



Library Board of Trustees Regular Meeting August 21, 2012

MINUTES

Anyone requiring these minutes in an alternate format, such as large type, Braille or an audiotape, please contact the Library at 384-3150.

Location:	Blaine Library, 610 3 rd St., Blaine (Note: “Library” refers to the Whatcom County Library System-WCLS.)
Attendance:	<p><u>Trustees:</u> Deb Lambert, Jamie Amend, Tom Burton, Fred Haslam and Lis Marshall</p> <p><u>Staff:</u> Joan Airoidi, Director; Lizz Roberts, Regan Robinson, Kyle Teeter, Geoff Fitzpatrick, Jennifer Dixey, Mary Haslam, Debby Farmer</p> <p><u>Also Attending:</u> Faye Hill, BPL Trustee</p>
Call To Order	<p>The meeting was called to order by Jamie Amend, Vice Chair, at 9:00 a.m.</p> <p>Ms. Airoidi introduced Debby Farmer, Blaine Branch Manager. Ms. Farmer described the wildly successful “Dream Big” summer reading program organized by Cindy Leffel, PSA-Youth Focus staff. Each week, a “big” vehicle visited the library, including a garbage truck, WTA bus, construction equipment, fire truck, police car, Coast Guard vehicle, ice cream truck, a Border Patrol helicopter, and the WCLS bookmobile! The vehicle operator read a relevant story to children attending, which averaged 80-130 persons each week.</p> <p>Ms. Farmer described some of Blaine’s outreach activities, including Ms. Leffel’s twice monthly visits to the Blaine Food Bank with a small red cart called “Clifford” containing withdrawn books to give away, library cards and information about library services and activities.</p> <p>Ms. Farmer pointed out the remodeled public internet stations and the teen area, and new shelving in the children’s area. She announced that Blaine will be the first branch to receive new signage as part of the system-wide signage project. She expressed her gratitude to the Friends of the Blaine Library for a large screen digital display they are purchasing for the library, as well as for a Kindle donated to the summer reading program.</p> <p>Ms. Farmer briefed trustees on efforts by the City of Blaine and Gary Tomsic, Blaine City Manager, to provide a larger library facility and new senior center. Currently the city is reviewing funding and location options.</p> <p>WCLS Board Chair, Ms. Lambert arrived and took on leadership of the meeting.</p>
Community Relations Coordinator’s Report	<p>Ms. Roberts pointed out the new outreach opportunity through the Bellingham Herald family blog. WCLS will participate in posting library and reading highlights as Rory the library lion along with the cubs, Cubby and Bubby.</p> <p>Another new outreach effort, made possible by a Whatcom County Library Foundation grant, is being led by Adult Services Coordinator Lisa Gresham. She is</p>

	<p>purchasing small bookshelves to create Little Libraries that can be placed in reception areas and other public gathering places. These will serve as portals to library services, and Public Services will solicit volunteers or Friends' groups to adopt a little library and keep it well stocked and in good shape.</p> <p>In response to Mr. Burton's question about the status of the new Ferndale Library, Ms. Airoidi stated that the Whatcom Community Foundation is working on the funding and the project is moving forward as planned.</p>
Director's Report	<p>Ms. Airoidi reviewed her written report, and recommended trustees follow the links in her report to learn about filter bubbles and the increasing privatization and monetization of cyberspace.</p> <p>She praised Ms. Roberts and Dianne Smith, Assistant Branch Manager at Ferndale, for their presentations on workplace culture--focus on becoming a learning organization and Interest Based Bargaining at the Pacific Northwest Library Association meeting in Anchorage on August 2nd.</p> <p>She described an article in the newsletter of the University of British Columbia Libraries' group about how changing user needs are influencing trends in library education. New librarians must understand and embrace communication through "blogs, wikis, twitter, vides etc." The school defines information as "a nexus of people, technology, and information." As a recent UBC graduate, Ms. Dixey described her MLS education experience as technology based with online courses taken through multiple institutions, including skills work in creating webpages and collaborating online</p>
	<p>The board reviewed minutes of the July 17, 2012 board meeting.</p> <p>Moved by Ms. Marshall to approve the minutes of the July 17, 2012 Regular Board meeting. Seconded, approved.</p>
Financial Report A. Expenditures	<p>Mr. Teeter presented the following, noting that the Finance Committee reviewed the expenditures and had no questions.</p> <p>Expenditures: <i>General Fund:</i></p> <ul style="list-style-type: none"> • July 2012 Payroll Nos. 53138186-53138218 (Voucher Nos. 300001-300128) Totaling \$301,426.79 • Claims 2012-14G: Nos. 891784-891849 Totaling \$141,118.58 • Claims 2012-15G: Nos. 892831-892866 Totaling \$ 60,145.55 <p><i>Capital Fund:</i></p> <ul style="list-style-type: none"> • Claim 2012-08C: No. 892830 Totaling \$9.99 <p>Moved by Mr. Burton to approve the July expenditures as presented. Seconded, carried.</p>
Financial Report B. 2012 Budget Report	<p>Mr. Teeter reported that, overall, revenues and expenses are in line with expectations for this point in the year, with Forest Board receipts exceeding expectations.</p>
Financial Report C. 2013 Budget	<p>Mr. Teeter reviewed the schedule for preparing the 2013 Budget, and stated that staff planning has already begun. A rough draft budget will be presented to trustees at their</p>

Calendar and Plans	<p>September 18 board meeting.</p> <p>Ms. Airoidi thanked Mary Jothen for her excellent leadership in Accounting while Mr. Teeter was on leave.</p>
2013-2015 Strategic Plan Update and Discussion	<p>Ms. Airoidi reported that she has begun meetings with staff at each branch to introduce the Board’s authorized vision, mission, values and initiatives of the 2013-2015 Strategic Plan in line with the upcoming budget planning process. Department Heads are using the initiatives and putting activities in a timeline for implementation. Ms. Airoidi noted that the challenge is to identify areas to decrease current spending in order to fund new activities in the 2013-2015 strategic plan. She stated that the library needs to include a classification study in the 2013 budget, since one has not been done in five years. Mr. Burton requested that benefits be included in the overall classification study as well as wages.</p> <p>Ms. Airoidi pointed out New Zealand’s national library brochure “A Strategic Framework” forwarded by Geoff Fitzpatrick from his 94 year old grandmother, a resident of New Zealand “who is on the ball.” New Zealand’s use of the term “strategic framework” rather than “strategic plan” connotes an ongoing process rather than a static document and sends a good message. Trustees immediately gravitated to that concept and by consensus decided to use “Strategic Framework” as more descriptive and accurate than “Strategic Plan” for this 2013-2015 endeavor.</p>
Agreement Between Whatcom County Library Foundation and WCLS-- revision	<p>Ms. Airoidi presented the draft Agreement for Assistance between Whatcom County Rural Library District and Whatcom County Library Foundation, as well as Addendum No. 1 to the Foundation Agreement. She reported that Dan Gottlieb had worked with Pierce County Library on updating their document which is quite similar to the current WCLS/WCLF agreement. Trustees had several questions and comments on the proposed revisions. Ms. Airoidi noted that the WCLF board will be reviewing the draft agreement as well, and trustees will review a revised draft at the September board meeting. She asked trustees to send to her any additional questions, concerns and suggestions regarding the agreement. Mr. Teeter noted multiple sections that may need clarification and he will work with Mr. Gottlieb to address these issues.</p>
Continuing Education	<p>In response to a recent court decision involving North Central Regional Library, Ms. Airoidi provided background information on the Children’s Internet Protection Act. Mr. Fitzpatrick explained that while WCLS offers Internet filtering, WCLS is not compliant with CIPA and does not receive federal e-rate reimbursement for internet access. WCLS policy states that parents are responsible for choosing the filtering level for their children; adult patrons can choose a filtering option for themselves.</p> <p>Ms. Airoidi encouraged trustees to continue to stay abreast of Internet filtering in libraries and CIPA.</p>
Committee Reports	<p><u>Whatcom County Library Foundation</u>: Mr. Amend reported that the Foundation continues to plan for their Fall event to be held in Pioneer Park in Ferndale on October 6, and they have set the date for the 2nd Annual Branch Out fundraising event in the Spring, 2013.</p> <p><u>BPL Board Meeting Report</u>: Ms. Lambert reported on the BPL board meeting held at the Barkley Library. Trustees had an open discussion on the strategic plan without making any decisions. Ms. Hill added that further study is needed.</p>

Public Services Report	<p>Ms. Robinson reviewed highlights of her written report. She pointed out that since June, when patrons began paying fines online using credit or debit cards, fine income has increased. She also reported that the balance of fines owed now appears on the checkout receipt patrons receive which helps communicate the information.</p> <p>She described this year's change in the children's summer reading program record keeping. Previously, participants kept a list of the number of books read, while this year, they kept track of the amount of time spent reading, (although some participants are doing both.)</p> <p>She reported that Tamar Clarke, Teen Services Coordinator, and other youth services staff are attending start of year middle and high school open houses to provide information to students and parents about library services.</p>
IT Update	<p>Mr. Fitzpatrick distributed two graphical representations: one, the current WCLS data transmission configuration, and the second, the new data configuration. The IT department is moving the data hub from a location in downtown Bellingham managed by the city to Central Services. He described the redundancy systems that will be in place, including battery and generator backup. Ms. Airoidi praised the IT staff for this complex project that has required considerable planning and expertise. When implemented, this new plan will cost less while continuing to provide the best possible service to the entire library system.</p>
Announcements and Adjourn	<p>Ms. Dixey announced that WCLS is launching a new eBook service, <u>Freading</u>, that will provide access to 20,000 titles which will be available to all WCLS cardholders all the time via wcls.org. Behind the scenes, Ms. Dixey is managing the setup and staff are learning the ropes. More information and flyers will be available at the September board meeting when this service will be ready to go live.</p> <p>Ms. Airoidi reported that BPL Director, Pam Kiesner, has been asked to serve on the search committee for a new library director at Western Washington University. Mr. Burton noted that it is significant to be included. Ms. Airoidi agreed and praised outgoing Dean Chris Cox for his collaboration in the One Card Program, stating that this continues his work in reaching out to the larger community.</p> <p>The meeting adjourned at 11:22 a.m.</p>

Tom Burton, Secretary

Date

Mary Haslam, Meeting Secretary