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Location

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This meeting was held in a hybrid manner, with remote attendance via Zoom and on-site attendance at the Ferndale Library, 2125 Main Street, Ferndale, WA.

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In Attendance

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**Trustees:** Marvin Waschke, Chair; Lori Jump, Vice Chair; Erika Lautenbach and Rodney Lofdahl. Absent: Claudia Disend, Secretary.

**Staff:** Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Geoff Fitzpatrick, IT Services Manager; Beth Andrews, Human Resources Manager; Jennifer Rick, Foundation Development Director; Dianne Marrs-Smith, Lynden Library Manager and President of the Friends of Birch Bay Library (FOBBL); Ruth Nail, Administrative Assistant.

**Guests:** FOBBL Members Keith Alesse, Doralee Booth, Brian Bell, Sharman Burnam, Ruth Higgins, Holly Witte, and Connie Taylor; Friends of Blaine Library members Debby Farmer and Sandra Bogen; Birch Bay resident Seinke Stevenson.

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Call to Order

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Marvin determined quorum and called the meeting to order at 9:00 a.m., followed by Michael's reading of the WCLS Land Acknowledgement.

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Open Public Comment Opportunity

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No public comment.

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Consent Agenda

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The Consent Agenda included minutes of the May 17, 2022, Board of Trustees Regular Meeting, as well as the following:

Expenditures:

General Fund:

- May 1 - 15, 2022 Payroll: Nos. 1029365420 - 1029365425, (Voucher Nos. 550739 - 550882) Totaling \$206,610.42 and May 16 – 31, 2022 Payroll: Nos. 1030185255 - 1030185258, (Voucher Nos. 551486 - 551634) Totaling \$208,396.72.
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$81,969.85; \$27,362.57 of this is for employee-funded contributions to health insurance premiums, health savings accounts, PERS, and deferred compensation plans (made via payroll deduction).
- Claims 2022-14G: Warrant Nos. 1146502-1146520 Totaling \$49,005.95
- Claims 2022-15G: Warrant Nos. 1146988-1147013 Totaling \$117,260.09

- Claims 2022-16G: Warrant Nos. 1147210-1147233 Totaling \$81,883.12
- Claims 2022-17G: Warrant Nos. 1147903-1147918 Totaling \$28,799.83

Capital Fund:

- Claims 2022-07C: Warrant No. 1147014 Totaling \$1,357.50

Authorization to Void Warrants:

- Resolution 06/21/22-05 voiding warrant 1146515

***There were no questions. Lori moved approval of the Consent Agenda as presented. Seconded. Unanimous Board approval.***

Because Erika needed to leave the meeting at 10:00 a.m. to attend another meeting, the trustees agreed to reorder the agenda, addressing policy updates, WCLS Facilities, and the Birch Bay Scope Change Option before the break, followed by the Finance Committee and staff reports.

## Policy Updates

**Political Activity and Expression by WCLS Employees Policy 12.31** - Christine presented revisions to this policy, which has been updated to reflect current standards and practices, and has been reviewed by Karen Funston, our Human Resources attorney. Christine and Beth provided explanations behind changes to the policy and answered trustees' questions.

After discussion, a question remained unanswered, the trustees requested that Beth seek additional input from our attorney, and this policy update was tabled for future consideration.

**Social Networking and Social Media Policy 12.09** – Mary presented revisions to this policy, which has been updated to reflect current standards and practices, including oversight by the Community Relations department and employees' use of social media. This policy update has also been reviewed by our Human Resources attorney Karen Funston. Mary recapped updates to the policy and answered questions from the Board.

***The Chair moved approval of revision to the Social Networking and Social Media Policy 12.09 as presented. Seconded. Unanimously approved.***

**Photo Permission Policy 12.56** – Beth presented this new policy, which was drafted to secure WCLS employees' permission for internal and external use of their photograph according to standards and practices, and to provide an opt-out mechanism for public facing images for safety reasons. Beth expounded on the sections of the policy and answered trustees' questions.

***Rod moved approval of the new Photo Permission Policy 12.56 as presented. Seconded. Unanimously approved.***

## Trustee Education: WCLS Facilities

Christine reviewed a listing of facilities housing the ten existing, and one pending, WCLS libraries. The list outlines whether each facility is currently in an incorporated or unincorporated area of the county, the current owner, the type of construction, construction and remodel dates, facilities project cost and source of funding, and current square footage. Christine illustrated the diversity of these facilities and the various ways these buildings were developed. With facilities ranging in size from 1,932 to 15,578 square feet, and owners including municipalities, Friends of the Library groups, WCLS and others, project funding for these facilities has been equally varied. The presentation demonstrated the unique characteristics and challenges intrinsic to each facility and the tailored requirements to facilitate library services at each location.

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## Birch Bay Library Scope Change Option

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Michael briefly summarized the original scope of the Birch Bay Library construction project and the \$2 million grant funding from the Washington State Department of Commerce (DOC) that will lapse if not utilized. He reviewed the failed attempts to secure full funding for the original 7,600 square foot building outlined in the scope of the grant. With a goal of utilizing the \$2 million DOC grant funding, Michael suggested that it may be possible to do so by seeking approval from the DOC for a scope change. He presented the trustees with a breakdown of current funds available for the project and costs associated with the site development and renovation of the existing historic structure included in the proposed redefined project scope. The figures indicate an estimated \$315,500 shortfall in funding to cover projected costs. Michael shared ideas for meeting that shortfall, as well as the tentative site plan and pending floor plan of the structure's first floor to provide a 1,500 square foot library space. He noted that it may be possible to eliminate \$72,000 in LEED fees based on the reduced scope of the project. He clarified that he must confirm as such with the DOC before we can count on this savings.

Discussion followed, and Erika left the meeting at 10:00 a.m.

There was further discussion, and Michael, Christine and Jackie answered questions from the trustees on the project's scope, funding, and cost. The Board heard input from several FOBBL members in attendance, along with Birch Bay resident Seinke Stevenson. Michael expressed that he required the Board's approval to submit a scope change request to the DOC.

***The Chair moved approval for Michael to submit a scope change request to the Department of Commerce. Seconded. Approved by a 2-1 vote, with Erika absent at the time of the vote.***

FOBBL President Dianne Marrs-Smith inquired, with FOBBL hosting a table at the upcoming Birch Bay Kite Festival and other events over the summer that would present an opportunity for fundraising, if FOBBL could communicate that the Board was committed to the plan of using the first floor of the historic Vogt house for the Birch Bay Library. Rod clarified that the trustees have approved that Michael submit a scope change request to the DOC, but that the DOC must approve this scope change in order for this concept to proceed. If the DOC approves the scope change request, then WCLS is prepared to move forward with the use of the historic structure as outlined in the redefined scope. Michael confirmed Rod's statement and reiterated that any communications about the project must include the disclaimer that approval from the DOC is required and pending. Dianne thanked the trustees and Michael for this clarification.

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## Break

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Marvin adjourned for a break from 10:40-10:50 a.m.

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## Financial Report and Resolutions: Finance Committee Report

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Jackie reviewed her report, including the May Notes and Highlights section, reiterating that May property tax revenue receipts bring our total for the first half of the year to 55% of the budgeted amount. She detailed unanticipated repair and maintenance costs at the Administrative Services building resulting from vandalism and equipment failures.

Jackie presented the 2021 Annual Financial Report that was filed with the State Auditor's Office (SAO) at the end of May and encouraged attendees to view the Financial Intelligence Tool (FIT) found on the SAO website at <https://portal.sao.wa.gov/FIT/>.

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## Staff Reports: Executive Director

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In addition to her written report, Christine highlighted the June 10 celebration of the anniversary of the construction of the North Fork Library and the many activities enjoyed by the community members joining in the

festivities. She invited attendees to view the final product of the Juneteenth Video Project and learn more about Juneteenth at <https://wcls.org/juneteenth/>.

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#### Staff Reports: Deputy Director

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Michael reported on the successful early start of the walking and running groups at the Lynden, Blaine and Deming libraries and expressed his hope that the summer's sunnier weather draws more of the community outdoors together.

Michael shared the recent impacts of COVID-related staffing shortages and subsequent branch closures. He expounded upon these and other challenges affecting daily operations at the branches and wearing on the resiliency of public services staff.

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#### Staff Reports: Youth Services Manager

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Thom shared his written report and highlighted the Summer Reading Kickoff events that will begin next week at all WCLS locations and Bookmobile stops, complete with the opportunity to decorate a paper stepping stone and take home a book provided courtesy of the Library Friends groups, Whatcom County Library Foundation, and the Whatcom Educational Credit Union (WECU).

Thom displayed the Summer Reading 2022 cards and invited attendees to join in the summer reading fun.

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#### Staff Reports: Community Relations Manager

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Mary referred to her written report, showcasing the summer issue of Explorations and its content. She invited attendees to explore the new Summer Reading landing page at <https://wcls.org/summer-reading/> and listen to the latest episode of our podcast to kickoff this summer's program. Mary expressed gratitude to this year's community sponsor, WECU, for their generosity in providing funding for WCLS and BPL to purchase Summer Reading books for young patrons, and to the Whatcom County Library Foundation and Friends of the Library groups for their continued support.

Mary talked briefly about ongoing planning efforts with South Whatcom Branch Manager Liz André and Friends of the South Whatcom Library to develop a new countywide jazz series. She will share more details in the coming months.

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#### Performance Measures & Committee Reports: Performance Measures

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Michael reported that both physical and electronic circulation are seeing an increase, coupled with increases to visitor door counts, new borrowers registered and internet sessions. Digital and database usage remains strong. Marv asked about the decrease in eMagazine circulation, and Michael replied that, there is a roughly 6% decrease when comparing May 2021 to May 2022, versus heterogenous Year-to-Date figures for 2021 and 2022, which indicate a decrease in circulation of 69% due to the eMagazine platform change 3/31/2021. The discontinued platform, RbDigital, featured automatic check-outs, which likely artificially inflated eMagazine circulation numbers for the first three months of 2021.

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#### Performance Measures & Committee Reports: Personnel Committee

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Rod reported that the Personnel Committee (which consists of himself and Claudia) has met with trustee candidates and has ascertained that Matthew Santos is the candidate whose qualifications are most closely aligned with the goals of the 2020-2025 Strategic Plan. Rod shared Mr. Santos' qualifications with the remaining trustees, who supported the Committee's assessment. A letter outlining this recommendation will be signed by

all trustees and mailed to Whatcom County Executive Satpal Sidhu, after consideration of which Executive Sidhu will determine his appointment, followed by approval by the County Council.

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### Performance Measures & Committee Reports: Whatcom County Library Foundation

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No WCLF report this month. Christine reminded attendees that the Foundation’s annual fundraising event, Branch Out, is scheduled for Friday, September 9, 2022, from 6:00 – 8:00 p.m. at the Bellwether Event Center.

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### Announcements and Adjourn

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Christine invited attendees to join her at the Everson Library Remodel Ribbon Cutting ceremony next Monday, June 27, at 9:45 a.m. sharp.

The Board Facilities Planning Retreat is Thursday, June 30, from 5:00 – 8:00 p.m. at the Ferndale Library.

Marvin adjourned the meeting at 11:46 a.m.

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### Next Meeting

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Next meeting will be at the Lynden Library, as well as online via Zoom, on July 19, 2022, at 9:00 a.m.

Address: 216 4<sup>th</sup> Street, Lynden, WA 98264

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/s/  
Marvin Waschke, Board Chair

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July 19, 2022  
Date

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/s/  
Ruth Nail, Administrative Assistant