whatcom county
library system

APPROVED MINUTES

Library Board of Trustees Regular Meeting

July 21, 2026

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: Trustees: Matthew Santos, Chair; John Miller, Vice Chair; Danielle Gaughen, Secretary, Jes Stugelmayer and Riley Sweeney. Absent: None.

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; Mary Kinser, Collection Services Manager; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Maggie Mae Nase, Learning Coordinator; Allyson McBride, Records Management Specialist & Executive Assistant; Rosie Everson, ILL & Circulation Specialist – Lending; Katie Kerr, ILL & Circulation Specialist – Borrowing; Emma Radosevich, Collection Development Librarian.

Guests: Ed Trott

Call to Order

As Matthew attended the meeting remotely, John determined quorum and called the meeting to order at 9:00 a.m.

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the June 16, 2026, Board of Trustees Regular Meeting as well as the following:

<u>Expenditures</u>:

General Fund:

- May 16-31, 2026 payroll: check nos. 1047309745-1047309748 and voucher nos. 566622-566779 totaling $279,954.76 and June 1-15, 2026 payroll: check nos. 1047473546-1047473549 and voucher nos. 566783-566938 totaling $270,070.12.
- ACH transactions for employee benefits, payroll processing fees, telecommunication services and monthly sales/use tax filings totaling $92,923.26; 49,445.42 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 2026-22G: warrant nos. 1277670-1277685 totaling $42,172.82
- Claim 2026-23G: warrant nos. 1277942-1277974 totaling $164,571.38

- Claim 2026-24G: warrant nos. 1278175-1278201 totaling $28,687.64
- Claim 2026-25G: warrant nos. 1278634-1278662 totaling $28,277.74
- Claim 2026-26G: warrant nos. 1279135-1279152 totaling $72,318.87

Capital Fund:

- Claim 2026-12C: warrant no. 1277686 totaling $27,756.96
- Claim 2026-13C: warrant nos. 1277975-1277976 totaling $11,795.67
- Claim 2026-14C: warrant no. 1278202 totaling $89,534.18
- Claim 2026-15C: warrant nos. 1278663-1278664 totaling $2,613.72
- Claim 2026-16C: warrant no. 1279153 totaling $888.90

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

Financial Report and Resolutions: Finance Committee Report

Jes joined the meeting at 9:02am.

Jackie reviewed her report, including the June Notes and Highlights section. She shared that, as of June, WCLS has received 54% of the budgeted revenue for the year in property taxes. She also noted that operating expenditures are currently below budget. Jackie pointed out that Collection Materials and Office and Operating expenses are above last year's costs by 20% and 60% respectively. This is because we were intentionally conservative with spending last year due to the pending levy lid lift election.

Jackie confirmed that the interlocal agreement, allowing for piggy backing on Whatcom County procurement processes and approved by WCLS Trustees at last month's meeting, was formally approved by Whatcom County Council. The new fuel agreement with Nelson-Reisner should be executed on August 1st, the same date as the County's.

Jackie presented a budget amendment to the Board. The amendment shows an increase of $15,000 to revenue and a decrease of $4,550 in expenditures, resulting in a net increase of $19,550 to the ending fund balance. Riley thanked Jackie for all the hard work that she has done. John added that she does a great job of sensible financial predictions for the year.

Riley moved to approve Resolution 07/21/2026-06 amending the 2026 General Fund Budget. Seconded. Unanimous board approval.

Trustee Education: Interlibrary Loan

Rosie Everson, ILL & Circulation Specialist – Lending, and Katie Kerr, ILL & Circulation Specialist – Borrowing, introduced themselves to the Board. Rosie and Katie provided a brief overview of Interlibrary Loan (ILL) and how it is a vital service here at WCLS.

Katie described ILL as a cooperative network of libraries and institutions that share materials all over the world. Katie and Rosie are the two individuals that handle ILL services here at WCLS. Katie shared the process of receiving requests from patrons. Katie works with WCLS selectors to determine whether or not WCLS should purchase the titles to add to our collection or borrow them from other libraries. Katie shared some borrowing statistics including the fact that they receive about 620 requests in a month and about 580 of those requests get filled. Occasionally, patrons will ask for materials that are not available to borrow.

Rosie shared an overview of the lending side of ILL. She confirmed that she does not lend anything that is newer than a year old, this way our patrons have ample time to borrow new material. In her statistics, Rosie shared that she receives a little over 1,200 requests a month and roughly 570 of those meet our criteria and are fulfilled.

Rosie shared an interactive map of borrowing and lending locations from January 2026 so that the Board could see where WCLS materials get sent and where we receive materials from. It was discussed that WCLS is thankful to have connections with libraries all around the nation, and world, whose collections may be more extensive or more niche. Via ILL, we are able to provide patrons with unique materials that do not have enough demand to warrant purchase. Rosie shared that WCLS patrons are allowed to request 10 items, across all categories, a month.

Katie shared an experience she had with an Idaho patron who called her directly to request an ILL item. Katie had the opportunity to connect this patron with their local library and have them set up the official ILL request. This experience shows that even “back of house” staff at Administrative Services have opportunities to provide excellence public service and educate patrons on all that we have to offer.

The Board thanked Katie and Rosie for their presentation. Katie and Rosie left the meeting at 9:40 a.m.

Policy Review and/or Updates

Christine shared that WCLS will begin reviewing policies and procedures to ensure all are up to date and relevant. Christine brought the policies related to the Board of Trustees to the meeting to allow the group the chance to review them together. Matthew asked for clarification whether all need to be approved. Christine confirmed that only the documents with proposed changes need to be approved by the Board. The others are for review only.

Board of Trustees Bylaws Policy 2.01 – The Board reviewed the proposed changes to Policy 2.01. All agreed that the changes are relevant.

John moved to approve the updated Board of Trustees Bylaws Policy 2.01, as presented. Seconded. Passed unanimously.

Trustee Code of Ethics Policy 2.02 – The Board reviewed Policy 2.02 and agreed that no changes are needed.

Conflict of Interest Policy 2.03 – The Board reviewed Policy 2.03 and agreed that no changes are needed.

Roles of the WCLS Board of Trustees and the Executive Director Policy 2.04 – The Board reviewed the proposed changes to Policy 2.04. All agreed that the changes are relevant.

Riley moved to approve the updated 2.04 Policy, as presented. Seconded. Passed unanimously.

Addressing the Library Board of Trustees Policy 2.05 – The Board reviewed Policy 2.05. It was noted that the language in this needs to be updated to reflect that visitors have the option to sign in, but it is not required. The group agreed to update the language to say, “volunteers who would like to address the Board are asked to sign in before the meeting”.

John moved to amend Policy 2.05, as discussed. Seconded. Passed unanimously.

Board of Trustees Guest Sign-In Form Procedure 2.05.01 – The Board reviewed Policy 2.05.01. The group agreed to update language to mirror the language in Policy 2.05 stating that, “volunteers who would like to present the Board are asked to sign in before the meeting”.

Danielle moved to amend Procedure 2.05.01, as discussed. Seconded. Passed unanimously.

Parking Lot Repair and Maintenance Bid Award

Ryan shared the results of the Parking Lot Repair and Maintenance Bid Award. The addendum was not acknowledged by one of the two companies who submitted bids. The bid was awarded to Huizenga Enterprises the sole responsive bidder. Danielle asked if WCLS has worked with them before. Ryan confirmed that he has not personally worked with them, but they recently completed work at Deming library for the Friends of the Library, and Ryan was impressed with their work.

Riley moved to award Administrative Services and North Fork lot Repair and Maintenance public works contract to Huizenga Enterprises. Seconded. Passed unanimously.

Break

John adjourned for a break from 9:57 – 10:07 a.m.

Birch Bay Utility Easement

Ryan informed the Board that WCLS was told that Puget Sound Energy will require an easement on the Birch Bay Vogt Library Express property. As this involves a land transaction, Board approval is required. Ryan requested the Board approve authorization for the Executive Director to execute a utility easement with PSE.

Riley moved to approve Resolution 07/21/2026-07 authorizing Executive Director to execute a utility easement with Puget Sound Energy. Seconded. Passed unanimously.

Staff Reports: Executive Director

In addition to her written report, Christine thanked Michael and Jackie for covering while she was on vacation. She mentioned a few events that took place while she was gone. A series of thefts and some vandalism happened at multiple branches. Thankfully the vandalism was minimal. After reviewing footage, it appears that the same individual is responsible for these incidents. Christine gave her thanks to Jackie for working with multiple police departments through these issues and gave her thanks to Michael for contacting the individual who is responsible to encourage him to return the stolen items to the library.

Christine informed the Board that the Lynden School District met last week and agreed to continue to support the ConnectED program for their students.

Matthew provided a small update around the potential new City of Blaine building. He confirmed that a committee reviewed the RFP responses received and the Blaine City Manager will be bringing forward a recommendation to the Blaine City Council and this will be discussed at the next City Council meeting. Matthew appreciates the representation from Blaine and their interest in supporting the Blaine branch of WCLS.

Christine shared with the Board that a staff member, Janette Yadon, a page at North Fork, passed away unexpectedly. Janette was an integral part of the North Fork community and will be greatly missed.

Staff Reports: Deputy Director

In addition to his written report, Michael praised the recent event hosting author Ann Patchett. To read more about it, there are great articles in *The Cascadia Daily News* and in the *Lynden Tribune.* Michael gave his thanks to Mary Vermillion, Mary Kinser and Claire McElroy.

Michael also commented that some WCLS branch libraries have been selected as distribution points for fan filter kits. Michael ended his report by reminding the Board that the Birch Bay Library Kickoff celebration takes place today at 2 p.m.

Staff Reports: Youth Services Manager

Thom shared his written report and took a moment to appreciate the support from Public Services this year. He also thanked Community Relations and the entire Youth Services team for their hard work through the summer programs. Jes noted that she has heard nothing but glowing raves about the youth camps that have taken place this summer.

Staff Reports: Community Relations Manager

Mary discussed her written report. She mentioned that it has been fun to raise awareness of the high-quality resources and events through Summer at the Library marketing. Mary noted that she is looking forward to providing a summer-end wrap-up for the Board with Public Services and Youth Services.

Performance Measures & Committee Reports: Performance Measures

Michael said that we are staying on target with the trends for the year. He confirmed that Sumas is now open, so we are starting to get numbers back. Danielle noted that if visitors are inconvenienced with the WiFi shutdown at the library site during construction, they can come to Birch Bay Visitors' Center and she will provide them access to internet there.

Performance Measures & Committee Reports: Personnel Committee

No official reports were submitted.

John brought up the strategic plan pop ups that are taking place at various county events. Christine confirmed that all staff who have been attending these events have provided notes for her review. Jes noted that she has attended 3 or 4 events, so far, and feels that everything discussed at these events has been fairly in line with where we want to go with the Strategic Plan. She also mentioned that this past weekend she witnessed a patron, who is a fan of our podcast, get to meet Neil. She found it endearing that the patron knew Neil's voice before they knew who he was.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Christine shared with the Board that Whatcom County Library Foundation member, Cheryl Fear, passed away. Cheryl was also a Friend of Ferndale Library. Cheryl gave a keynote address about her love of libraries at a past Branch Out event.

Announcements and Adjourn

Riley thanked WCLS for their participation in the Ferndale Pride event.

Jes noted that she participated in the Bellingham Pride parade and it was a great experience. She shared a moment that sticks out specifically from that day which was when a young boy ran out to the library group and yelled "I love reading!"

John shared a bit about the Canoe Journey 2026 that is currently taking place. Maps, which show each stop before ending the trip at the Nisqually tribe, were printed out. There is a stop in Birch Bay on July 22 and in Lummi on July 23.

John adjourned the meeting at 10:47 a.m.

Next Meeting

The next Board of Trustees meeting will be held on August 18, 2026, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

/s/	08-18-2026	/s/
Danielle Gaughen, Board Secretary	Date	Allyson McBride, Exec. Assistant