Jackie Saul, Director of Finance and Administration; Lizz Roberts, Community Relations Coordinator; Eileen Shaw, Sumas & Everson Branch Manager; Tammy LaPlante, Children’s Services Coordinator; Darcy Riggins-Schmidt, Administrative Assistant

Public: Becky Johns, Meg Krieg, and Julie Nolan

Call to Order

Marvin determined quorum and called the meeting to order at 9:03 a.m. Christine opened with the North Fork Book Talk video and explained that WCLS worked with WWU to create a series of similar videos with consistent branding. We plan to start spreading them out on social media and other outlets.

Open Public Comment

Becky Johns thanked the Board for coming out to Sumas. She’s been here for 35 years and says it has been amazing to note the progress that the Sumas Library has made. Becky works across the hall at the Community Center. Becky believes that Branch Manager Eileen Shaw, her staff, and the Friends of the Library are a great team. People in town don’t go all the way into Bellingham due to the distance so it’s great to have the library as a resource. Library staff have been coordinating weekly events with the Community Center. Friends President Meg Krieg will be doing a program this Wednesday at the Community Center. Christine thanked Becky, Meg, and Julie Nolan for taking the time to attend the Board meeting.

Library Tour

Eileen conducted a tour of the Sumas Library and mentioned several of the programs that regularly occur at the library, including Saturday book groups and writing groups. She also complimented the Friends of the Library on their historic home tours, complete with a horse-drawn wagon. The Friends’ Chocolate Friendzey program attracted 80 attendees who sampled chocolate goodies and voted for their favorites. The silent auction raised over \$800.

Eileen pointed out the library’s new exterior sign that also mentions the Community Center.

In the Teen Corner, lots of gamers come in on Saturday and the Friends provide snacks. In the computer area, they have two internet stations, and a fifteen minute express station. The holds area is near the desk; deliveries come just twice a week, since the library is open three days a week.

Eileen is excited that Sumas is being considered for a Library Express holds pickup area.

She explained how staff process incoming and outgoing deliveries. She mentioned that one major challenge is that lately the internet has been dropping every 5 minutes. IT Services is aware and is working on it.

Christine asked Meg Krieg to share some history of the City of Sumas with the Board. Meg provided insight into this border community that was once a bustling city that served gold miners headed to Alaska and Mt. Baker. Sumas once had the 2nd largest junior rodeo in the nation. Meg mentioned that the only local grocery store closed recently and there is no bank in town. People move to Sumas because home prices are low, but unfortunately there are not many services available with the exception of the library.

Christine said that staff member Deborah Morgan has deep roots in the community and has amazing photos of Sumas in its heyday showing that at one point it was a bustling city, through the 1920s-1930s.

Meg expressed interest in more open days and hours for the Sumas Library. It's the only place for many kids to come to do homework.

Christine commented that increasing hours may not increase circulation significantly but could make a huge impact to the community.

Brad noted that at some point the Sumas Library shelving and interior signage should be updated to match current system wide standards. Jackie confirmed that Sumas is in the rotation to get refreshed in the next few years.

Trustees thanked the Sumas staff for making the overall appearance of the library very inviting and appealing.

Staff & Committee Reports: Executive Director

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

Next year's Whatcom READS book has been announced: Tim Egan's *The Big Burn: Teddy Roosevelt and the Fire that Saved America* about fighting forest fires and beginnings of the National Forest Service. The author will come for two events, including one at Mt. Baker High School, which will be open to everyone. We will start working with high schools in the county to encourage them to bring their students and will of course welcome adults as well. Tim Egan is a National Book Award winner and a fascinating speaker. The topic of forest fires is incredibly relevant today. The dates for Whatcom READS 2019 have not yet been set but will likely be the first week in March again. Ann McAllen met several foresters recently, talked about the book and it sounds like these connections will likely result in more events.

Christine continues to refine our procedures regarding our Conduct Policy and has been in contact with the Sheriff's office. Last week we trespassed an individual for one month due to his behavior at the Island Library. Christine will bring updates to the Board meeting in April.

Staff & Committee Reports: Deputy Director

In Michael's absence, Christine reviewed Michael's report. As he mentioned, Little Free Libraries help build community. Some of our Friends groups are working to help keep them looking attractive and we are grateful for those stewards.

Christine complimented Michael for taking the time to work a shift at every library. It gives him a chance to meet members of the public and reminds him of the joys and challenges of public library service. Michael is attending the Public Library Association Conference in Philadelphia.

We have hired a new Online Experience Coordinator, Neil McKay. He's from the Ferndale School District and brings a lot of experience with him. We're looking forward to him coming on board.

Staff & Committee Reports: Youth Services Manager

In Thom's absence Christine spoke about the fun events that the Youth Services team have been hosting and asked Tammy to talk about the Creepy Underwear book program. Kids and parents alike seem to get a kick out of decorating green underwear and participating in a silly fashion show with undies over their clothes.

Staff & Committee Reports: Services Committee and Performance Measures

June asked for a review of Ferndale's door count, which was significantly higher last month than any month last year. It may be incorrect. Christine will investigate. It was also noted that overall circulation numbers just keep going up.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz shared her written report. She commented on some of the feedback she received for this year's Whatcom READS events; the evaluations were glowing.

The WTA pass giveaway was a tremendous success, as nearly all of the passes were distributed within days. It was meant for first time riders and the stories received are really telling. We plan to apply for WTA day passes this fall.

Staff & Committee Reports: Personnel Committee

The Personnel Committee had nothing to share.

Staff & Committee Reports: Whatcom County Library Foundation

Brad said the Foundation meeting last week was mainly about the big push for the Branch Out event on Friday, April 20 at Shuksan Golf Club at 6:00 p.m. He encourages trustees to all be there.

Lori thanked Jennifer Rick for confirming with the caterer that minors are welcome to attend Branch Out.

Brad asked the Board for feedback regarding the proposed StoryPort concept. Before the Foundation moves ahead with major fundraising, they wanted to be sure that the WCLS Board supports the project, which involves purchasing a new vehicle designed to be used for outreach. Trustees expressed enthusiasm, citing the project's countywide impact.

All board members voiced support for the idea. Brad asked Christine to communicate this message back to the Foundation.

Consent Agenda

The Consent Agenda included minutes of the February 20, 2018 Board of Trustees Regular Meeting as well as the following expenditures:

Expenditures:

General Fund:

- February 1-15, 2018 Payroll: Nos. 1014354649 - 1014354659 (Voucher Nos. 535282 - 535427), Totaling \$183,630.16
- February 16-28, 2018 Payroll: Nos. 1014474990 - 1014475002 (Voucher Nos. 535433 - 535579), Totaling \$166,983.47
- Claims 2018-03 G: Nos. 1051064-1051091, 1051176 Totaling \$83,459.60
- Claims 2018-04 G: Nos. 1052491-1052530 Totaling \$94,265.85

Capital Fund:

- Claims 2018-02 C: Nos. 1051092, 1051177-1051178 Totaling \$20,579.35
- Claims 2018-03 C: Nos. 1052531-1052532 Totaling \$3,806.01

June moved to accept the Consent Agenda as presented. Seconded; approved. Unanimous board approval.

Break

Marvin adjourned for a break from 10:08 - 10:25 a.m.

Financial Report and Resolutions: Finance Committee Report

Jackie went over the February financial report and explained some of the trends behind the numbers.

The Point Roberts building project is progressing. Drywall and siding is now up, and shelving is on order along with other furniture. The Substantial Completion date is now estimated to be June 4, with a soft opening in July, and a Grand Opening on August 11. Mark your calendars. This will be good timing for maximum summer traffic in the area.

Jackie updated the board about resolution 03/20/18-06: Amending the Capital Plan with 2017 actuals. Projects in pink are those that were not completely wrapped up in 2017 so were rolled over to 2018.

School book returns have not been installed yet, while we work on agreements with school districts. The returns are in storage. They are “wrapped” with our branding and ready to go. Installation details are being worked out.

Brad made a motion to approve Resolution 03/20/18-06 amending the Capital Plan; seconded. Passed unanimously.

Jackie covered resolution 03/20/18-07: Authorizing the surplussing of capital assets. One of the vehicles being surplussed is 20 years old.

Marvin made a motion to pass Resolution 03/20/18-07: Authorizing the surplussing of capital assets; seconded. Passed unanimously.

Policy Updates

Posting, Petitions and Exhibit Policy

Christine discussed updating the Posting, Petitions, and Exhibit policy to clarify that we will not accept campaign-related materials endorsing any specific candidate or issue. Lizz checked with Public Disclosure Commission (PDC) about this, and while it is legal for a library to choose to allow this kind of material, there is no obligation for a library to do so. The PDC requires that libraries that do allow campaign materials must have staff seek out materials from all candidates or sides of an issue. We do not have sufficient staff time for this purpose, nor do we have bulletin board space. We don't have an obligation to do that so it has been amended in the policy to reflect that change.

Lori motioned to accept the 7.04 policy update; seconded. Passed unanimously.

Trustee Education; People of the Salish Sea Kits – Tammy LaPlante

Tammy presented the People of the Salish Sea kits. WCLS received a grant to put together curriculum kits on the people of the Salish Sea for kids in 3rd and 7th grade who are studying Native Americans in their classrooms. The kits are aimed at 3rd graders. They are meant for school classes and homeschool families. They were originally created after consulting with the Lummi and Nooksack tribes. It is difficult to find books and other resources that highlight our local Native American communities, and that focus on Lummi and Nooksack culture as living cultures, not just historical ones. We feel it is important that all children in our county can find information about their own culture. Staff at Northwest Indian College, Western Washington University and the Whatcom Museum collaborated with us to develop the curriculum and select kit contents. The Advisory committee included teachers and tribal members. Originally there were three kits: Canoes, Food as Culture, and The People. Interest built so much there was a long waiting list.

WCLS staff asked teachers which pieces in the old kits were most useful, then combined the three kits into one and made six of the new combined kits. WCLS paid for five of the kits and Bellingham Public Library paid for one. The kits are time consuming to put together and Mendery staff have been completing one per week. Tammy showed the elements of the kit, which comes in a large rolling tool box tote. Tammy passed around a woven basket, made by Lummi weaver Harold Plaster Sr. Each kit also includes fur samples attached to display cards, hide drums, a cattail doll, local seashells, halibut hooks, cedar bark “paper” and carved cedar canoes. Each kit checks out for a three week period.

Christine noted that WCLS works with several artists to offer Native American programs at our libraries.

Project Evaluations

Forest of Words and Whatcomics – Christine discussed how these projects benefit teens in our community. Copies were shared with the Board. Lizz explained that each contributor’s name is listed in the computer record about the publication, which is linked in the WorldCat online catalog. They can search this catalog anywhere in the world and see their name. An added benefit for college bound kids is that they can mention that they are published authors or artists in their college applications.

ConnectED – Christine reviewed Thom’s ConnectED project evaluation including a graph of students’ usage of their ConnectED accounts. We are still waiting for the Ferndale School District to transfer students’ data to us.

Book Talk Videos – Christine discussed the videos and explained that they will be posted on the WCLS YouTube channel and to social media. We now have a consistent feel and look that Neil, our new Online Experience Coordinator, can use to follow up with future videos. She showed the group another example from the Lynden library that was in Spanish. Amelia Martinez did a great job conveying her love for the book. Christine noted her appreciation for Joe Gosen of Western Washington University and his former student Robert Dudzik, who visited six branches, recorded multiple takes of each booktalk, and did a great job with lighting, sound, and editing.

Announcements and Adjourn

No further announcements. Marvin adjourned the meeting at 11:36 a.m.

Next Meeting

The next Board of Trustees meeting will be at WCLS Administrative Services, 5205 Northwest Drive, Bellingham, on April 17, 2018 at 9:00 a.m.

Lori Jump
Lori Jump, Secretary

4/17/18
Date

Darcy Riggins-Schmidt
Darcy Riggins-Schmidt,
Administrative Assistant