



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; and Erika Nuereberg.

Absent: Brad Cornwell, Lori Jump

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; Theresa Morrison, Children’s Librarian & Early Learning Coordinator; Darcy Riggins-Schmidt, Administrative Assistant

Call to Order

Marvin determined quorum and called the meeting to order at 9:01 a.m.

Open Public Comment

No public comment.

Staff & Committee Reports: Service Anniversary – Theresa Morrison 20 years

After receiving a bouquet of flowers presented by her husband, Theresa Morrison was recognized for her twenty years of service at WCLS. Youth Services Manager Thom Barthelmess reviewed Theresa’s two positions: Children’s Librarian at the Ferndale Library and Early Learning Coordinator. He shared glowing comments from her co-workers and said “her joy of books and reading is contagious and irresistible. She simply is the conduit between the young people of Whatcom County and the books and stories we make available to them.” Christine, Erika and Marvin also shared their appreciation.

Staff & Committee Reports: Executive Director

In addition to her written report, Christine said that last night’s Birch Bay Library community input meeting went well, with attendees clustered around tables playing with various space configurations on aerial photos of the site. Di Marrs-Smith is the new President of the Birch Bay Friends of the Library group.

Christine discussed the move into the new Point Roberts Library, made possible by a tremendous group effort. Many staff members spent multiple days helping with the move and the new space is already being happily utilized by patrons.

The Lynden Library Carnival was a tremendous success with over 250 participants; staff are already talking about what they’re going to do next year.

Staff & Committee Reports: Deputy Director

In addition to his written report, Michael shared that plans for the third Birch Bay Library community input session are in the works. The date is Saturday, August 18. The tented event idea was unfortunately cost prohibitive so the details of the August meeting are still being confirmed.

The Blaine Friends are very excited about ideas for a new library as well. Discussion continued around the best way to move forward on ideas for the Blaine and Birch Bay libraries. There is a great deal of support both from the Friends' groups and the wider communities.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and remarked about photo that was sent to Theresa featuring a family reading at a Seattle Mariners game. He also discussed the Rainbow Reads Book Club in Ferndale and Lynden, a LGBTQ+ centered book group discussing Stonewall Book Award winners and Honor books. Local teens meet with WCLS and Northwest Youth Services staff to read and discuss books. The group in Ferndale consistently has around 7 or 8 participants while the Lynden group is still in the early stages of development. Thom added that just having the groups available is an incredible asset to local LGBTQ youth, even if they are not able to attend a meeting. Thom emphasized the value these inclusive book groups have on our young people and our entire community.

Staff & Committee Reports: Services Committee and Performance Measures

While reviewing the performance measures Marvin asked about the use of Libby and if usage increased after the promotional campaign. Lisa will follow up with usage figures. A question about the accuracy of door counts was asked, Michael said that they are being monitored and staff are watching for any inconsistencies in door counter reporting. Jackie confirmed that the door counter in the new Point Roberts building is installed and operational.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz noted that Amy Kepferle has written another article featuring WCLS programs and said the *Cascadia Weekly* produced its first edition of an insert covering summer activities in Whatcom County, including WCLS offerings.

Additionally, plans for Library Card Signup month include WCLS working with the Boys and Girls Club to encourage new library card registration among county youth.

She remarked that we sent out fine reduction emails to nearly 14,000 patrons and 138 postcards will be mailed to patrons for whom we lack email addresses.

Regarding the Port of Bellingham charging station, Lizz confirmed that it will be a secured power strip mounted in a table, which we believe will be secure from hacking issues.

Marvin brought up a new social media trend about book lists that seems to be extremely popular currently. Discussion followed on directions this type of engagement could take and some that we've already pursued.

Staff & Committee Reports: Personnel Committee

Christina discussed the upcoming union contract negotiations that will be happening at CS as follows:

Interest Based Bargaining (IBB) Training and bargaining kickoff

Tuesday, 9/25 and Wednesday, 9/26: approx. 9 a.m. to 3 p.m., exact times TBD

Negotiations – all approx. 9 a.m. to 3 p.m., exact times TBD

Monday, 10/1; Monday, 10/8; Monday, 10/22; Wednesday, 10/31 (tentative, if not completed on 10/22)

Staff & Committee Reports: Whatcom County Library Foundation

Christine said she'll be meeting with Whatcom County Library Foundation Chair Peter Young and WCLF Development Director Jennifer Rick to discuss ways WCLF can support WCLS to prepare for a future levy lid lift.

Consent Agenda

The Consent Agenda included minutes of the June 19, 2018 Board of Trustees Regular Meeting as well as the following expenditures and an authorization to void a warrant:

General Fund:

- June 1-15, 2018 Payroll: Nos. 1015497023 - 1015497035 (Voucher Nos. 536506 - 536654), Totaling \$182,002.42
- June 16-30, 2018 Payroll: Nos. 1015674702 - 1015674712 (Voucher Nos. 536679 - 536830), Totaling \$180,106.91
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$156,476.26; \$34,980.05 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-14G: Nos. 1059870-1059889 Totaling \$22, 266.45
- Claims 2018-15G: Nos. 1060935-1060962 Totaling \$68,531.71
- Claims 2018-16G: Nos. 1061598-1061632 Totaling \$107,484.63

Capital Fund:

- Claims 2018-11C: Nos. 1059890-1059893 Totaling \$20,601.43
- Claims 2018-12C: Nos. 1060963-1060964 Totaling \$3,221.82
- Claims 2018-13C: Nos. 1061633-1061642 Totaling \$23,767.00

Authorization to Void Warrants:

-Resolution 07/17/18-13 to void warrant 1061604

June 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 June 2018 and noted that we are halfway through our fiscal year. She said that as of the end of June we have received 55% of budgeted property taxes, a minor increase over May, although still ahead of target.
- She pointed out that there was a spike in timber harvesting resulting in additional revenue for WCLS, which will go toward next year's Capital fund.
- Overall we are at 57% of projected revenue.
- Regarding expenditures, she is watching the fuel category closely since we have exceeded the 50% budget target, prices often go up in the summer, and we have added a new route to Point Roberts.
- Utilities are also running a bit above target so she is keeping an eye on them as well.

There were a couple of significant I.T. charges in June, one for the replacement switch. The other two were for budgeted annual software renewals.

Jackie presented Resolution 7/17/18-14, which cancels warrants issued over one year ago but not redeemed. The recipients have been notified and the warrants will be reissued.

Erika made a motion for approval of Resolution 7/17/18-14 authorizing the cancellation and reissue of warrants as presented; seconded. Passed unanimously.

Break - Marvin adjourned for a break from 9:52-10:02 a.m.

Financial Report and Resolutions Continued:

Jackie handed out resolution 07/17/18-15 and briefly discussed the furniture that was removed from the old Point Roberts Library building, which needs to be removed from our Capital Asset inventory. The Friends of Point Roberts Library will attempt to sell them.

The Chair made a motion for approval of Resolution 07/17/18-15 authorizing the surplus of Capital Assets; seconded. Passed unanimously.

Trustee Education: Employment Law Changes – Christina Read

Christina discussed some of the new Employment Law Changes and their effect on WCLS; the detailed list is on page 19.

- The Ban the Box law (HB1298) prohibits an employer from using criminal arrests or convictions as an initial screening tool. An employer may conduct a background check once the initial determination of qualification has been made. The question on the WCLS Employment Application form regarding felony convictions was removed to comply with this law.
- Gender Pay Equity (HB 1506) prohibits discrimination in pay practices based on gender. An employer may no longer consider prior salary history in assigning pay rates. The WCLS Employment application form was updated to remove questions about prior salary.
- HB 2751 was invalidated by the SCOTUS Janus decision on 6/27/18. The Janus decision required affirmative consent by employees for union dues deductions.
- SB6229 requires that the employer provide a union representative access to new employees of the bargaining unit for purposes of presenting information about the union to new employees. Access must be at least 30 minutes and within 90 days of the employee's start date. WCLS will update the new hire orientation to include this component.

- Washington Paid Family and Medical Leave changes begin 1/1/2020 and will be available through a state administered plan. Employees must work 820+ hours during the qualifying period, which is about 15 hours per week. Leave is from 12-18 weeks for eligible reasons.

A question was asked about how the new family leave program works in conjunction with disability leave, Christina replied that the new plan is on top of paid sick leave and would likely take place prior to long term disability. Employers will be required to continue health benefits and provide job reinstatement.

The implementation of this plan would require the employer to collect the premiums while the plan would be completely administered by the state. The group discussed the details around the Janus decision and how it could affect WCLS and our employees.

Agreement between BPL and WCLS for the Operation and Maintenance of an ILS

Carmi Parker, ILS Administrator joined the meeting to discuss the new ILS, Polaris. Christine said that the public likely won't notice a difference but the backend will be very different. She added that we are excited about the new staff interface which will be much improved.

Carmi said that Polaris is one of two products that Innovative offers. The security is very high level; they pay third party vendors to test it. She added that we've reached out to contacts at other libraries who use Polaris and they have been very happy with it. Branches will not need software installed as staff interfaces and upgrades will be web-based.

Carmi demonstrated on the overhead how staff will use the new system. She said Polaris is very focused on what the staff goals are in terms of how they can best serve our patrons. We are anticipating that it will greatly improve staff efficiency.

Lisa said that she expects the reporting features will be a vast improvement over our current system.

Marvin added that Innovative undergoes extensive audits in terms of security, making them much more reliable as a company.

Erika asked about rollout timing. Carmi stated that our contract with Horizon is up at the end of January 2019 so the migration will need to be complete by then. She said it's going to be an accelerated process and we are hoping to get started in early August. Implementation is generally a six month process.

Christine explained that in order to move things forward as quickly as possible, we have enclosed the draft agreement between BPL and WCLS which describes the responsibilities of each party related to the purchase of the new ILS and its ongoing maintenance. Timing is very tight so we are asking for authorization for Christine and Marvin to be able to sign the agreement when finalized.

Marvin asked if it would be possible to add the creation of a joint committee, to work on security protocol and auditing processes, into the agreement. Christine will look into adding that provision.

The group discussed details around implementation and costs. The increase in costs are approximately \$20,000 per year above our current system.

Erika made a motion to approve to authorize the Executive Director to finalize the Agreement between Bellingham Public Library and Whatcom County Library System for the Operation and Maintenance of an ILS; and the Executive Director and Board Chair to sign the agreement; seconded. Passed Unanimously.

Christine passed out the most current draft of the ILS agreement for the group to review. June asked if email questions on the draft agreement would be accepted after today's meeting. Christine confirmed that they would.

June moved for approval to Authorize Executive Director and Board Chair to finalize and sign a contract with Innovative Interfaces, Incorporated, for the Polaris Integrated Library System, in partnership with Bellingham Public Library; seconded. Passed Unanimously.

Bookmobile Bid Award

Michael reviewed the process of collecting bids for a new Bookmobile. The Ferndale-based TriVan bid came in below budget. There is still a design development phase to take place and the timeline has changed in recent months due to potential delays in receiving the chassis. TriVan still believes they could complete the project by the end of March of next year.

A question was asked about the vehicle price. It costs \$267,513 to build the new bookmobile, with an additional amount to be added for the warranty, dependent upon which service level is purchased, for a maximum total of \$275,013. We already spent \$7,500 to develop bid specifications and on design work. The group discussed how WCLS would deal with a delay of the new vehicle.

Marvin moved for approval to award the bookmobile bid for a new bookmobile to TriVan as presented, in the amount not to exceed \$275,013; seconded. Passed Unanimously.

Strategic Action Plan Update

Christine discussed the current status of the strategic action plan and the new strategic projects, giving a brief overview of some highlights to date.

Announcements and Adjourn

Christine reminded the group that she'll be at the Statewide Directors' meeting this Wednesday through Friday. Rebecca Judd starts as Director of Bellingham Public Library today. No further announcements. Marvin adjourned the meeting at 11:24 a.m.

Next Meeting

The next meeting will be at Administrative Services building 5205 Northwest Drive, August 21, 2018 at 9:00 a.m.

Signed by Marvin Waschke
Marvin Waschke,
WCLS Board Chair

8/21/18
Date

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