

## Library Board of Trustees Regular Meeting

June 17, 2025

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### Location

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This meeting was held in a hybrid manner, with remote attendance via Microsoft Teams and in-person attendance at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

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### In Attendance

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**Trustees: Trustees:** Rodney Lofdahl, Chair; Matthew Santos, Vice Chair; Danielle Gaughen, Secretary; John Miller and Jes Stugelmayer. Absent: None.

**Staff:** Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Birch Bay and Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Jessica Burson, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant; Sarah Lavender, Youth Services Librarian; Mariya Farmagey, North Fork Branch Manager.

**Guests:** Mark Farmagey.

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### Call to Order

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Rod determined quorum and called the meeting to order at 9:02 a.m., followed by a reading of the WCLS Land Acknowledgement by Michael.

***Rod motioned to move the service anniversary recognition on the agenda to 10 am. Seconded. Motion passed unanimously.***

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### Open Public Comment

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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 20, 2025, Board of Trustees Regular Meeting as well as the following:

#### Expenditures:

##### General Fund:

- April 16-30, 2025 payroll: check nos. 1042809642-1042809645 and voucher nos. 562517-562667 totaling \$241,102.34 and May 1-15, 2025 payroll: check nos. 1042993462- 1042993468 and voucher nos. 562672-562824 totaling \$245,169.70.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$107,632.93; \$54,555.31 of this is for employee funded contributions to dental and vision

insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).

- Claim 2025-18G: warrant nos. 1256483-1256504 totaling \$22,431.44
- Claim 2025-19G: warrant nos. 1256744-1256765 totaling \$121,327.31
- Claim 2025-20G: warrant nos. 1257090-1257106 totaling \$12,597.22
- Claim 2025-21G: warrant nos. 1257657-1257678 totaling \$67,088.95

Capital Fund:

- Claim 2025-08C: warrant no. 1256766 totaling \$449.04
- Claim 2025-09C: warrant no. 1257107 totaling \$375.00
- Claim 2025-10C: warrant no. 1257679 totaling \$78.13

Authorization to Void a Warrant

- Resolution 06/17/25-10 voiding warrant no. 1256361

***John moved to accept the Consent Agenda as presented. Seconded. Unanimous board approval.***

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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. WCLS has received 54.5% of property taxes for the year. The next tax payments are not expected until October. WCLS will likely need to access the cash flow reserves again in August or September.

Rod inquired about PERS rates going down. Jackie clarified the reasoning behind it and that rates may return to higher levels in 2029.

The presented budget amendment makes no change to the ending fund balance. This amendment shifts funds between accounts for various projects and adds grant revenue from the Whatcom County Library Foundation for the Library Game.

Rod asked if there was any insight as to why the recent IT audit was less expensive than the previous one. Jackie speculated that it could be that WCLS used a different firm than the previous audit. Christine noted that the prior audit had a larger scope, including drafting policies and procedures.

***John moved to approve Resolution 06/17/25-11 amending the 2025 General Fund Budget. Seconded. Passed unanimously.***

Jackie briefly reviewed the 2024 Annual Report she submitted to the State Auditor including the notes. The Trustees had no questions or comments.

Jackie presented a Cooperative Purchasing Agreement and explained “piggybacking” as it relates to procurement for the Birch Bay Library Express project. The WCLS Purchasing and Contracting policy requires the Board approve such agreements.

***Rod moved to approve Cooperative Purchasing Agreement with Omnia Partners. Seconded. Passed unanimously.***

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Trustee Education – Summer Reading

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Youth Services Librarian Sarah Lavender joined the Board of Trustees meeting to speak about the current Summer Reading season that began on June 1. She reviewed the Summer Reading goals for 2025. Each Trustee received a summer reading card from Sarah. She explained how to complete the cards and encouraged trustees to stop by their local branch and learn more and report their progress.

People’s Bank and the Whatcom County Library Foundation are sponsoring this year’s program. Thanks to these sponsors, WCLS will be hosting kick-off parties at each branch to celebrate the start of Summer Reading. For

those collecting cards for the Library Game, there will be a Library Game card to collect during the kick-off parties. There will also be a Celebration Day at the branches to close Summer Reading in August.

People's Bank will also be promoting Summer Reading in their bank lobbies. As part of their sponsorship, People's Bank is doing a home buying seminar for patrons at the Everson Library.

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## Policy Updates

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**Public Records Policy 21.01** –WCLS regularly reviews policies and updates them to follow best practices. This update focuses on clarifying the fees associated with public records requests and the payment methods WCLS is able to accept. There are a few other minor updates to wording regarding exemptions.

Rod asked about the acceptable payment methods stated. Christine and Jackie clarified that WCLS will accept personal checks and money orders by mail and personal checks, money orders and cash in-person at Administrative Services. Currently, WCLS does not have the ability to accept credit card payments for fees unassociated with a patron's library account.

The updated policy reinforces WCLS's practice to follow the State statute about fee collection regarding public records requests moving forward.

***John moved to approve the updated Public Records Policy 21.01, as presented. Seconded. Passed unanimously.***

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## Levy Lid Lift Update

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Christine and Michael are continuing their informational presentations for community groups around Whatcom County. Weekly posts are being shared with staff that help keep them up to date. Later this summer, WCLS will be mailing an informational card to households with information about the levy.

John was contacted by the League of Women Voters regarding the August ballot measure. They are interested in sharing informational materials related to the levy lid lift.

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## Break

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Rod adjourned for a break from 9:54 – 10:03 a.m.

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## Service Anniversary Recognition

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Although Mariya Farmagey has been the North Fork Branch Manager for the last one and half years, she is not new to WCLS or the North Fork Library. Mariya has deep institutional knowledge and started at the Maple Falls Library before the North Fork Library existed. She has also worked as a real estate agent in the area. She co-leads trilingual storytime and highlights many resources for the local community. She's thoughtful, shares her voice when it matters most and makes everyone who visits the library feel welcome. She connects with all, but especially with Ukrainian and Russian patrons. She helped bring the Freedge at the North Fork Library to fruition and is working towards getting a dedicated meeting space for the branch. Mariya thanked WCLS for allowing her to pursue some of her passion projects for the community.

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## Staff Reports: Executive Director

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In addition to her written report, Christine shared that WCLS learned on Friday morning that a group booked the meeting room at the Ferndale Library for that afternoon to make signs for a protest and planned to use the library parking lot to gather prior to the protest. The group was respectful while in the library and even cleaned and vacuumed after they finished making their signs. This was not a library sponsored event. Christine reminded the Board that all community members are able to book and use the meeting spaces at WCLS branches as long as policies are followed.

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#### Staff Reports: Deputy Director

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In addition to his written report, Michael shared that after the Whatcom Grooves concert at Glenhaven in July, there will be another band sponsored by the Glenhaven Lakes Club, who will be selling alcohol. Since this event will not be taking place on library property, the Board does not need to approve alcohol use during the event.

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#### Staff Reports: Youth Services Manager

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Thom was not present for the Board meeting. Christine presented his written report.

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#### Staff Reports: Community Relations Manager

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Mary discussed her written report. She noted that Rod has a fan base after his podcast episode last month. She encouraged all to listen to the episode he is featured in.

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

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In addition to his written report, Michael shared that the circulation increase in May at Northwest Indian College is not a fluke. A patron with an educator card has been checking out items at this partner location.

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#### Performance Measures & Committee Reports: IT Services Committee

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The IT Services Committee reported there is a committee meeting on Monday, June 23 at 11:00 a.m.

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

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Rod inquired about the negotiation dates for this October. Beth will contact the bargaining teams to schedule union negotiations.

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

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Jessica reported that the Foundation is on budget for the year. Work on Branch Out in September has begun. Trustees should receive a Branch Out save the date soon. She received helpful feedback from the Branch Out survey sent to staff and Board members in May.

Jessica is currently putting together a donor recognition system with the goal to decrease the transactional feeling for donors and increase personal interactions between WCLF and donors. After going through PayPal payments from Library Giving Day in April, Jessica found that many of these payments were from first time donors and had encouraging comments about WCLS. Jessica read a few comments for the Board.

Jessica will present a proposal to change over to a new donor database at the June WCLF Board meeting. This switch will allow Jessica to devote more time to pursuing those personal interactions with donors and assist with her role's efficiency. Costs are annually the same with a small increase this year because of startup costs. The hope is for the Foundation to be fully integrated into the new database by Branch Out in September.

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#### Announcements and Adjourn

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No further announcements.

Rod adjourned the meeting at 10:31 a.m.

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## Next Meeting

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The next Board of Trustees meeting will be held on July 15, 2025, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

<u>/s/</u>	<u>07/15/2025</u>	<u>/s/</u>
Danielle Gaughen, Board Secretary	Date	Rheannan Pfnister, Exec. Assistant