



## APPROVED MINUTES

### Library Board of Trustees Regular Meeting

April 16, 2019

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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 (via Skype). 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; Christina Read, Human Resources Manager; Mary Vermillion, Community Relations Manager; Darcy Riggins-Schmidt, Administrative Assistant; Sarah Kohler, Ferndale Public Library Branch Manager

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#### Call to Order

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Marvin determined quorum and called the meeting to order at 9:02 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:

Thanks to all who donated on Library Giving Day; the current total is \$9,000 with donations still coming in.

This year’s Annual Report was handed out and briefly discussed by Christine.

Christine introduced Mary Vermillion, WCLS’s new Community Relations Manager who gave a brief overview of her previous experience in marketing and communication, most recently in her roles with Whatcom Community College and Village Books.

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#### Staff & Committee Reports: Deputy Director

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In addition to his written report, Michael shared that the History Harvest programs have been going well, with much participation from all areas of the county. Christine added that a photo of young women in line for the bookmobile circa 1950 started several conversations about the woven striped skirts they were wearing. There were called “Barber Skirts” and were made by Lummi weavers. The skirts were quite coveted and have been passed along through generations.

Michael added that today is National Health Care Decision Day, intended to remind people to make important health care decisions as early as possible. A “Before I Die” interactive exhibit is making the rounds of several branches, and there are additional programs taking place at other branches in conjunction with this topic.

The new bookmobile is progressing on schedule for the June 1 possession date, in time for four parades in which it is scheduled to appear.

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#### Staff & Committee Reports: Youth Services Manager

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Thom shared his written report and showed the group one of the mailboxes that will be placed in branches to collect postcards from children, written to their favorite authors and illustrators. Youth Services will forward the cards to publishers and return any responses to the youngsters who sent them.

Thom added that the Summer Reading Program preparations are underway and extended his thanks to the Friends of the Libraries groups for their contributions toward purchasing the reward books.

Thom added thanks to Katie McNall, South Whatcom Page, for filling in as the temporary South Whatcom Youth Focus PSA, while a replacement is hired. We've received a large number of qualified applicants for the open position.

Bilingual Spanish-English story time at Everson has recently started, with the help of a local volunteer. The new evening time slot seems to work well and is attracting local families who enjoy coming to storytime together. Thanks to Evie Harman, Everson PSA for her effort in putting this together.

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

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In addition to his written report, Michael shared that adult program numbers saw a big increase from last year to this year, mostly due to Whatcom READS. This year *The Big Burn*, by Tim Egan, brought large crowds to scheduled events.

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

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Christine noted that our ad in the Cascadia Weekly Kids' Guide really stands out with our colorful 75<sup>th</sup> Anniversary logo. She added that the coverage of the sheep visiting the Ferndale library featured a fun photo of the sheep behind the branch.

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#### Staff & Committee Reports: Personnel Committee

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No report.

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#### Staff & Committee Reports: Whatcom County Library Foundation

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Marvin advised the group that that the Branch Out event is sold out at the Bellwether. Christine added that our numbers are slightly higher than last year but the venue is larger and guests will have assigned seats at tables.

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#### Consent Agenda

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The Consent Agenda included minutes of the March 19, 2019 Board of Trustees Regular Meeting as well as the following expenditures and an authorization to void a warrant:

##### General Fund:

- March 1 - 15, 2019 Payroll: Nos. 1018410185 - 1018410195, (Voucher Nos. 539424 - 539572) Totaling \$187,760.29 and March 16-31, 2019 Payroll: Nos. 1018562783 - 1018562792, (Voucher Nos. 539577 - 539726) Totaling \$189,733.51

- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$162,654.72; \$35,492.25 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2019-06G: Warrant Nos. 1078744-1078746 Totaling \$17,594.99
- Claims 2019-07G: Warrant Nos. 1078890-1078915 Totaling \$33,345.83
- Claims 2019-08G: Warrant Nos. 1080055-1080101 Totaling \$79,735.39

Capital Fund:

- Claims 2019-03C: Warrant No. 1078747 Totaling \$833.13
- Claims 2019-04C: Warrant No. 1078916 Totaling \$1,787.33
- Claims 2019-05C: Warrant Nos. 1080102-1080103 Totaling \$1,700.99

Authorization to Void Warrants:

- Resolution 04/16/19-06 to void warrant 1078891

***Brad moved to accept the Consent Agenda as presented. Seconded; unanimous approval received.***

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Financial Report and Resolutions: Finance Committee Report

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- Jackie reviewed the Finance Committee reports, highlighting that tax revenue is lagging due to the timing of when taxes are due. Other revenue is at normal levels, and we'll see a spike next month when tax revenues are reflected.
- Expenses are coming in slightly under target.
- Because of tax revenue timing we have dipped into the cash flow assigned fund balance by \$194,000 but this will be replenished next month.
- She said the state audit started yesterday; no details to report at this time.
- Jackie discussed the 2018 Annual Report to the State Auditor's Office noting that the state's unfunded pension liability has decreased. Increased PERS contribution rates are one possible reason for the decrease in the unfunded pension liability, which means that although our share of that liability has gone down, we are paying slightly more in employee PERS contributions.
- She advised the group that the Whatcom County Assessor told a recent meeting of Finance Directors that although the portion of property taxes that go to the state for basic education will decrease in 2019, it will increase in 2020 and 2021.
- Jackie reviewed the resolution amending the 2019 Capital Fund budget, explaining that the resolution corrects an error in the February Capital Fund budget amendment. This amendment adds an additional \$100,000 to the amount budgeted for the Bookmobile, and is in line with what was originally budgeted for the project.

***June made a motion for approval of Resolution 04/16/19-07 amending the 2019 Capital Fund budget. Seconded; unanimous approval received.***

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Policy Updates

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Jackie discussed updates to Imprest, Petty Cash, and Change Funds Policy 20.09, explaining the policy update clarifies the purpose of, and provisions for use of, WCLS Petty Cash and Change Funds

***Marvin moved to approve the update changes to Imprest, Petty Cash, and Change Funds Policy 20.09 as presented. Seconded; unanimous approval received.***

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## Memorandum of Understanding (MOU) Between Friends of the Blaine Library, Whatcom County Rural Library District, and City of Blaine, Washington

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Christine discussed the updated MOU and summarized key points, adding that she recently met with the City of Blaine regarding the Friends of the Blaine library offer of \$50,000 to support design work for a new or enlarged library. She said the City of Blaine and WCLS agreed to investigate the option of transferring the Blaine Library to the Library District in the future, providing they've reached mutually agreeable terms.

Michael added that there is room on the Blaine Library Design Committee for a WCLS board member. Marvin said he is willing to serve on the committee.

***Lori moved for approval of the Memorandum of Understanding Between Friends of the Blaine Library, Whatcom County Rural Library District, and the City of Blaine, Washington as presented. Seconded; approved unanimously.***

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### Break

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Marvin adjourned for a break from 10:00 a.m. - 10:15 a.m.

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### Board Education – WCLS Computer Network – Christopher Phillips, WCLS System Engineer

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Christopher discussed a diagram (on the white board) of the WCLS network. He explained how the routing of the secure lines that run from the Administrative Services office (CS) directly to each of the branches work. He also described the separate access lines that branches have, which go directly to the internet. He explained that changes were made recently to have the staff and the public internet and email “traffic” on separate lines to prevent reduced speeds and down time.

June asked if our set up makes us vulnerable to outages. Christopher explained that we have redundancy set up so that if there is an outage at CS we can run our servers out of Ferndale and if there are outages at both CS and Ferndale we can run everything through a server at CS with a generator.

Discussion followed about details of the network and how the various online services that WCLS offers are hosted.

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### Ferndale Library Update – Sarah Koehler, Ferndale Branch Manager

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Christine reviewed some of the recent incidents that have occurred at the Ferndale Library. Christine expressed her appreciation for the efforts that the Ferndale Library and Youth Services staff have made to create a positive and supportive environment for local youth, as well as their continued efforts to build relationships with them.

It was noted that the police have visited the library on multiple occasions. Calls are often made by the public but occasionally by our staff. Sarah explained staff calls have been when behavior has become dangerous or has involved illegal substances. Sarah reviewed the steps that they take with a disruptive patron, which is a three step process beginning with asking for the behavior to stop, noting that if the third step is reached they are asked to leave for the day.

The idea of issuing trespasses against truant school children was discussed. The issuance of a trespass would allow the Police to arrest a young person; they do not have support to arrest them if they are merely truant. Christine said that other library systems she has spoken to have tried this and experienced very negative results. She has consulted with the WCLS attorney on the topic. Christine, Michael and Thom will be dedicating time at

the Ferndale Library to monitor and help with the situation. Discussion followed on the topic. Thom said that there are library systems that are hiring social workers for these types of situations.

It was decided that the following steps will take place to address the situation: WCLS will add staff at peak hours. Michael will follow up with the Ferndale Police to schedule a face to face meeting, with Christine and Thom also attending. We will continue to work with the Ferndale School District to stay on the same page with all involved parties. We will reinforce our Rules of Conduct, which does not include truancy as a basis for trespass.

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### WCLS Friends of the Library 2018 Year in Review

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Christine discussed the PowerPoint (included in agenda packet) viewed by the group which covered Friends' events throughout the past year. Christine said that the Friends of the Birch Bay Library were able to get funding for the project included in the proposed Washington State House of Representatives' budget. It still needs to be incorporated into the Senate budget and the final State budget. If this funding comes through, it would also give a boost to the new Blaine Library project as it would significantly reduce the need for private fundraising in Birch Bay.

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### Announcements and Adjourn

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Reminder that our next meeting will be at the North Fork Public Library on May 21.

No further announcements. Marvin adjourned the meeting at 11:53 a.m.

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### Next Meeting

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Next meeting will be at the North Fork Public Library on May 21, 2019 at 9:00 a.m.

Address: 7506 Kendall Road, North Fork.

Signed by Lori  
Lori Jump, WCLS Trustee

5/21/19  
Date

Signed by Darcy  
Darcy Riggins-Schmidt, WCLS