



APPROVED MINUTES

Library Board of Trustees Regular Meeting

August 20, 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; 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; Christina Read, Human Resources Manager; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collections Development Manager; Jennifer Rick, WCLF Development Director; Ruth Nail, Administrative Assistant. Eileen Shaw, Sumas Library Manager and Deborah Morgan, Sumas Page were present only for the service anniversary recognition.

Guests: None

Call to Order

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

Open Public Comment

No public comment.

Service Anniversary Recognition

Sumas Library Manager Eileen Shaw and Executive Director Christine Perkins presented Deborah Morgan, Sumas Page, with a gift in recognition for Deborah's twenty years of service to WCLS. Eileen expressed her gratitude to Deborah for Deborah's guidance in helping Eileen find her current position as Library Manager and noted that Deborah is always ready to serve with a smile. Eileen commended Deborah on her maintenance of the Nooksack Valley Nostalgia Blog and all of the community interest and interaction it creates. Deborah has been working with Deming PSA Erin Suda to document 75 years of WCLS history and further develop the WCLS Rural Heritage Collection, thanks to a grant from the Washington State Library. Since so many of the WCLS history photos she has scanned onto the WCLS website are photos of celebrations, we were sure to commemorate the celebration of Deborah's tenure with a few photos of her. Congratulations, Deborah! You are shining example of the vision and mission of WCLS.

Staff & Committee Reports: Executive Director

In addition to her written report, Christine recounted a recent call from a patron living on a very fixed income who was very distressed about some library fines that had been unintentionally incurred. This patron was fearful that the inability to pay library fines would mean discontinued use of the library. Christine reassured the patron that the fines would be waived and allayed further concerns on that matter. The call was further evidence that the Board's intention to cease charging fines for overdue materials, effective January 1, 2020, is the right course of action. The Board concurred with this assessment.

Staff & Committee Reports: Deputy Director

As he reviewed his written report, Michael encouraged the meeting attendees to participate in the current homeless outreach education program along with WCLS staff. He handed out a schedule of Homeless and Libraries Discussion meetings that will be held at the Ferndale, Lynden, Deming, Blaine and Everson Libraries, as well as Administrative Services, in the August 29 – September 20 timeframe.

Staff & Committee Reports: Youth Services Manager

Thom shared his written report and highlighted the Shakespeare Theatre Camps at Ferndale and Lynden Libraries, in addition to the collaborative Young Writers Camp. He had expected some overlap in attendees at the two camps, and was very encouraged to see so many different attendees at each. The partnering of Youth Services staff in different libraries provides opportunities to be out amongst youth and get them active in these types of programs. There is a new ConnectED MOU with the Meridian School District. Lynden Library's Teen Librarian Nick Flerchinger, and Children's Librarian Melody Leung will be working with students from Meridian schools as well as Lynden schools.

Staff & Committee Reports: Services Committee and Performance Measures

As demonstrated by this month's performance measures, Michael noted that there is a lot of energy in the air and the circulation numbers reflect it, including increased eBook circulation. The Bookmobile seems to be breaking records in the community and may be contributing to the attendance increases at many branches. The diversity of community programs is another possible factor positively affecting attendance. Volunteer hours were also up last month.

Staff & Committee Reports: Community Relations Manager

Mary discussed her written report and noted the amazing amount of traction from the "How to Check Out a Library Book" and Hovander Storytime video posts on social media. The cover of the Fall edition of *Explorations* features Read & Share author Leif Whittaker. Tomorrow's *Cascadia Weekly* will feature an editorial co-authored by our ED, Christine Perkins, and Rebecca Judd, Bellingham Public Library Director, in which they support state and national protests of publishers' new eBook terms.

Staff & Committee Reports: Personnel Committee

Brad noted that, after her many years of superb service on the Board, we will need to begin recruitment for a replacement for June Hahn, Board Trustee, whose term expires January 31, 2020. The county business community may be a good source for a potential replacement, especially someone with a strong financial background. Candidates need to be presented to Board starting no later than October, so the Board can approve the recommendation by November for a December or early January approval by the County Council. Christine will ensure the invitation to apply is posted on the WCLS website ASAP.

On another note, union negotiations will take place on the four Mondays in October. Marv and Brad, with Lori as a backup, will participate as Board representatives for these negotiations.

Staff & Committee Reports: Whatcom County Library Foundation

Marv advised the group that the Foundation is currently in a holding pattern regarding decisions to be made regarding funding for library projects. We have a group that is ready to go, once the Board offers direction. Jenn said the September Foundation Board Retreat will be focusing on intentional goals and methods to fulfill the directions established by the Board.

Consent Agenda

The Consent Agenda included minutes of the July 16, 2019 Board of Trustees Regular Meeting as well as the following expenditures:

General Fund:

- July 1 - 15, 2019 Payroll: Nos. 1019746348 - 1019746358, (Voucher Nos. 540647 - 540794) Totaling \$196,243.66 and July 16-31, 2019 Payroll: Nos. 1019948786 - 1019948799, (Voucher Nos. 540800 - 540952) Totaling \$180,099.80
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$200,971.32; \$36,809.08 of this is for employee funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction).
- Claims 2019-18G: Warrant Nos. 1087198-1087199 Totaling \$23,744.74
- Claims 2019-18G: Warrant Nos. 1087548-1087565 Totaling \$36,026.84
- Claims 2019-20G: Warrant Nos. 1088362-1088409 Totaling \$127,026.84
- Claims 2019-21G: Warrant Nos. 1088938-1088954 Totaling \$22,139.36

Capital Fund:

- Claims 2019-13C: Warrant No. 1087566 Totaling \$52.25

June moved to approve the Consent Agenda as presented. The motion was seconded and approved unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed the Finance Committee reports, highlighting that everything is holding steady. The former Bookmobile sold at the Bellingham Public Auction on August 3, and the winner plans to turn it into a motorhome. With the increased efficiencies provided by our new Polaris ILS, the Distribution Manager has been able to expand her duties to include minor fleet maintenance tasks, reducing the need for an outside vendor. Another improved efficiency is the discontinuation of the requirement for personnel with a CDL to operate the Bookmobile, since our new vehicle has a lighter GVWR that does not require a Commercial Driver's License. Jackie also gave a quick review of the Budget Planning calendar, noting that we will not require a Budget Retreat this year and should be able to facilitate all budget reviews and approvals at our regular meetings.

Policy Updates

Update: Policy 1.03 Diversity Statement

Thom iterated that the updated statement includes an expanded, more comprehensive list of protected classes, in most-contemporary language, reviewed by WCLS's Human Resources attorney. The statement also articulates WCLS's commitment to diversity with specific activities and priorities applying to our collections, services, and staffing. He provided specific examples of said groups, the challenges faced and ways that WCLS can better serve them.

Brad moved to approve the updated Policy 1.03 Diversity Statement as recommended in the cover sheet; seconded. Passed unanimously.

Rescind: Policy 12.34 Drug & Alcohol Testing Policy for Employees Who Operate Commercial Vehicles, and supporting procedures.

Christina explained that since the new Bookmobile does not meet the GVWR requirement for a Commercial Driver's License, WCLS no longer has any employees that are required to have a CDL in order to perform the duties of their job, and therefore this policy and its supporting procedures may now be rescinded. Currently, there are no employees actively covered by this policy, so there is no immediate need to rescind the policy.

*Lori expressed a strong interest in continuing to perform random drug testing on our Bookmobile drivers. Brad supported this position. Christina said that there may not be a legal basis for the library system to conduct the tests now that federal regulations related to CDLs no longer apply. **The Board decided to table this matter and leave the Policy as it stands, pending further discussion at the September Board meeting. No vote was taken at this time.***

Break

Marvin adjourned for a break from 10:15-10:25 a.m.

Blaine – Birch Bay Capitol Projects Update

Christine explained that, with the looming deadline to qualify for state funding, we are trying to gather as much information as possible, as quickly as possible, to make a decision about the best strategy to complete the library building projects in Birch Bay and Blaine. EveryLibrary recommends working with a polling company to assess voter support. Christine presented information resulting from her recent interviews with three polling groups that would conduct randomized, multi-modal focused surveys on our behalf. The projects are currently in a holding pattern pending further direction from the Board.

Jenn presented sample gift charts for the Blaine and Birch Bay Library Projects, using Reference USA data for the zip code of 98230. Christine provided some supporting reference material regarding levies and the assessed property values per the 2019 Whatcom County Tax Book for the mapped area. Concerns were addressed regarding the confounding factors of facilitating two near-simultaneous library projects, especially two that are close in physical proximity. Various time constraints also play a major factor in the decision process.

Christine excused herself from the meeting at 11:30 a.m. to make a presentation to the Ferndale Kiwanis, prior to the Board's vote.

Brad made a motion to authorize the Executive Director to further pursue investigation of, and negotiate a contract with, a polling company, not to exceed \$28,000, pending approval of the Finance Committee, to conduct voter research of Blaine and Birch Bay residents to gauge support for an LCFA in 2020. Seconded. Unanimously Passed.

Ferndale Agreement for Exchange of Services

When the new Ferndale Library opened in 2014, we signed an Agreement for the Exchange of Services with the City of Ferndale, which is due to expire on September 30, 2019. We have begun meeting with the City of Ferndale to update this agreement and the City is proposing several changes. Christine presented a draft revision of the Ferndale Agreement for Exchange of Services, and requested the Board's input.

Various points were discussed, with a focus on keeping this agreement in line with the precedents existing within our other library maintenance contracts, and maintaining WCLS values, while still addressing the concerns of the City of Ferndale and supporting our partnership with them.

Michael will further discuss the Board's input with Christine, who was absent.

Announcements and Adjourn

- a. Union Negotiations dates: 10/7/19, 10/14/19, 10/21/19, 10/28/19 (if needed); all from 9 a.m. – 3 p.m.
- b. All Staff Learning Day: 10/4/19; please complete a lunch order form today if you intend to attend.

No further announcements.

Marvin adjourned the meeting at 12:08 p.m.

Next Meeting

Next meeting will be at the Point Roberts Library on Tuesday, September 17, 2019 at 9:00 a.m.

Address: 1431 Gulf Road, Point Roberts, WA 98281*

***Note:** On Wednesday, August 28, 2019, the Executive Director changed the meeting location to: Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

Signed by Lori Jump, WCLS Trustee

9/17/19

Signed by Ruth Nail, WCLS
