



APPROVED MINUTES

Library Board of Trustees Regular Meeting

June 19, 2018

Location

Administrative Services 5205 Northwest Drive, Bellingham WA 98226. (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; Lizz Roberts, Community Relations Coordinator; Darcy Riggins-Schmidt, Administrative Assistant

Guests: Tory Johnson, Stephen Falk

Call to Order

Marvin determined quorum and called the meeting to order at 9:00 a.m. He suggested changing the order of the agenda to discuss the issues pertaining to our guests. No objections were voiced, so the first item discussed was the Point Roberts agreement.

Open Public Comment

No public comments.

Point Roberts Library Agreement for Exchange of Services and Parking Agreement

Christine described the changes made to the Point Roberts Library agreement that was previously discussed at the May board meeting. It has been revised to include language referring to the old agreement, which is superseded by this agreement. We have confirmed that fire services will be provided by the Point Roberts Fire District. The agreement will reflect the full amount that WCLS committed to contribute to the construction fund; the final amount will be updated in a future amendment. Stephen Falk signed for the Whatcom County Park's department.

Brad moved to authorize Executive Director to sign the Agreement for Exchange of Services with Point Roberts Park and Recreation District No. 1.; seconded. Passed unanimously.

Second Amendment to Right of Way Easement

The Second Amendment to Right of Way Easement was moved to the second item on the agenda to accommodate the representative in attendance from the Vogt family, Tory Johnson.

Christine explained changes to the agreement for the Birch Bay property, which includes an easement granted from the library property to the Vogt's property directly behind, on which they operate the Edgewater Trailer Park. The Vogt's have changed their business to an LLC, and the agreement states that if the property changes hands the easement agreement would cease. We consulted attorney Michael Edwards of Hillis, Clark, Martin & Peterson who said the change to an LLC does not change the intent of the easement. Tory Johnson confirmed that the Vogts are the only signatories for the LLC.

Brad asked about WCLS getting a copy of the insurance certificate confirming coverage on the piece of property addressed in the easement. Tory will follow up with the Vogt's.

June moved for approval to authorize the Board Chair to sign the Second Amendment to Right of Way Easement after documentation on insurance liability is received and reviewed; seconded. Passed unanimously.

Staff & Committee Reports: Deputy Director

Christine stepped out of the room briefly so the Deputy Director report was moved to the next item on the agenda.

Michael shared that book clubs around the system have been very active. New clubs are being added at several locations.

The first Birch Bay Design Committee public engagement meeting was held recently, the goal of fifty people in attendance was exceeded. Christine added that there was an incredible amount of enthusiasm and conversation about local history and historical items. The local press came and took photos; nearly all feedback was positive.

Thom pointed out there weren't many young families at the meeting. It was suggested that it could be due to the meeting time. Thom added that he knows there is a lot of excitement about the new library among school aged children and their parents in Blaine and complimented Terry Brown for his work moderating the community discussions. Lori asked if meeting times could be scheduled that might work better for young families.

Michael said the next scheduled meetings for Birch Bay Design Committee community input are Monday, July 16 at 6:00 p.m., and Saturday, August 18 at 3:00 p.m. The August meeting will be a tented event on the lawn.

Staff & Committee Reports: Executive Director

In addition to her written report, Christine discussed the Blaine library renovation plans and shared that she and Debby Farmer went to a meeting in Blaine recently on Economic Development. A new library is high on the list but unfortunately the City of Blaine doesn't have funding in the budget. Christine suggested that a large Library Capital Facility Area (LCFA) covering Birch Bay and Blaine might be able to build two libraries. She added that a wine bar and Starbucks are now across the street from the Blaine Library, and a Chuckanut Bay Foods factory is in development. The Friends of Blaine Library are very focused on a new library, and have been building a nest egg toward that end.

There was a request in Ferndale about signature gathering in the library; discussion ensued on the topic. It was determined that although we recently updated our policy addressing political campaign literature, we may need to further clarify the language specifically relating to petitions.

Christine recently toured properties with potential to serve our Sudden Valley and South Whatcom patrons. All would require the purchase of property and the financing of a building. There was discussion on the attributes and drawbacks of the locations.

Brad said he appreciated the follow up on Sno-Isle levy lid info and wanted to make sure the Whatcom County Library Foundation chair had received a copy.

Lori added that she enjoyed the article about the Baltimore library removing fines and asked if there had been movement on this topic in conjunction with Bellingham. Discussion continued on the possibility of WCLS implementing this policy in the future.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and said the loosening up of the Summer Reading registration process has been a great improvement. The blanketing of schools with summer reading information and bingo cards has been well received and was intentionally designed to remove barriers to access.

There is a corner of each bingo card that is filled out by the patron which we keep, allowing us to track both the participation in the program as well as our presence in the schools and the impact we are having on many different levels. As a result the reporting will look quite different next year. The change has made things much smoother logistically while at the same time inspiring the community to read.

Thom also discussed our commitment to diversity and inclusion, and how well we've adhered to this as an organization. To continue along this path, we'd like to have a system-wide book discussion of the *The 57 Bus*, a very powerful book that tackles these issues while tracing the path of two young people from very different backgrounds through an interaction between them on public transportation. Board members asked to be kept informed about future dates and developments on this project.

Work continues in the area of improving young people's access to library materials at schools. To clarify and promote this program, a new ConnectED overview sheet has been created. June complimented the ConnectED piece and likes the fact that it's all on one page. Thom gave high praise to Amy Jones in Community Relations for her fine work putting it together.

Lori brought up reaching out to Running Start students, adding that they'll be at record numbers next year. Thom discussed some of the efforts already in place targeting those students.

Staff & Committee Reports: Services Committee and Performance Measures

Michael shared that as a result of our courtesy renewals having been in place for twelve months, the numbers on the performance reports are starting to level out when compared to previous data from previous years.

He also highlighted that the total number of adult programs is coming down slightly as a result of WCLS being a bit more selective in our offerings. June pointed out attendance numbers are still strong so we must be doing a good job choosing the right programs.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz noted highlights from her written report including the Mt. Baker School District newsletter which featured articles on both WCLS Summer Reading programs and Tim Egan's upcoming visit as part of next year's Whatcom READS program.

The Washington State Library has put together a statewide passport tour, encouraging people to visit libraries while traveling this summer. Participants register online and must visit at least five Washington libraries, two of which need to be at least 50 miles from their home. If they do this between June 15 and Sept. 15, 2018, they can enter into a drawing for a \$100, \$75, and \$50 bookstore gift card. We've sent literature to all WCLS branches promoting the passport tour. Complete details are [linked here](#).

Marvin asked about marketing; Lizz discussed the new Red Rokk video featuring instructions on setting up Libby that was sent out this week via email.

Staff & Committee Reports: Personnel Committee

Personnel Committee had no formal report to share. Christine said we have a new union representative, Matt Miller.

Staff & Committee Reports: Whatcom County Library Foundation

Brad asked for the Sno-Isle levy feedback to be distributed to WCLF and would also like to have final numbers from the Branch Out event distributed to the Board.

Consent Agenda

The Consent Agenda included minutes of the May 15, 2018 Board of Trustees Regular Meeting as well as the following expenditures:

General Fund:

- May 1-15, 2018 Payroll: Nos. 1015192359 - 1015192369 (Voucher Nos. 536197 - 536345), Totaling \$186,563.71
- May 16-30, 2018 Payroll: Nos. 1015357615 - 1015357626 (Voucher Nos. 536351 - 536500), Totaling \$194,491.31
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$151,641.28; \$34,995.42 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-10 G: Nos. 1057566-1057577 Totaling \$18,358.09
- Claims 2018-11 G: Nos. 1057920-1057937 Totaling \$17,207.22
- Claims 2018-12 G: No. 1057919 Totaling \$6,401.25
- Claims 2018-13 G: Nos. 1059097-1059147 Totaling \$129,112.30

Capital Fund:

- Claims 2018-09C: Nos. 1057578-1057579 Totaling \$17,550.75

- Claims 2018-10C: No. 1057938 Totaling \$3,750.00

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

Break

Marvin adjourned for a break from 10:20 to 10:30 a.m.

Financial Report and Resolutions: Finance Committee Report

Jackie covered points from her report including that May is 42% of the budget year. We've collected about 55% of budgeted property tax revenue and are on track to collect our full levy this year. Total operating revenue and total revenue are both about 55% currently. Total operating expenses are at 36% of budget.

We have a tentative agreement with City of Blaine to split the price of lighting upgrades, including replacing the old, strobing fluorescent lights. A similar project is underway in Lynden.

Major construction at Point Roberts is coming to completion with circulation desk installation scheduled for June 25 and shelving going up after that. The move in date is scheduled for July 9-10 with an opening date the following Thursday or Friday (July 12-13). A Grand Opening is scheduled on August 11. Jackie confirmed that permitting is in progress and landscaping would be maintained by the Parks Department.

Jackie covered the Annual Report to the State Auditor's office, included in the agenda packet, explaining some of the figures and details behind notes included within the report. Christine gave a shout-out to Jackie, detailing the extensive nature of this annual report and the large stack of paperwork and supporting details she has compiled as part of the process.

Jackie presented Resolution 06/19/18-12 which authorizes a transfer from the General Fund to the Capital Fund. She noted that part of the transfer is from 2017 Department of Natural Resources Trusts and timber tax revenue, and part of the transfer is an additional one-time amount from reserves, as designated by the Board.

Brad made a motion to approve Resolution 06/19/18-12 authorizing an interfund transfer as budgeted; seconded. Passed unanimously.

Port of Bellingham & WCLS Display and Site Use Agreement

Christine followed up on the Port of Bellingham agreement that was discussed last month. It's been updated with corrected dates of service and length of term, which is six months - with one month automatic renewals thereafter. It has been reviewed and approved by our attorney. We have funds budgeted to cover the project and are excited to move forward.

Marvin asked if we have taken steps to prevent the charging kiosk from being hacked in a manner that could damage user's phones. Discussion continued on that topic. It was determined that we will take steps to prevent that possibility, verify liability coverage, and monitor the unit for signs of tampering. Lizz explained that we would track usage data from Libby/Overdrive & Washington Anytime Library.

Chair moved for approval to authorize the Executive Director to sign the Port of Bellingham and Whatcom County Library System Display and Site Use Agreement as presented; seconded. Unanimous.

Announcements and Adjourn

- Christine will be leaving Wednesday, June 20, for ALA in New Orleans and will be back the following Wednesday.
- The Point Roberts Grand opening will be Saturday, August 11 at 10:00 a.m. All trustees are encouraged to attend.
- Over the last two weeks staff have been attending ILS demos which are generating excitement.
- Next month Michael expects to share bids for the new Bookmobile.
- The July board meeting will be held at Administrative Services rather than North Fork due to a scheduling conflict.

Marvin adjourned the meeting at 11:12 a.m.

Next Meeting

The next meeting will be at Administrative Services July 17, 2018 at 9:00 a.m.

Address: 5205 Northwest Drive, Bellingham WA 98226

Signed by Lori Jump

Lori Jump, Secretary

8/21/2018

Date

Signed by Darcy Riggins-Schmidt

Darcy Riggins-Schmidt,
Administrative Assistant