



Library Board of Trustees Regular Meeting May 21, 2013 *MINUTES*

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Location:	Central Services, 5205 Northwest Dr. (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance:	<p><u>Trustees</u>: Deb Lambert, Chair; Jamie Amend, Vice Chair; Fred Haslam; and Lis Marshall</p> <p><u>Staff</u>: Christine Perkins, Executive Director; Regan Robinson, Public Services Manager; Kyle Teeter, Administrative Services Manager; Christina Read, Human Resources Manager; Lizz Roberts, Community Relations Coordinator; Dana Klootwyk, Administrative Associate; Zynet Schmid, Distribution Supervisor, LeeAnn Radonski, Distribution Assistant</p> <p><u>Absent with Notice</u>: Jennifer Dixey, Collection Support & Digital Initiatives Manager; Geoff Fitzpatrick, IT Services Manager</p> <p><u>Also Attending</u>: Faye Hill, BPL Trustee</p>
Call To Order	Chair Lambert called the meeting to order at 9:01 a.m. Quorum was determined. There were no changes to the agenda.
Open Public Comment	There was no public comment.
Staff Service Recognition: LeeAnn Radonski, 20 Years	<p>Ms. Schmid introduced Ms. Radonski, who is celebrating her 20-year service anniversary. Ms. Radonski began as a Page at the Blaine library in 1993, and began working in Distribution in 1997. She is able to take on any challenge, and is a valued member of the group. Ms. Radonski hopes to see and contribute to future growth at WCLS.</p> <p>Chair Lambert presented a framed certificate to Ms. Radonski with the Board's thanks.</p>
Community Relations Report	Ms. Roberts drew attention to a full press table, highlighting support for the new Ferndale library. She also gave a brief report on the April 2013 Washington Library Association Conference in Vancouver, WA, and shared two handouts: "The Ten Faces of Innovation," and "Crafting a Politically Smart Message."
Executive Director's Report	<p>Ms. Perkins' first month as Executive Director has been a whirlwind of meetings, with more to come. She has been continually impressed with the level of engagement, enthusiasm, and energy of Library staff and volunteers. The common theme emerging from all meetings is overall pride in the Library system, interest in advocating for what we do, and appreciation for the support of volunteers.</p> <p>Ms. Perkins has been appointed to the Legislative Planning Committee of the Washington Library Association.</p> <p><u>Branch News</u>: Huge thanks to Ferndale Friends, AFSCME, the <i>Ferndale Record</i>, the Ferndale Chamber of Commerce, and several elected officials for their efforts on behalf</p>

	<p>of the new Ferndale Library. Friends of the Island Library have accepted a bid for construction, which will begin July 1. Bookmobile service will begin in the second week of July. At South Whatcom, the Friends recently hosted a “Hard Hat Open House,” and are looking forward to jazz with Josephine Howell on June 8 and the Bourbon Street Bash Fundraiser & Auction on June 22.</p> <p><u>Preliminary SWOTs</u>: WCLS’s greatest Strength is people. Weaknesses lie in the area of collecting/ implementing measurable data, and in freeing up resources to market library services to new/lapsed users. Opportunities exist to leverage existing partnerships and engage with our communities. As always, the greatest Threat to the Library lies in the increasing fragmentation of our society and community apathy.</p> <p>There was some discussion about self-nomination for awards like the National Medal for Museum and Library Service.</p>
Approval of Minutes	<p>The Board reviewed minutes of the April 16, 2013 Regular Meeting.</p> <p>Mr. Amend moved to approve the minutes of the April 16, 2013 Regular Meeting. Seconded; approved.</p>
Financial Report: A. Expenditures	<p>Mr. Teeter presented the following Claims:</p> <p>General Fund:</p> <ul style="list-style-type: none"> • April 2013 Payroll Nos. 53853995-53854019 (Voucher Nos. 170001-170129) Totaling \$297,754.62 • Claims 2013-07: Nos. 912715-912717 Totaling \$33,343.60 • Claims 2013-08: Nos. 913400-913461 Totaling \$136,735.30 • Claims 2013-09: Nos. 914374-914409 Totaling \$70,852.20 • Claims 2013-10: Nos. 914546-914563 Totaling \$8,369.71 <p>Capital Fund:</p> <ul style="list-style-type: none"> • Claims 2013-07: No. 914373 Totaling \$16,417.58 <p>Mr. Haslam moved to approve the February claims as presented. Seconded; approved.</p>
Financial Report: B. 2013 Year-To-Date Budget Report	<p>Mr. Teeter reported that property tax receipts were slightly exceeding expectations through April. Expenditures are within expectations.</p> <p>Chair Lambert led a discussion about WCLS spending. Declining property values have limited the ability to increase the total levy. However, to date, budget increases have been able to be accommodated without the spending of reserves. Day-to-day expenses are well within the budget. WCLS should explore a planning process similar to Capital Improvement Planning to address unique events, such as strategic planning, Director’s Search, and compensation studies, and other irregular long-term operational needs.</p>
Financial Report: C. Resolutions	<p>Mr. Teeter presented the following Resolutions:</p> <p><i>Resolution #05/21/13-01 Amending the 2013 General Fund and Capital Fund Budgets</i> Moved by Mr. Haslam to approve Resolution 05/21/13-01, amending the 2013 General Fund and Capital Fund budgets as stated. Seconded, carried.</p> <p><i>Resolution #05/21/13-02 Authorizing an Interfund Transfer</i> Moved by Ms. Marshall to approve Resolution 05/21/13-02, authorizing an interfund transfer as presented. Seconded, carried.</p>

<p>Compensation Study Contract Award</p>	<p>Mr. Teeter reported that in mid-April, WCLS posted a request for proposals to conduct a compensation study. The Library would like to align job descriptions and the staffing model with the Strategic Plan. The consultants will compare WCLS wages and benefits (e.g. health, leave structure, long-term disability) to current market trends, which will inform planning and future negotiations with the union. WCLS has formed a Union/Management Committee, comprised of Ms. Perkins, Ms. Read, Ms. Robinson, Mr. Teeter, and four union representatives (Di Smith, Sarah Koehler, Tammy LaPlante, and Mary Kinser). This committee will work with the consultants to develop a survey to be distributed to other library systems, non-profits, government organizations, and private organizations that the committee selects as comparables.</p> <p>Two consulting firms submitted proposals: Washington Employers and the Singer Group. After assessing the experience, capabilities, approach, and costs presented in the proposals, the Union/Management team recommends awarding the contract to the Singer Group.</p> <p>The Trustees discussed the \$35,000 projected cost of the Singer Group proposal versus the budgeted amount in the 2013 General Fund Budget.</p> <p>Chair Lambert entertained a motion that the WCLS Board of Trustees approves the Singer Group contract cost at \$35,000 with the understanding that additional costs up to the budget limit of \$50,000 could be approved with the consent of the Personnel Committee. Moved by Mr. Amend. Seconded, carried.</p>
<p>Board Vacancy</p>	<p>Due to Mr. Burton’s resignation, Ms. Perkins called for the need to temporarily reassign committees. Mr. Haslam volunteered to act as the interim Secretary. Ms. Marshall volunteered to act as interim on the Finance Committee.</p> <p>Historically, the County Executive’s process for recruiting Library Trustees has not yielded a large number of applicants. Ms. Read handed out the 10/19/2011 text of the Library Trustee Job Description, which is currently posted on the County Executive’s website.</p> <p>Ms. Perkins sought input on how to cast a wider net, and where to cast it. Trustees discussed desired applicant qualifications, including expertise in the areas of public relations, communications, marketing and/or solid budgetary experience.</p> <p>There was some discussion about promoting the position on the WCLS website and in “Read On!” which would include information on the number of hours required, the amenability of WCLS to accommodate meeting times to an applicant’s schedule, and verbiage describing the qualifications of a preferred candidate.</p> <p>Trustees and Management will continue to brainstorm a list of potential candidates.</p>
<p>Committee Reports:</p>	<p><u>Foundation</u>: Mr. Amend reported the \$14,000 was raised at the recent Branch Out fundraiser. Jennifer Rick is working to distribute donations to various branches in time to take advantage of matching grants.</p> <p><u>BPL</u>: Ms. Hill announced that BPL is anxiously awaiting the report of Bellingham City Finance Director, John Carter, which will impact their future facility plans. Preliminary</p>

	<p>information looks healthy. BPL’s Board is looking forward to an opportunity to meet with Mayor Kelli Linville.</p> <p><u>Finance</u>: Mr. Haslam attended the auditor’s exit interview, and extended congratulations to Mr. Teeter and staff on another clean audit. The next audit will take place in 2015. Mr. Haslam has also recently reviewed the 2014 budget planning schedule.</p> <p><u>Personnel</u>: Ms. Read announced that the members of the Personnel Committee should begin planning now for upcoming contract negotiations in the fall.</p>
Public Services Report	Ms. Robinson reviewed her written and statistical reports, highlighting the value of the ASKWA 24/7 online reference service. Questions are usually content-heavy and database-driven, and patrons value the 24/7 availability of reference librarians. Currently Washington State Library funds this service with WCLS providing staffing 4 hours per week, but starting next year we expect to pay about \$1,500 annually.
IT Update and Collection Support and Digital Initiatives	Mr. Fitzpatrick and Ms. Dixey are attending DrupalCon in Portland. Drupal is an open-source online content management framework. WCLS is looking at moving the content of our website and staff intranet to the Drupal platform. We look forward to reports at the next Board Meeting.
Continuing Education	<p>Ms. Perkins queried the Trustees on preferred topics and learning styles for future presentations. Trustees agreed that they prefer staff-led, interactive sessions.</p> <p>Mr. Haslam asked for a discussion of ALA’s “Confronting the Future: Strategic Visions for the 21st Century Public Library” document, which establishes where a library stands on a continuum of services covering four dimensions.</p>
Announcements	<p>The Trustees and Management discussed the new seating arrangement and agreed that it works.</p> <p>An alternate location for the August 20 Board Meeting on Lummi Island will need to be secured, as the Island Library will be undergoing renovations.</p> <p>The next meeting will be held on June 18, 2013 at Ferndale.</p>
Adjourn	Chair Lambert adjourned the meeting at 11:30 a.m.

Fred Haslam, Secretary

Date

Dana Klootwyk, Meeting Secretary