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Location

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Administrative Services 5205 Northwest Drive, Bellingham, WA 98225. (Note: "Library" refers to the Whatcom County Library System—WCLS.)

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In Attendance

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**Trustees:** Marvin Waschke, Chair; June Hahn, Vice Chair; Lori Jump, Board Secretary; Brad Cornwell and Erika Nuerenberg. Absent: none

**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; Lisa Gresham, Collection Support Manager, Darcy Riggins-Schmidt, Administrative Assistant.

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Call to Order

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

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Open Public Comment

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No public comment.

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Staff & Committee Reports: Executive Director

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In addition to her written report, Christine highlighted the following: The new 75<sup>th</sup> Anniversary stickers have been handed out to staff and board members. Please feel free to display them far and wide. The 'Books That Suit You' program is in full swing. Christine showed the group the website page on which Neil created a digital card-flip feature to reveal the book of the week, [linked here](#).

Michael and Amy Jones created a scratch off poster which also unveils the book of the week. Limited editions are on display at Administrative Services and are also being distributed to branches.

A special 'hats off' to Dana Klootwyk, Payroll Specialist for the incredible detail-oriented manner in which she approaches her payroll duties and the kind and professional way she communicates reminders and questions to staff.

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Staff & Committee Reports: Deputy Director

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In addition to his written report, Michael shared the following: the Fit desks at Deming and Lynden are already in use by patrons, perfectly timed for New Year's resolutions. He also shared stories about community gatherings which occurred at our branches during recent power outages.

The Friends of the Island Library raised \$12,000 to help build a new barn to store books for their book sales. Applications for the Island Library Manager position are coming in from all across the country and on February 24 there will be a retirement party for Karly Tucker at the Ferndale Library from 5:00 – 7:00 p.m.

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## Staff & Committee Reports: Youth Services Manager

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Thom shared a video from the 'In Bellingham' coverage of the recent Whatcomics Celebration at the Lynden Library, [linked here](#). Thom followed up with high praise for the Youth Services team as well as PubGraphics, with a special thanks to Cynthia French for her design expertise in creating the publication, and extensive work reaching out to the community and garnering widespread press coverage. Thom noted that all *Whatcomics* issues are kept in our library collection and every artist's name is included in the library catalog listing.

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## Staff & Committee Reports: Services Committee and Performance Measures

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Michael shared some points from the Performance Measures reports noting 2018 was a record-breaking year in terms of circulation, exceeding the prior year which had also broken records. The Northwest Library Express in particular is seeing an incredible amount of use and Overdrive (eBooks and eAudiobooks) growth is increasing at a rapid pace. Michael said the electronic collection grew by about 12,000 items. Discussion followed about the Point Roberts door counts. Brad added his thanks for the detailed statistics provided on the Performance Measures reports.

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## Staff & Committee Reports: Community Relations Coordinator & Committee

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Christine shared that we have received a tremendous amount of press recently, in large part due to Cynthia French's efforts. She passed along thanks also to our Community Relations Committee who helped draft the new Community Relations Manager position description. Christine met with Tyler from Red Rukk to specify the details of our contract for 2019.

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## Staff & Committee Reports: Personnel Committee

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Marvin asked about the new Collections Development Librarian position posting, which Christine said is in progress.

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## Staff & Committee Reports: Whatcom County Library Foundation

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Brad advised that the 'Branch Out' event will be April 26, 2019 at the Hotel Bellwether from 6:00 – 8:00 p.m. The ticket price has gone up to \$50 to cover the change in venue. Discussion followed about the price of the ticket being cost-prohibitive for some. It was pointed out that the intent of the event is to raise funds for the Foundation. The hope is that the ticket price serve as entrance to the event and attendees may also choose to make a contribution that evening. There are many other events planned for the year that are provided at no cost for the public.

A WCLS & WCLF Board retreat is in the works. Thursday, March 14 from 5:00 -7:00 p.m. has been proposed as a possible date. Topics will include determining fundraising priorities and the possibility of integrating friends groups under the Foundation umbrella. The Board indicated that the date would work for them.

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## Consent Agenda

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The Consent Agenda included minutes of the December 18, 2018 Board of Trustees Regular Meeting as well as the following expenditures:

### General Fund:

- December 1 - 15, 2018 Payroll: Nos. 1017401549 - 1017401560, (Voucher Nos. 538392 - 538543) Totaling \$185,477.60 and December 16-31, 2018 Payroll: Nos. 1017626625 - 1017626634, (Voucher Nos. 538659 -538808) Totaling \$180,193.01

- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$152,681.17; \$33,663.25 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-33G: Warrant Nos. 1073151-1073171 Totaling \$30,519.93
- Claims 2018-34G: Warrant Nos. 1073978-1074054 Totaling \$231,888.70
- Claims 2018-35G: Warrant Nos. 1074916-1074924 Totaling \$25,291.10

Capital Fund:

- Claims 2018-27C: Warrant No. 1073172 Totaling \$16,433.05
- Claims 2018-28C: Warrant Nos. 1074925-1074930 Totaling \$19,564.26

Management Leave Carry Forward:

According to the Management Benefits and Leave Policy, accrued vacation leave in excess of 240 hours cannot be carried forward without prior approval from the Board of Trustees.

The following vacation balances in excess of the carryover maximum are approved by the Board of Trustees for carryover and use in 2019:

Gresham, Lisa – 36.5 hours vacation leave

Perkins, Christine – 20.47 hours vacation leave

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

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Financial Report and Resolutions: Finance Committee Report

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- Jackie reviewed the Finance Committee reports, noting the full 2018 report will be available in February since January is held open to receive all remaining invoice payments from the previous year.
- At the end of December Jackie learned about two updates to the 2019 levy amount. Final new construction values were higher than anticipated, and there was a highly valued disputed property settlement. The net of these changes will result in a \$12,000 reduction in our levy that will be seen as an amendment next month.

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Policy Updates

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**Trustee ByLaws Policy** – One line was changed in the Trustee ByLaws Policy to reflect the ability for members to attend meetings by phone or other electronic means. Christine added that it would be very helpful to have 24 hours’ notice from any members wishing to attend remotely, in order to set up the necessary equipment.

***Brad moved for approval of the update to the Trustee Bylaws as presented; seconded. Passed unanimously.***

**Administrative Procedure of Membership Fee Reimbursement update**

Christine said the revised Membership Fee Procedure is a result of conversations in recent union negotiations about membership fees incurred by staff members associated with fulfilling the duties of their WCLS role. Certain employees act as WCLS representatives in the community as well as serving in pertinent professional organizations related to their field, which justifies the need for reimbursement of required fees. As part of this policy, staff may be asked to report on their activities in the community that the reimbursement covers.

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2018 Incident Report Review

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Jackie discussed the incident report overview from 2018, noting that there has been an increase in disruptive behavior incident reports but a decrease in graffiti incidents. Discussion followed about details involved in the incident reports, and steps taken to reduce them.

Marvin added that he believes he was at the Ferndale Library when one of the incidents occurred and said that he was tremendously impressed with how well the staff handled the situation, specifically noting that Sarah [Kohler] moved quickly and calmly to address the disruptive patrons and the police arrived shortly thereafter to assist.

Brad asked about preventative measures with regard to earthquake preparedness. Jackie said that those plans are in the development phase. It was suggested that informing the staff the best place to take cover during an event would be a particular priority.

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## Break

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Marvin adjourned for a break from 10:15 to 10:29 a.m.

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## 2018 Community Health Snapshot

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Christine reviewed the new 2018 Community Health Snapshot prepared by the Whatcom County Health Department. She highlighted the takeaways as they relate to the library and directions we may take to help contribute to the health of our community. Marvin pointed out that we can help strengthen community by offering programs that specifically address ways that we can help our struggling neighbors. Brad asked if we ever partnered with Peace Health to offer screenings or programs; we have had vision and end-of-life planning sessions. It was suggested that youth anxiety and depression could be a particular focus and addressing the social isolation issue for all ages. Jackie pointed out that in addition to offering programs, we can offer our public spaces to organizations already addressing these issues, in an effort to avoid duplicating efforts. Discussion followed on the topic.

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## Polaris Migration Update

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Lisa discussed the current status of the Polaris migration. She said the offline week went smoothly, and this trend continued into the “go-live” week with staff reporting minimal issues. She thinks our efforts ahead of time preparing and training paid off. The Polaris team has been very supportive, and the dedicated advance planning efforts of Carmi Parker, Geoff Fitzpatrick, and Lisa really paved the way for the relatively smooth transition. Lisa said the biggest feedback they’ve heard is in response to the way holds are managed by patrons when they decide they no longer want a book they previously put on hold. She added that she is working on sharing all of the lessons staff are learning as they adjust to using Polaris in their daily duties. Christine reiterated her praise for the entire staff and their efforts during a vast system change that could have presented incredible challenges.

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## Announcements and Adjourn

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1. United for Libraries Institute: Trustees, Friends and Foundations 1/26/19 11:30 – 4:00 p.m.
2. ALA Midwinter 1/25-1/29 in Seattle
3. Joint WCLS BOT/WCLF Retreat, March 14 5:00 – 7:00 p.m.
4. Next meeting will be at Ferndale Library 2/19/19 which is the Board of Trustees Annual General Meeting: please consider committee assignments and discuss with Marv and/or Christine before the meeting.

5. Christine asked about methods for agenda packets, going all digital, partially digital, etc. Marvin expressed he would like to avoid paper entirely and would like to follow along digitally. Erika said she would like the paper agenda only, Lori said paper agenda and any specialty handouts like the health report in paper form. June said electronic but would like to be able to see the wording on policy changes and motions, asking if that could be on screen as the changes are made. Marvin suggest that we could display all of these items on the overhead. Michael asked if we should provide laptops, Marvin suggested that having a Surface for each Trustee would be very handy so they could be using a stylus for notes. Christine suggested trying out a digital method and amending as necessary, summarizing the consensus was for a paper agenda, full packet on the screen for motion verbiage, and any printed form reports/handouts handed out in paper. June said the annual budget may still need to be printed.
6. Lisa added that she read The Library Book and was thinking about the Board and how relatable it is, and would likely be of interest to the Trustees.
7. Christine said that February 6, at 6:00 p.m. Uisce is celebrating Whatcom Reads by featuring specialty drinks to coincide with the book The Big Burn.

No further announcements, meeting adjourned at 11:18 a.m.

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### Next Meeting

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Next meeting will be at the Ferndale Public Library, February 19, 2019 at 9:00am.

Address: 2125 Main Street, Ferndale, WA 98248

Signed by Lori

Lori Jump

2/19/19

Date

Signed by Darcy

Darcy Riggins-Schmidt