

Library Board of Trustees Regular Meeting

September 16, 2025

Location

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.

In Attendance

Trustees: Rodney Lofdahl, Chair; Matthew Santos, Vice Chair; Danielle Gaughen, Secretary and Jes Stugelmayer. Absent with prior notice: John Miller.

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; 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; Rheannan Pfnister, Records Management Specialist & Executive Assistant.

Guests: None.

Call to Order

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

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the August 19, 2025, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- July 16-31, 2025 payroll: check nos. 1043943172-1043943174 and voucher nos. 563465-563622 totaling \$254,728.89 and August 1-15, 2025 payroll: check nos. 1044111027-1044111030 and voucher nos. 563627-563776 totaling \$246,546.43.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$87,013.67; \$49,828.50 of this is for employee-funded contributions to dental and vision insurance premiums, Health Savings Accounts, and PERS and deferred compensation plans (made via payroll deduction).
- Claim 2025-31G: warrant nos. 1261498-1261512 totaling \$27,986.11

- Claim 2025-32G: warrant nos. 1261740-1261766 totaling \$142,970.77
- Claim 2025-33G: warrant nos. 1262043-1262070 totaling \$98,939.38
- Claim 2025-34G: warrant nos. 1262492-1262508 totaling \$41,837.04

Capital Fund:

- Claim 2025-14C: warrant nos. 1262509-1262510 totaling \$520.32

Matthew moved to accept the Consent Agenda as presented. Seconded. Unanimous Board approval.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the August Notes and Highlights section.

Revenue is below target, as is usual for this time of year. Expenditures are slightly below budget due to a few vacant positions that were not filled prior to the Levy Lid Lift. These positions are now posted.

We have dipped into cash reserves by approximately \$250,000 and will do so again in September before the next influx of property tax revenue in October.

Jackie reviewed the 2026 Budget Planning Schedule for the Board, which spans the next few months.

Birch Bay

Michael reminded trustees of the small strip of land beyond our fence line and shared a Purchase and Sale Agreement for the sale of this strip of land to Edgewater Estates. This permanent solution will circumvent the need for an easement. Edgewater Estates is covering part of the legal fees for this. Before selling the property, Trustees must first declare it as surplus.

Matthew moved to approve Resolution 09/16/25-14 Declaring a Capital Asset as Surplus. Seconded. Unanimous Board approval.

Rod moved to approve the Purchase and Sale Agreement between WCLS and Edgewater MHC LLC if no substantial changes, including costs, are made to the draft that was presented to the Board today. Seconded. Unanimous Board approval.

Administrative Services Lighting Project Bid Approval

In 2029, Washington State will ban the sale of fluorescent lightbulbs. Lighting at Administrative Services is being updated in anticipation of this change. Staff working in the building were given the opportunity to view and vote on different light warmth and lumens. After a light was selected, Ryan proceeded with the bid proposal. The bid summary and proposal from the lowest bidder are shared today.

Rod moved to award the Administrative Services Lighting construction project to the apparent low bidder. Seconded. Passed unanimously.

Ferndale Library Parking Lot Lease Agreement

The City of Ferndale has awarded a contract for its new Civic Campus project. Once the contractor has been given the go ahead to proceed, the Ferndale Library patron parking lot will not be available for the duration of the construction project, expected to be two years. The property owner to the west of the library has agreed to allow the City to convert a portion of the vacant lot into parking for library patrons at no cost. The City will make improvements to the lot, such as signage, ADA spots, and curb stops. The library book return will be relocated. The property owner requested a three-way agreement between the City, WCLS and themselves. This agreement

ensures that the property owner will not be liable for any improvements or incidents that may occur on the property.

Rod noted that the parking area in Exhibit B does not correspond to the materials created by the City. Christine will contact the City to update this.

Danielle asked about library parking after the Civic Campus project is completed. Some spots will be removed and new parking will be added under the new building for City staff. Overall there will be fewer spots and they will be shared between City Hall and library visitors. As of now, the City does not plan to increase the number of ADA parking spaces.

Matthew asked for the communication plan to be shared with the Board. The City is handling all communications and will share that with WCLS as soon as it is ready to share with the public. Mary shared concerns and questions from Ferndale staff with the City Communications Manager.

Danielle moved to approve the Ferndale Parking Lot Lease as presented. Seconded. Passed unanimously.

Rod moved to postpone the break to later in the meeting, if needed at all. Seconded. Passed unanimously.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted that Trustee John Miller attended the Mural Blessing Ceremony at Deming this past weekend. He appreciated the opportunity for WCLS to make further connections with the Nooksack Tribe and praised Marty Jimmy and Katrina Carabba for their work in the local community with the tribes.

Branch Out took place last Friday. Jessica is still tallying final gift totals, but Christine reported that a \$20,000 donation was given during the event by a local family.

Staff Reports: Deputy Director

In addition to his written report, Michael shared the land use permit for the Birch Bay Vogt Library Express was accepted by the Whatcom County Planning Department, and the building permit process has now begun. It's exciting to see this project moving along and Michael hopes to have a contractor selected by the end of the year.

Staff Reports: Youth Services Manager

Thom shared his written report and highlighted the contributions and achievements of the Golden Apple award recipients. The awards were presented at Branch Out on Friday.

Staff Reports: Community Relations Manager

Mary discussed her written report. She encouraged all to listen to the latest episode of the WCLS podcast.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael shared a few changes that were made to the online registration process that may be contributing to the decline in new borrowers in August.

Christine advised the Board that Ferndale Library statistics will likely drop due to the City of Ferndale project and closure of the main parking lot. Other locations may see an increase in traffic and circulation from patrons avoiding the construction.

Announcements and Adjourn

Union negotiations are taking place on October 6 and 7, with October 8 and 17 as backup dates.
Rod adjourned the meeting at 9:53 a.m.

Next Meeting

The next Board of Trustees meeting will be held on October 21, 2025, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

/s/
Danielle Gaughen, Board Secretary

10/21/2025
Date

/s/
Jackie Saul, Director of Finance and
Administration