

Library Board of Trustees Regular Meeting

December 18, 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; and Erika Nuereberg.
Absent: Brad Cornwell

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; Christopher Phillips, System Engineer; Mike Earle, Computer Support Technician, Darcy Riggins-Schmidt

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 highlighted the following: Please remember to nominate a Library Champion by completing the nomination form linked here: <https://www.wcls.org/champions/>. We will celebrate our champions throughout our 75th Anniversary year. The deadline for nominations is December 31, 2018.

Christine will be speaking at the WLA/OLA in April. Marvin, Michael and Katrina Carabba will also be presenting. Thom added that he, Angelina Kuchar from Deming/North Fork, Carmi Parker, WCLS ILS Administrator, as well as Melissa Menti, the District Librarian from the Mt. Baker School District will also be presenting. Jeanne Fondrie will be leading a presentation regarding All Staff Learning Day. Amy Jones and Mary Kinser will be repeating their 'Book Displays' presentation. All told, WCLS will be well represented at WLA/OLA.

Christine reported that the Whatcom County Library Foundation recently received two gifts from the Veterane Family Foundation totaling \$20,000, to be put in the WCLF Endowment Fund.

Staff & Committee Reports: Deputy Director

In addition to his written report, Michael shared the following: Neil McKay, our online experience coordinator, has been creating Facebook pages for each branch and encouraging patrons to 'check-in' via social media when they visit, which has been catching on. Michael also shared the video of the new Birch Bay library design that is [linked here](#).

Christine said that the video had been revealed and discussed during a community meeting at the BP Heron Center on December 10. At previous meetings, other design iterations incorporated the existing structure, but each of those designs raised some concerns about efficient library operations. Both Christine and Michael said that they had received positive feedback about the current design from community members who were present at the meeting.

Michael noted that the Island Library Manager Karly Tucker will be retiring in the end of February. WCLS will be posting that position soon. On Sunday, February 24 there will be a gathering at the Ferndale Library from 5 to 7 p.m. in celebration of Karly's dedication and 35 years of service to WCLS.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and highlighted the following: The #BooksThatSuitYou playing card project, part of the WCLS 75th Anniversary, is progressing well. Thom expressed thanks to Darcy Riggins-Schmidt for her assistance contacting publishers, to Mary Kinser for selecting all of the adult titles, and to Amy Jones for her design expertise making the cards look the same regardless of which direction they are being held. Thom added that one of the authors is so excited about the project that he now signs all of his correspondence, "The 4 of Spades."

Thom said that there is an ongoing situation with teenagers at the Ferndale library who are making some challenging behavior choices. He expressed great appreciation for the Ferndale staff in their empathy and diligence in working with them. He added that he is very proud of their work toward developing relationships with local young people who use the library in ways that can be disruptive, while still balancing the need to make sure the space can be enjoyed by all patrons.

Staff & Committee Reports: Services Committee and Performance Measures

Michael reviewed the performance measures with the group, Marvin asked if the Point Roberts door counts were correct. A discussion followed with possible explanations for the fluctuating numbers and methods for collecting data. Michael added that RB Digital now allows for magazines to be automatically checked out when a new edition is available, which may be why those numbers are increasing. Lizz said the increases could also be related to our recent promotion.

Staff & Committee Reports: Community Relations Coordinator & Committee

Lizz shared her written report and added that this will be her last meeting in this capacity and that she's looking forward to starting in her new role as the South Whatcom Library Manager.

Christine said that the Community Relations Committee met and are discussing the best direction to take for the future.

Staff & Committee Reports: Personnel Committee

Christine shared that Lori Jump is the only person to submit an application for trustee so far. The Board instructed Christine to forward to the County Executive their recommendation that Lori be re-appointed to a second term as WCLS Trustee.

Staff & Committee Reports: Whatcom County Library Foundation

Christine said that the WCLF met and decided to fund \$5,000 for summer reading program prize books and also to establish an Innovation Fund.

She also said there have been some conversations about integrating Friends' groups more closely into the WCLF. A suggestion was made to have the WCLF board members and WCLS board members meet together in the New Year to discuss this concept further.

Consent Agenda

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

General Fund:

- November 1-15, 2018 Payroll: Check Nos. 1017046489 – 1017046500 and Voucher Nos. 538089 - 538236, Totaling \$183,673.80
- November 16-30, 2018 Payroll: Check Nos. 1017238059 – 1017238072 and Voucher Nos. 538241 - 538387, Totaling \$182,661.87
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$152,435.16; \$42,865.69 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-30G: Warrant Nos. 1071081-1071108 Totaling \$37,080.61
- Claims 2018-31G: Warrant Nos. 1071888-1071926 Totaling \$50,905.90
- Claims 2018-32G: Warrant Nos. 1072543-1072578 Totaling \$155,136.21

Capital Fund:

- Claims 2018-24C: Warrant Nos. 1071109-1071110 Totaling \$4,003.19
- Claims 2018-25C: Warrant Nos. 1071927-1071928 Totaling \$6,980.51
- Claims 2018-26C: Warrant Nos. 1072579-1072581 Totaling \$4,377.66

Authorization to Void Warrants:

-Resolution 12/18/18-23 to void warrant 1070214

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

Financial Report and Resolutions: Finance Committee Report & 2019 General and Capital Fund Budgets

- Jackie reviewed the Finance Committee reports and reiterated that the final reporting will occur in February, as in prior years, to allow time for complete closing of the previous year's accounting.
- She added that November represents 92% of the total budget. Although we have a surplus at the end of November, much of it will be spent in December as we do not anticipate much additional revenue before the end of the year.
- She also reported that there is a new property tax exemption on new construction that was previously available to only the largest cities in a county, but is now an option for all cities who are building new multi-family housing units. The Cities of Blaine and Ferndale are contemplating exercising this option. This change may have an impact on WCLS revenue, since it's an exemption on the new construction portion of levy funds that we could receive. Jackie did a rough calculation to approximate the amount, which resulted in just a \$9,000 reduction in potential revenue each year in the short-term, although revenue could increase in the long-term.
- Jackie also discussed the proposed 2019 General and Capital Fund Budgets and emphasized the following:

- The ending fund balance is approximately \$45,000 more than shown in the preliminary budget shared in November.
- Earlier versions of the budget did not include revenue from fines. Since that change won't be implemented until November 2019, she added in some additional fine revenue for 2019.
- Lori asked if we will move forward with fine removal regardless of BPL's decision, Christine confirmed we would.
- Jackie said that personnel costs have gone up slightly from the last version of the budget that the board reviewed. Changes include making the new Collection Development Librarian position full time, rather than part time, as discussed during our November meeting.
- Christine added that with regard to personnel expenses, Lizz's current role as Communications Coordinator has been a very unique one, since she has been a Coordinator but included in management meetings. It would be beneficial to expand this role to be more comprehensive following the growth of WCLS. Our entry level manager position salaries are comparable to other similar sized library systems, for this type Communications Manager role. Christine asked if the board would be agreeable to this change. Discussion followed on the topic. The board expressed their approval for the change of the communications coordinator role to manager level.
- Jackie continued her discussion of the budget, noting that the projected ending fund balance for 2019 is flat over 2018 and a reduction of \$212,000 from the 2017 year-end balance. She also pointed out that the 2018 Budget called for a fund balance decrease of \$295,000.

June moved for approval of Resolution 12/18/18-24 adopting the 2019 budget. Seconded, passed unanimously.

Christine expressed appreciation for the Finance Committee and to Jackie for her extensive efforts at managing and reporting on such a complex budget system. Marvin added that due to our cash based system of accounting, we're actually doing even better than it appears, and the system has been progressing.

Policy Discussion – Meeting Room Use & Borrower's Policy Update

Ann McAllen, Adult Programming Coordinator, joined the meeting as Michael reported that the wine tasting element of the "Wine Making from Forage" program is no longer being considered due to health department regulations. The program will still happen but the actual tasting of the results will not.

There is a regulation which requires that any tasting of alcoholic beverages involved with programs would require attendees pay for drinks. As a result of these changes there is no need for approval for these programs as previously noted in the agenda.

The group also discussed the update to the Borrower's Policy 4.01 revising language regarding which library card patrons receive, as determined by their address. There is no longer a patron choice. Bellingham residents will receive a BPL card and County residents will receive a WCLS card, regardless of where they apply for their card.

Marvin moved for approval to update Borrower's Policy 4.01 as presented. Seconded; passed unanimously.

Break

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

Trustee Education: Homelessness in the Library Workshop Overview

Christine narrated a presentation for the Trustees on Homelessness and how it relates to libraries. We have contacted Ryan Dowd, the trainer of the recent popular program about returning to WCLS in 2019. There are

also online trainings available. Christine modified the presentation, previously prepared by Mariya Farmagey and Corina Markowicz, North Fork PSAs. Discussion followed.

Polaris Migration Update

Lisa Gresham, Collection Services Manager, joined the meeting and distributed buttons made by the Community Relations department, along with lanyards, to notify the public about the upcoming computer system change. She followed by summarizing the trainings that have occurred across the system. The response has been overwhelmingly positive, with comments that Polaris feels very intuitive. She is confident that Public Services staff will be ready when the transition takes place and expressed appreciation for the stellar training job that Jeanne Fondrie and Linda Shindruk have done. In terms of impact to patrons, it will involve minimal delays and we have been updating the website with details surrounding the change.

Marvin asked how OverDrive would be impacted, Lisa replied that there will be no change because OverDrive is run by a different system. Current data records for patrons will carry over to Polaris, with a few exceptions, and minor changes with regard to how certain elements are categorized. Historical data that won't transfer will be saved in spreadsheets in case patrons have specific inquiries that Polaris can't access. She also said that Polaris reporting features have much greater functionality than Horizon.

Christine reiterated that patrons will not see any change from their point of access. All change will be from the staff side. Thom added that since LEAP is web based, that will greatly increase our flexibility in the level of service we can offer patrons, such as looking up and checking out books for them with a tablet from any point in the library.

Christine expressed appreciation for the incredibly hard work that Lisa, Carmi Parker, Linda and Jeanne have put into the change to Polaris. Lisa added that staff at every level have contributed to the successes we have already seen.

Announcements and Adjourn

Darcy reminded trustees to let her know if they need a mileage reimbursement form.

Christine invited Trustees to attend the ALA convention in Seattle in January, as the system budgeted for them to attend. There is a one day Trustee-specific training and gala event at the downtown Seattle Library, or trustees could attend the whole conference.

Christine also raised the question of moving to electronic board reports. Marvin, Erika, and Lori voiced support for foregoing paper packets. Lori added that she would like to see the report on an overhead screen. Brief discussion followed about looking into systems for this purpose or using WCLNet.

No further announcements. Marvin adjourned the meeting at 11:42 a.m.

Next Meeting

The next meeting will be at the Administrative Services building on January 15, 2019 at 9:00 a.m.

Address: 5205 Northwest Drive, Bellingham, WA 98226

Signed by Lori
Lori Jump, Trustee

1/15/19
Date

Signed by Darcy
Darcy Riggins-Schmidt, WCLS