



APPROVED MINUTES

Library Board of Trustees Regular Meeting

June 18, 2019

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 Nuerenberg.
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; Mary Vermillion, Community Relations Manager; Darcy Riggins-Schmidt, Administrative Assistant; Jennifer Rick, WCLF Development Director; Dianne Marrs-Smith, Lynden Branch Manager and Friends of Birch Bay Library President.

Guests: Cindy Leffel and Sandra Bogen, FOBL; Brian Bell, Pat Jerns, Doralee Booth, Ruth Higgins, and Chuck Kinzer, FOBBL; Trish Navarre and Peter Young, WCLF.

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

Christine noted that Kanopy (video streaming service) is now available from WCLS. Our patrons can stream up to ten videos per month. She added that we're already seeing considerable use without much promotion. She also commended Dana Klootwyk, WCLS Payroll Specialist for detecting a phishing scam.

Staff & Committee Reports: Deputy Director

Michael discussed Geoff's efforts researching new self-check software options. He expects the new software will meet patron requests for additional functionality at the check-out kiosks--- including book renewal capability, reading recommendations, a help button, and more.

Staff & Committee Reports: Youth Services Manager

Thom said that the summer reading reward books are in and passed some of them around the room. He acknowledged Melody Leung, Lynden Children's Librarian, for her diligent efforts in making the widely diverse selection and explained the complexity of the book selection process. He also voiced appreciation for Tessa Bundy, Youth Services Assistant, who has been working on the data collection for the summer ready program.

Tessa's detailed analysis of how many kids at each age level participate enables much more efficient book ordering the following year. Additionally, Thom pointed out that Communications Specialist Amy Jones created the fun and engaging summer reading bookmark.

Thom also noted the participation of WCLS in the first Youth Pride Parade in Bellingham. WCLS joined many community organizations in adopting a block. The feedback from the parade was extremely positive from both patrons and parade participants.

Staff & Committee Reports: Services Committee and Performance Measures

Michael discussed the performance measures from May and noted that the NDX circulation count fluctuation is due to the inclusion of staff accounts for WCLS-related use. WCLS managers discussed this situation recently and came to the conclusion that since the books are being used for system programs, they are valid circulation counts.

He added that the drop in Lynden numbers is likely due to Lynden Middle School moving. Thom said that youth services staff has made visits to the new middle school location and noted that Nick Flerchinger, Lynden Teen Librarian, has had great success engaging the youth there.

Staff & Committee Reports: Community Relations Manager

Mary played the second WCLS radio ad currently running on KGMI, featuring Jordan Beaudin from the Friends of the Deming Library. She said we are closely following the response to the radio ads in terms of subsequent card enrollment. Mary also pointed out some of the recent press that WCLS has received and noted the high level of response to a recent Facebook post. She applauded Neil McKay, Online Experience Coordinator, for reaching his engagement goal with this post and for his efforts engaging the public through social media.

Staff & Committee Reports: Personnel Committee

No comments from the Personnel Committee.

Staff & Committee Reports: Whatcom County Library Foundation

Marvin said Foundation topics would be covered later in the meeting.

Consent Agenda

The Consent Agenda included minutes of the May 21, 2019 Board of Trustees Regular Meeting as well as the following expenditures:

Expenditures:

General Fund:

- May 1 - 15, 2019 Payroll: Nos. 1019058243 - 1019058255, (Voucher Nos. 540037 - 540181) Totaling \$196,651.60 and May 16-31, 2019 Payroll: Nos. 1019238886 - 1019238900, (Voucher Nos. 540186 - 540332) Totaling \$203,198.19
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$162,355.39; \$36,857.83 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2019-13G: Warrant Nos. 1082858-1082881 Totaling \$16,358.47
- Claims 2019-14G: Warrant Nos. 1084054-1084096 Totaling \$54,812.47

- Claims 2019-15G: Warrant Nos. 1084804-1084837 Totaling \$126,640.81

Capital Fund:

- Claims 2019-09C: Warrant No. 1084097 Totaling \$5,133.91
- Claims 2019-10C: Warrant Nos. 1084838-1084840 Totaling \$279,758.19

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, and highlighted that property tax revenue was slightly lower than expected at the end of April, but caught up to expected levels in May. She contacted the County Treasurer's office about this anomaly and discovered that often property owners pay in May, after the April 30 deadline, as late fees are not assessed until May 31.

She also gave an overview of the following resolutions brought for approval.

- 06/18/19-08 Authorizing the Surplus of Capital Assets

Jackie explained that WCLS purchased a new Bookmobile in 2019. This motion is required per Fixed Asset Policy 20.05 in order to surplus the existing Bookmobile, which will no longer be used by WCLS and will be going to auction in August.

Erika made a motion for approval of Resolution 06/18/19-08 authorizing the surplus of a capital asset; seconded. Passed unanimously.

- 06/18/19-09 Affirming Resolution 031715-05

Jackie informed the group that in March 2015 the WCLS Board of Trustees approved Resolution 03/17/15-05 authorizing an increase to the change fund at the Sumas Library. No further action was taken by WCLS staff after this resolution and the change fund was not increased. The discrepancy was identified during the 2017-2018 State Audit, and the change fund increase still needs to be carried out in accordance with the 2015 Resolution.

Marvin made a motion for approval of Resolution 06/18/19-09 affirming Resolution 03/17/15-05; seconded. Passed unanimously.

- 06/18/19-10 Amending the General Fund Budget

This resolution adjusts the 2019 General Fund budget in accordance with recommendations from the State Audit report. It also updates operating revenue and expenses to include a contribution from the Whatcom County Library Foundation and associated expenditures. Jackie explained the details of the minor changes to revenue reporting and how it is categorized.

Lori made a motion for approval of Resolution 06/18/19-10 amending the 2019 General Fund budget; seconded. Passed unanimously.

Policy Update

Christine discussed the updates to policy 5.02 Retention of Patron Records and Personal Information. She said that when we migrated from the SirsiDynix Horizon Integrated Library System to Polaris LEAP, we realized that we needed to review 5.02 Retention of Electronic Circulation Records as it referenced the Horizon Information

Portal and other Horizon-specific details. Upon closer review, we determined that this whole policy is more oriented towards procedures. Our attorney Dan Gottlieb recommended eliminating Policy 5.02 and instead integrating some elements into 5.01 Confidentiality of Patron Records Policy. The group reviewed the strike-through version of the policy and a brief discussion followed.

Erika made a motion for approval of revisions to 5.01 Confidentiality of Patron Records Policy as discussed; seconded. Passed unanimously.

Marvin moved approval to eliminate 5.02 Retention of Electronic Circulation Records Policy; seconded. Passed unanimously.

Bookmobile Ribbon Cutting

The meeting attendees stepped outside to participate in the new Bookmobile ribbon cutting ceremony from 10:00 a.m. to 10:15 a.m.

Board Education: Community Engagement Fellows – Travis Tennesen, WWU & Kristine Smith

Michael introduced Travis Tennesen and Kristine Smith. Travis said that the goal of the Community Engagement Fellows is to help people build partnerships that encourage collaborative education and community development systems. The program has now expanded beyond Whatcom County to Skagit County and surrounding areas. Kristine added that the core of their work is equity, and working to build wide collaboration throughout communities. She also talked about how they work to discover strengths that each individual brings to a group, and that the more people who become involved the richer the experience for all involved.

Christine added that by involving our staff in Community Engagement Fellows programs, we can also benefit as an organization with regard to positive meeting facilitation and the community connections that are made. Kristine said that joining is easy via the Community Engagement Fellows website.

Birch Bay and Blaine Building Projects Support and Collaboration Discussion

Christine introduced the topic of collaboration among WCLS, WCLF and our Library Friends groups in order to accomplish two upcoming building projects. She acknowledged that the current situation is very different from any we've faced in the past. The \$2 million dollar state grant that has been awarded WCLS comes with a strict deadline for construction of the Birch Bay Library. We must raise the additional funds required for the building project or face losing the grant. She added that taking advantage of the grant funds for the new Birch Bay Library will also enable the system to move forward with a new Blaine Library.

Marvin added that we are facing a challenge with the fundraising timeline. He specified that construction must be started by May 30, 2021.

Michael confirmed that the building needs to be LEED Silver certified to comply with the grant. Christine offered some options of private fundraising versus public. Discussion followed.

Christine said that following previous suggestions, Jackie developed proposals for increasing the WCLF Development Director hours, both short term and through the end of the year. Jackie said it would add about \$35,000 to extend to year's end. She said that some of Dianne Marrs-Smith's hours may also need to be allocated toward her work with Birch Bay and that we have funding in the budget to accommodate substitute hours at the Lynden Library for this purpose. She added that continuing with a full time Development Director for another year would cost about \$75,000 per year.

Marvin asked Jackie and Christina to step out to write a proposed resolution authorizing WCLS to approve increasing the capacity of the development director position to concentrate on the feasibility of raising enough funds to be able to access the grant. They returned shortly with the resolution proposal noted below.

Erika moved that the WCLS Board of Trustees authorizes the Executive Director to increase staffing capacity within existing 2019 approved budgeted expenditures in order to study the feasibility of Blaine and Birch Bay Library funding options and make recommendations. Any increase to staff positions will be reevaluated at the end of 2019 as part of the 2020 budget planning process; seconded. Unanimous approval.

Christine asked about the creation of a committee to explore collaboration between WCLF & WCLS for Birch Bay and Blaine Library projects.

June and Marvin asked when they might expect a report about the feasibility of raising the funds. Jenn said that it would take considerable time. June clarified that she'd like some baseline information about what's been successful in the past in Whatcom County.

Doralee Booth showed the group Birch Bay bookmarks made by 5th graders in Woodinville where her son is a teacher. He grew up reading in Birch Bay from the Bookmobile and she said now another generation is excited about reading in Birch Bay.

Announcements and Adjourn

- a. Tour of future Birch Bay Library with Rep. Shewmake and a staff member from Rep. Van Werven's office, 6/27 at 1 p.m. Please let Christine know if any board members are planning to attend.
- b. Christine expressed appreciation for the volunteer board members of both organizations present at the meeting noting the extensive time and work they dedicate to serving the taxpayers and members of their communities.
- c. Marvin adjourned the meeting at 12:10 p.m.

Next Meeting

The next meeting will be at the South Whatcom Library on July 16, 2019 at 9:00 a.m.

Address: 10 Barn View Ct., Sudden Valley, Gate 2

Lori Jump, WCLS Trustee

7/16/19
Date

Darcy Riggins-Schmidt, WCLS