



## APPROVED MINUTES

### Library Board of Trustees Regular Meeting

July 16, 2019

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#### Location

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South Whatcom Library, 10 Barn View Ct., Bellingham, WA 98229. (Note: "Library" refers to the Whatcom County Library System—WCLS.)

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#### In Attendance

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**Trustees:** Marvin Waschke, Chair; Lori Jump, Board Secretary; Brad Cornwell and Erika Nuereberg (by phone).

**Absent:** June Hahn

**Staff:** Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Lisa Gresham, Collection Services Manager; Lizz Roberts, South Whatcom Library Branch Manager, Jennifer Rick, Foundation Development Director

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#### Call to Order

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Marvin determined quorum and called the meeting to order at 9:04 a.m.

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#### Open Public Comment

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No public comment.

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#### South Whatcom Library Update

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South Whatcom Library Branch Manager Lizz Roberts reported that circulation counts are up overall and the summer reading program is going very well. The Friends of South Whatcom Library helped fund the summer reading kickoff party which drew over 80 people. Lizz said that young families frequent the library and enjoy its unique attributes which include a swimming pool and sauna. The branch operates with a full staff of five people, two full time and three part time. It is open 43 hours per week, averaging between 100-200 people visiting per day. Thom added that South Whatcom is the only branch in the system that has higher youth than adult book checkout totals.

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#### Staff & Committee Reports: Executive Director

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Christine commended Carmi Parker, ILS Administrator for her work discovering the change in practices toward libraries by Blackstone Audio, who recently announced it would limit access to some of its eAudiobook content by instituting a 3-month embargo for public libraries. There was additional discussion about the issue and the subsequent decision by WCLS and the Washington Digital Libraries Consortium to support a 6 month boycott of Blackstone Audio.

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## Staff & Committee Reports: Deputy Director

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In addition to his written report, Michael shared that Lizz had attended the recent Geneva community meeting where it was voiced that Geneva residents in attendance were not in favor of annexing into the City of Bellingham. He added that they are an active population for WCLS to serve. Lizz said that the South Whatcom branch serves patrons from the Geneva neighborhood, some who signed up for library cards following the meeting.

Michael added that he has been working with Zervas Architects on the new Birch Bay library project with regard to reaching LEED Silver status. There are a variety of ways we could achieve the necessary LEED credits, all of which need to be evaluated. The cost to attain LEED Silver estimated to be between \$100,000 - \$150,000. Discussion continued on the details of the project.

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## Staff & Committee Reports: Youth Services Manager

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Thom shared his written report and highlighted the Theodore Seuss Geisel Medal which is given to the most distinguished American book for beginning readers published in English in the United States during the preceding year.

He expressed appreciation for Melody Leung, Children's Librarian at the Lynden Library, who will be serving on the 2020 Geisel Committee, one of seven librarians from around the country entrusted with the challenge of evaluating hundreds of books for this award.

Thom added that all county libraries except Blaine and Lynden Christian will now be served by WCLS through ConnectED. The aim is for all county youth to have the ability to put a book on hold, check it out and return it to their own schools.

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

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Michael pointed out that the latest performance measures report represents a change in how the numbers that measure loans between BPL and WCLS are calculated. He noted that we also have a new metric for the Kanopy video streaming service WCLS is now offering. Lizz added that she's heard positive feedback from patrons about the streaming service. Thom pointed out that the public performance license that is included with Kanopy will be very useful for many people, including Youth Services staff.

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## Staff & Committee Reports: Community Relations Manager

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In Mary's absence, Christine reported on the success of the new Bookmobile at parades and commented on the local media outlets who have covered WCLS events in the past month. She also noted how well received Rory the Lion (WCLS mascot) continues to be at all events he attends.

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## Staff & Committee Reports: Personnel Committee

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No personnel committee report this month.

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## Staff & Committee Reports: Whatcom County Library Foundation

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Marvin reported that the Foundation has been extremely busy and that he is very impressed with the high level of activity and energy among the Foundation members.

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### Consent Agenda

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The Consent Agenda included minutes of the June 11, 2019 State Audit Exit Meeting, the June 18, 2019 Board of Trustees Regular Meeting, and the following expenditures:

#### General Fund:

- June 1 - 15, 2019 Payroll: Nos. 1019414060 - 1019414072, (Voucher Nos. 540337 - 540487) Totaling \$183,478.03 and June 16-30, 2019 Payroll: Nos. 1019583626 - 1019583635, (Voucher Nos. 540492 - 540641) Totaling \$180,099.80
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$158,742.92; \$36,878.79 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction)
- Claims 2019-16G: Warrant Nos. 1085267-1085295 Totaling \$54,846.90
- Claims 2019-17G: Warrant Nos. 1086567-1086612 Totaling \$88,059.87

#### Capital Fund:

- Claims 2019-11C: Warrant No. 1085184 Totaling \$12,766.82
- Claims 2019-12C: Warrant Nos. 1086613-1086614 Totaling \$6,186.49

***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, highlighting that in June property tax revenue was right where it should be. She explained that we are currently at peak revenue, which will be spent over the next several months before the next property tax payment deadline at the end of October.
- Next she discussed the state audit report included in the agenda packet. The Accountability Audit portion focused on cash receipting, which the system passed with flying colors. The auditors also conducted a Financial Audit which focused on fiscal processes and reporting, and which also passed with recommendations regarding classification of certain transfer transactions but no findings.
- Jackie briefly discussed resolution 07/16/19-11 authorizing cancellation of warrants, which occurs on an annual basis for any checks outstanding for more than a year. These were all issued to WCLS staff for mileage or other reimbursement and will be voided and reissued.

- Resolution 07/16/19-12 authorizing an interfund transfer is also required on an annual basis. It authorizes the annual transfer from the General Fund to the Capital Fund.

***Lori made a motion to approve resolution 07/16/19-11 authorizing the cancellation of warrants; seconded. Passed unanimously.***

***Brad made a motion to approve 07/16/19-12 authorizing an interfund transfer from the General Fund to the Capital Fund as presented; seconded. Passed unanimously.***

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## Blaine/Birch Bay Capital Campaign Coalition

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Christine gave an overview of the last meeting, at which there was much discussion on organizing for our capital fundraising needs. She said that last week was the first meeting of the Blaine and Birch Bay Libraries Capital Campaign Coalition, nicknamed "C3".

She added that it's a very well rounded group consisting of WCLS staff and WCLS Board Chair Marvin Waschke, plus representatives from the Whatcom County Library Foundation, Friends of Birch Bay Library, and Friends of the Blaine Library. The C3 group will strategize how to fundraise for two library building projects in northwest Whatcom County. C3 will explore private vs. public fundraising options and will bring recommendations to the WCLS Board for input and approval.

Jennifer Rick, WCLF Development Director, described some of her recommendations for approaching the fundraising goals, and shared a gift chart she prepared. She discussed some of her detailed research and the resulting connections to people who may be interested in supporting libraries. Discussion followed.

Christine mentioned EveryLibrary, a non-profit organization that specializes in helping libraries pass levies. They have a proven strategy that they share at no cost to the library. Brad suggested that Christine ask about specific examples of libraries who this organization worked with so we could follow up with them about their experience.

Marvin expressed his concern about using taxpayer dollars because of the high level of regressive taxation currently in existence in Washington State. Lori added that she would also prefer to pursue private fundraising if at all possible, but agreed that timing may affect our options. Brad recommended pursuing private funding first followed by public funding, which he thinks may be necessary.

Discussion about whether to keep the fundraising and building efforts as a joint pursuit, or separate for each library took place. The majority of board members voiced support to continue as a joint effort.

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## Break

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Marvin adjourned for a break from 11:05 - 11:10 a.m.

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## Sumas Library Express Update

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Michael discussed the plan for the Sumas Library Express. The project is scheduled to begin in the third quarter of this year and is proposed to take place in the vestibule of the Sumas Library. Michael described the design proposal and displayed it on the screen while covering the details of the plan. The project includes an area with two shelves for holds, installation of ADA accessible doors, a security camera to survey the area, with an estimated budget of \$32,000. Michael also reviewed recent door counts for the past six months, and noted comparisons between our library express branches.

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## Trustee Education - WHATCOM READS - Ann McAllen Adult Programming Coordinator

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Ann shared a presentation about Whatcom READS, and pointed out that it has been in existence for 11 years. She explained that it was established with federal grants, and is now funded locally. Ann shared that each year the program expands as more local organizations become involved, and the favorable public response continues to grow.

She discussed the success of partnering with Bellingham Cocktail Week this year and said that plans are to continue that timing in the future.

Ann shared this year's selection of Eowyn Ivey's To the Bright Edge of the World and her excitement for the book. She added that the author is very enthusiastic about the event and will be attending five public events.

She also advised that the coordination of the event has historically alternated between BPL and WCLS but that from this year forward, WCLS will be coordinating the Whatcom READS events.

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## Announcements and Adjourn

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Meeting dates were discussed.

No further announcements.

Marvin adjourned the meeting at 11:42 a.m.

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## Next Meeting

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The next meeting will be at Whatcom County Library System Administrative Services August 20, 2019 at 9:00 a.m.

Address: 5205 Northwest Dr., Bellingham, WA 98226

Signed by Lori Jump

8/20/19

Signed by Darcy Riggins-Schmidt

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Lori Jump, WCLS Trustee

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Date

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Darcy Riggins-Schmidt, WCLS