



APPROVED MINUTES

Library Board of Trustees Regular Meeting

February 19, 2018

Location – Ferndale Public Library 2125 Main Street Ferndale, WA

In Attendance

Trustees: Marvin Waschke, Chair; June Hahn, Vice Chair; Lori Jump, Board Secretary, Erika Nuereberg via conference call. 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; 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 Service Anniversary: Patty Zanin, 30 Years – Sarah Koehler, Branch Manager

Sarah spoke about Patty's service with WCLS, which began in 1989 when she worked at the first Ferndale branch location. Since that time she has helped move the library three times and served countless patrons. Through it all, her work ethic and integrity have never wavered. Her leadership and customer service skills were apparent in all of her roles, and have contributed to her success in the Assistant Manager position. Christine echoed her appreciation for Patty's contributions to WCLS over the years.

Staff & Committee Reports: Executive Director

Christine shared that we've had over 50 applicants for the Community Relations Manager position. The Island Branch Manager and Collection Development Librarian interviews were postponed due to the snow closures. The snow buildup over recent weeks has presented various challenges system-wide.

The City of Blaine has weighed in on the possibility of a new Blaine Library building. They have indicated that they are interested in having WCLS take over ownership of the building, once it's completed. They would provide the land. If WCLS ever ceased operating it as a library, ownership would transfer to the City.

Conversation followed about the possible scenarios and arrangements. Christine emphasized that we are in the discussion phase at this point and pointed out that if we continue to add facilities, administrative and operational workloads also increase. The topic will be covered in future meetings as more information is gathered.

Staff & Committee Reports: Deputy Director

In addition to his written report, Michael shared that the Washington Anytime Library, which includes WCLS, joined the 'Million Checkout Club' for the first time in 2018. This represents a 23% increase in circulation for the Washington Anytime Library consortia. WCLS circulated nearly 199,000 items, an increase of 27.5% over 2017.

Michael noted that Sarah Koehler recently completed her term as Ferndale Chamber of Commerce President. In addition to other service activities, Sarah's participation has brought immediate and long-term value to library services in Ferndale.

He also discussed some of the Polaris changes which impact how patrons place holds and access to the low resolution catalog.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and highlighted that during the recent snow event, when all WCLS libraries were closed, Teen Services Coordinator Tamar Clarke backpacked on skis to Whatcom County District Court to run the scheduled Juvenile Detention Book Club. She had a particularly engaging conversation with one of the teens and shared it with Thom, who added that he feels that this is truly the important work that makes a difference to individuals as well as the community.

Thom added that we have signed a ConnectED Memorandum of Understanding with the Lynden School District. Lynden is currently managing its communication with parents and families, working through the opt-out process, with hopes that they will be ready to transfer data for an April 1, 2019 launch. We're already getting calls from the schools. Thom and Mark Barrett, WCLS Facilities Maintenance Coordinator, are working on site locations for three book returns.

Thom added that this new approach to bring library access to the schools is both exciting and efficient. Results can be seen in the statistics, as a spike in circulation follows each school visit.

Staff & Committee Reports: Services Committee and Performance Measures

In addition to his written report Michael shared that we are seeing an expected dip in circulation due to the Polaris migration and the time that our services were limited.

Door counts were also down in January. Discussion continued around the topic, including the fact that we had extended due dates and holds were not available for pick-up which would result in less traffic at the branches.

Staff & Committee Reports: Community Relations Coordinator & Committee

Christine shared her written report. She reminded the group that the Community Relations Committee will meet this Friday, February 22 from 10 – 11:30 a.m. at Administrative Services. Red Rook will be covering their proposal for 2019.

Staff & Committee Reports: Personnel Committee

There was no committee report shared at the meeting.

Staff & Committee Reports: Whatcom County Library Foundation

Christine said that the joint meeting between Whatcom County Library System and the Whatcom County Library Foundation Boards will be held on Thursday, March 14 from 5:00 – 6:30 p.m. at WCLS Administrative Services.

Consent Agenda

Meeting Minutes: January 15, 2019 Board of Trustees Regular Meeting

Expenditures:

General Fund:

- January 1 - 15, 2019 Payroll: Nos. 1017783010- 1017783021, (Voucher Nos. 538813 - 538957) Totaling \$186,107.11 and January 16-31, 2019 Payroll: Nos. 1017935837 - 1017935849, (Voucher Nos. 538962 - 539108) Totaling \$196,604.36
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$198,887.15; \$35,380.54 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2018-36G: Warrant Nos. 107004-1075038 Totaling \$21,882.07
- Claims 2018-37G: Warrant Nos. 1075659-1075693 Totaling \$69,080.01
- Claims 2019-01G: Warrant Nos. 1075641-1075658 Totaling \$92,890.45
- Claims 2019-02G: Warrant Nos. 1076516-1076522 Totaling \$14,023.59

Capital Fund:

- Claims 2018-29C: Warrant No. 1075039 Totaling \$299.46
- Claims 2018-30C: Warrant Nos. 1075694-1075695 Totaling \$3,760.99

Authorization to Void Warrants:

- Resolution 02/19/19-01 to void warrant 1074054
- Resolution 02/19/19-02 to void warrant 1075691
- Resolution 02/19/19-03 to void warrant 1075693

June moved to accept the Consent Agenda as presented. Seconded; approved. It passed with unanimous board approval.

Financial Report and Resolutions: Finance Committee Report

- Jackie reviewed the Finance Committee reports. She noted that overall 2018 operating revenues came in 2.6% above budget, and expenditures came in 6% under budget. She said that some of those funds will be moved forward to cover projects that will be completed in 2019.
- 2018 Capital Fund revenue came in slightly higher than budgeted, due to higher than anticipated investment interest. Capital expenditures came in under budget, most of this will be transferred to the 2019 budget.
- Jackie explained the figures stated in Resolution 02/19/19-03 Amending the 2019 General and Capital Fund Budgets.

The resolution adjusts the General and Capital Fund budgets to reflect 2019 Beginning Fund Balances. It updates General Fund Operating Revenue to reflect the final 2019 levy amount, and anticipated COBRA reimbursements and contributions from the Whatcom County Library Foundation. The budget amendment

increases General and Capital Fund Expenditures to include additional anticipated expenses and projects being carried forward from 2018.

Marvin moved for approval of Resolution 02/19/19-03 amending the 2019 General and Capital Fund budgets. Seconded, unanimously approved by the board.

Policy Update – 3.01 Collection Policy

Christine explained that our Collection Policy references several documents created and updated by the American Library Association and the Washington Library Association. Our policy currently refers to versions of these documents that are now out of date. We propose eliminating the date references and instead linking to the current online version of each document so that we do not need to change the Collection Policy every time an update to those documents is approved at the state or national level.

Discussion followed; Christine summarized that the Board would prefer to continue with the current method, referencing the dates and noting the changes as they occur. She will type in the most recent change to the Collection Policy document and bring the updated version to the March board meeting.

Annual General Meeting: Officers and Committee Assignments

The 2019 Trustee roles and committee assignments were determined as follows:

Officers:

Chairman - Marvin

Vice Chair – June

Secretary – Lori

Committee Assignments:

Foundation Liaison – Marvin

Personnel Committee – Brad and Lori

Finance Committee - June and Marvin

Services Committee – Lori and Marvin

Community Relations Committee - June and Lori. Christine added that these meetings will happen on a quarterly basis in 2019.

June moved to accept the slate of officers and committees. Seconded, passed unanimously.

Break

Marvin adjourned for a break from 10:17-10:27 a.m.

Project Evaluations

Arbuthnot Lecture - Thom spoke about the Arbuthnot Lecture that took place last April at Western Washington University (WWU). On average previous lecture attendance has been about 250; at WWU there were between 400-500 attendees and all reports were that it was a tremendous success. Many local young

people were included in a number of events, including a luncheon hosted by the Whatcom County Library Foundation.

Book Returns at Schools – Thom discussed the success of school book returns at Meridian, Lummi Nation School and Horizon/Eagle Ridge in Ferndale. He said plans are in the works for a site in Custer and two book drops to serve the Lynden School District.

Point Roberts Library – Jackie gave summary of the new Point Roberts Library building project, which was officially opened for business on July 13, 2018 and by most reports both the move and opening went very smoothly. Circulation was up at the end of the year and staff have reported receiving glowing comments from patrons, who seem to truly enjoy and appreciate the new space.

Mobile Services Plan – Michael provided an overview of the mobile services plan, noting that during the mobile services review in 2017, it was determined that we need a new Bookmobile. The budget was set at \$300,000, and in 2018 TriVan was secured to develop the new vehicle. The plan has been modified, and now the design is very similar to the layout of the existing bookmobile. The new estimated date for completion is June 1, 2019. We are planning a schedule update to increase service time at the Glenhaven location and provide availability on Saturday for outreach efforts at various community events. A plan is also in place to decommission or sell the existing Bookmobile.

Michael reminded the group that a review of Jail Services was also part of the Mobile Services Plan. In addition to the 8 hour a week position that currently exists, we are pursuing using volunteers to offer additional coverage. Current leadership at Whatcom County Jail sees library services as invaluable. This year the Jail increased the amount it reimburses us for Jail Service so this effort is budget neutral.

Board Education: 2020 U.S. Census

Christine discussed the 2020 Census and how it pertains to libraries. She reminded the group that every ten years, the federal government conducts a census of all people residing within the United States, as directed by the U.S. Constitution. This information is used to aid in allocation of federal spending and to determine voting representation in Congress. It is also used by businesses, governmental agencies, and nonprofits to help understand their communities better. The goal of the 2020 Census is “to count everyone once, only once and in the right place.”

This year will be the first time in more than 50 years that a citizenship question is proposed to be on the Census, which has been a very controversial topic. The group discussed how to ensure that we help to provide an accurate count but do not put any of our community members in harm’s way by doing so.

In 2020 it will be the first time that residents will be encouraged to respond to the Census in its entirety online. For households without computers or Internet access, public libraries will be a place where residents can go to answer census questions.

Discussion continued on the topic of how we might proceed if the citizenship question remains on the census. We will be following the court case on the issue, to see how it is decided. It was suggested that perhaps we should refer questions to the Whatcom Community Foundation, who is pulling together a coalition of community organizations and leaders to monitor the issue.

Announcements and Adjourn

- Community Relations Community Meeting Friday, February 22 from 10 – 11:30 a.m. at Administrative Services
- Lummi Island Branch Manager Karly Tucker’s Retirement Celebration, Sunday, February 24 from 5:00 – 7:00 p.m. at the Ferndale Library
- WCLS / WCLF Joint Board Special Meeting Thursday, March 14 from 5:00 – 6:30 p.m. at Administrative Services

Marvin adjourned the meeting at 11:33 a.m.

Next Meeting

The next meeting will be at WCLS Administrative Services, March 19, 2019 at 9:00am.

Address: 5205 Northwest Drive, Bellingham WA

Signed by Lori

Lori Jump, Trustee Secretary

3/19/19

Date

Signed by Darcy

Darcy Riggins-Schmidt, WCLS