



Library Board of Trustees Regular Meeting

March 19, 2013

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:	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; Tom Burton, Secretary; Fred Haslam; and Lis Marshall</p> <p><u>Staff:</u> Regan Robinson, Public Services Manager and Interim Co-Director; Kyle Teeter, Administrative Services Manager and Interim Co-Director; Christina Read, Human Resources Manager; Jennifer Dixey, Collection Support & Digital Initiatives Manager; Lizz Roberts, Community Relations Coordinator; and Dana Klootwyk, Administrative Associate</p> <p><u>Also Attending:</u> Faye Hill, BPL Trustee</p> <p><u>Absent with notice:</u> Geoff Fitzpatrick, IT Services Manager</p>
Call To Order	Chair Lambert called the meeting to order at 9:00 a.m. Quorum was determined.
Open Public Comment	There was no public comment.
Community Relations Report	<p>Ms. Roberts reported that WCLS has received a lot of press this month, due to the Director’s Search, WhatcomREADS events, and a shout-out from Miss Whatcom County 2012, Kimball Paige Gainor.</p> <p>WhatcomREADS was a great success, due in part to the wide variety of programming. Additionally, Mr. and Ms. Robinson of Village Books have been invaluable in selecting and contacting authors. The 2014 author will be announced at the April 16, 2013 Board Meeting, but early notice will be available via subscription to alerts at www.WhatcomREADS.org.</p> <p>Mr. Amend inquired about how WhatcomREADS is funded. Ms. Roberts reported that WCLF gives about \$3,500.00 per year, and BPL contributes \$5,000.00. Mr. Amend encouraged the publication of that information. Chair Lambert thanked everyone for great work.</p>
Director’s Report	<p>Mr. Teeter presented a short summary of an exciting possibility arising from the Feb. 15 WLA Legislative Day, which was not attended by any WCLS staff due to our Director’s Search. Mr. Ptacek, KCLS Director, reported that Microsoft is offering to make their IT Academy available to public libraries in the state of Washington, for a cost of a little over \$1 million. Secretary of State Kim Wyman is overseeing this budget item. The online training will support certification, but patrons will still need to sit for tests. This training will be a key factor in developing technical competencies across many age brackets.</p> <p>The Ferndale Library Bond is scheduled for April 23, 2013 in the City of Ferndale. The</p>

	<p>\$550,000.00 bond requires 60% approval, with a turnout threshold of 2,115 votes. If the bond passes, that amount, plus a match from an anonymous donor, will cover the \$810,000.00 still needed to build the new Ferndale Library. At its March 18, 2013 Council Meeting, the City of Ferndale passed a resolution that if the project moves forward, the remainder of the funding already committed by the City will be funded with solid waste and real estate excise taxes.</p> <p>If the bond does not approved at the April 23 election, the City of Ferndale may lose the \$250,000.00 grant from the Norcliffe Foundation if it is unable to start construction by August 2013.</p> <p>There was some discussion among the Trustees and Management Team about the legalities of WCLS staff advocating support of the bond. Ms. Roberts explained that PDC rules state that staff can only discuss factual information. WCLS has created a handout to help support staff in responding to the public about the bond issue.</p>
Approval of Minutes	<p>The Board reviewed minutes of the February 15, 2013 Special Meeting: Director’s Search Candidate Public Forum; February 16, 2013 Special Meeting: Director’s Search Finalist Interviews; and February 19, 2013 Regular Meeting.</p> <p>Moved by Mr. Burton to approve the minutes of the February 15, 2013 Special Meeting: Director’s Search Candidate Public Forum; February 16, 2013 Special Meeting: Director’s Search Finalist Interviews; and February 19, 2013 Regular Meeting. Seconded; approved.</p>
Financial Report: Expenditures	<p><i>General Fund:</i></p> <ul style="list-style-type: none"> • February 2013 Payroll: Nos. 53717350-53717373 (Voucher Nos. 090001-090133) Totaling \$314,051.06 • Claims 2013-03: Nos. 908363-908426 Totaling \$124,929.80 • Claims 2013-04: Nos. 909453-909491 Totaling \$75,045.17 <p><i>Capital Fund:</i></p> <ul style="list-style-type: none"> • Claims 2013-04: No. 909452 Totaling \$4,787.47 <p>Mr. Burton inquired about water testing at the North Fork branch. Mr. Teeter explained that the Department of Health requires monthly bacterial analysis, and additional annual testing because the well is considered a public water system.</p> <p>Mr. Burton expressed concern over controlling current and future utilities costs. Current buildings should undergo in-depth audits, and future design should be committed to maximum energy efficiency. WCLS will be in these facilities for a long time, and must be devoted to long-term sustainability. Mr. Burton suggested that some Capital Fund reserves could be spent toward this initiative.</p> <p>Moved by Mr. Burton to approve the February claims as presented. Seconded; approved.</p>
Financial Report: 2013 Budget Report	<p>Mr. Teeter reported that the 2011-2012 financial statement and accountability audit was underway.</p> <p>Year-to-date revenues through February are consistent with expectations. Salaries and benefits expenditures are within expectations but slightly ahead of prior year trends due to the Director's transition and leave payout. Other operating expenditures are trailing budgeted expectations to-date.</p>

Executive Director Hiring and Onboarding	<p>Mr. Teeter stated that the WCLS Board of Trustees is required to take final hiring and salary setting action for the new Executive Director in open public meeting.</p> <p>Moved by Ms. Marshall that WCLS adopt an employment agreement with Christine Perkins for the District’s Executive Director position with an annual salary of \$105,000.00, a start date of April 15, 2013, and consistent with the terms and conditions of employment expressed in the employment contract reviewed and approved by the District’s attorney. Seconded; approved.</p> <p>Ms. Read has re-sorted the “Executive Director Transition/Orientation” plan based on priorities discussed at the February meeting. This plan, which has been reviewed by the Personnel Committee, is to serve as a starting point for Ms. Perkins’ onboarding.</p> <p>The Management Team and Trustees discussed various topics arising from the Transition/Onboarding plan, concluding that the preeminent priorities include ensuring a clear understanding of the differences between WCLS and BPL, as well as the importance of each Trustee meeting individually with Ms. Perkins. Ms. Read advised the addition of an Agenda item to the April 16, 2013 meeting, establishing a retreat time near the conclusion of the meeting for the Trustees to meet with Ms. Perkins.</p>
Interim Co-Director Position Extension	<p>In December, 2012, the Board of Trustees approved Ms. Robinson and Mr. Teeter to act as Interim Co-Directors from January 1, 2013 – March 31, 2013. As Ms. Perkins’ hire date of April 15, 2013 is beyond this period, the Personnel Committee recommends extending the Interim positions through the end of April 2013 to cover the period prior to the start date and to allow for a brief onboarding period for the new Director.</p> <p>Moved by Mr. Haslam to approve an extension of the Interim Co-Director position for Regan Robinson and Kyle Teeter at the previously approved rate through April 30, 2013. Seconded; approved.</p> <p>Mr. Amend thanked Ms. Robinson and Mr. Teeter for providing extraordinary value to WCLS during this time of transition.</p>
Confidentiality of Patron Records Policy	<p>Ms. Robinson explained that with the new fine structure, and the effort to encourage parents to allow their children to have their own library cards, it has become apparent that the decision on who has permission to pick up a hold may, for instance, when the borrower is very young, need to be made by the parent or guardian. The proposed change pertains to permissions for holds pickups, and will allow a minor borrower or his/her parent/guardian to indicate which party or parties can act on his/her behalf and have access to his/her account only for the purpose of picking up holds. This proposed change has been reviewed by Branch Managers and Children’s/Teen staff, and all are in agreement with the change.</p> <p>Moved by Ms. Marshall to approve the Confidentiality of Patron records as updated. Seconded; approved.</p>
Committee Reports:	<p><u>Foundation</u>: Mr. Amend reminded attendees of the upcoming “Branch Out” event to be held April 19. The focus of the evening will be juvenile justice and the role of book clubs in detention. A significant effort is being made to penetrate the legal environment for support.</p> <p><u>BPL</u>: Ms. Hill reported that while Bellingham Public Library is mourning the loss of Christine Perkins, they are looking ahead to a time of significant growth. They are</p>

	awaiting advice from the City Mayor regarding staffing, and are looking forward to implementing their Strategic Plan. A new building is among their top priorities.
Public Services Report	<p>Ms. Robinson reviewed progress on the new phone system, which offers increased customer service without adding additional staff. Phone equipment has been rolled out at Everson, Deming, and Blaine, and their direct lines will soon be diverted to Ferndale and Lynden.</p> <p>The ability to register online for a WCLS library card began on Sunday, March 17, 2013. This service will enable adult residents of Whatcom County who do not currently hold a card to immediately access online research databases or place holds on library materials. The new patron must visit a local branch within 45 days of online registration to fully activate the account.</p> <p>There was a brief discussion regarding the importance of making our services as barrier-free as possible.</p> <p>Mr. Burton offered his compliments on the new format of the metrics.</p> <p>Ms. Robinson also outlined the Hot Lists promotion, which pushes content to patron email.</p>
IT Update	Mr. Fitzpatrick was at the Island Library assessing technology access to possible sites for providing library service using the Bookmobile while the Friends of the Island Library remodel the building this summer.
Collection Support and Digital Initiatives	<p>Ms. Dixey inquired about Zinio® use amongst the attendees, who responded enthusiastically in the affirmative. She reported that this is a shared platform with BPL. We anticipate news coverage shortly, which should increase usership. Currently, we have four thousand subscriptions, and each patron subscribes to an average of ten magazines.</p> <p>Ms. Dixey also reported on the growing use of Raspberry Pi, which is inexpensive new technology that allows a circuit board to drive a monitor. These little computers cost about \$30.00 and are being explored as options for controlling digital signage. We are looking at other applications.</p>
Continuing Education: Innovative Ideas and Strategic Initiatives: Intriguing Thoughts from the Search Process	<p>Chair Lambert asked each Trustee to share an “aha” moment arising from the recent Director’s Search process.</p> <p>Mr. Burton was pleased that the staff feedback on the Director’s Search Finalists so closely mirrored that of the Board vote. Staff and Trustees seem to be on the same page, which bodes well for the next stretch. Much trust was built through the Director’s Search process.</p> <p>Mr. Amend stated that “transitions are nothing if not opportunity.” He encouraged the Board and Management to not miss out on exploiting opportunities, noting that search processes can sometimes unearth ideas that have fallen below the surface. A period of transition is a good time to bring up new ideas.</p> <p>Chair Lambert asserted that it is essential for the Board to not make assumptions about staff, and encouraged Management to foster development and communication so that we do not lose new/good ideas.</p> <p>Mr. Haslam shared that during the search process he learned the importance of not allowing process to trump purpose. He asked how we will be able to make our Strategic</p>

	<p>Framework really useful. How will we be able to ask and answer the really big questions, so that we move beyond generalities to effective tactical implementation of the plan?</p> <p>Ms. Marshall shared that she believes that libraries are changing, not diminishing. Though budgets are constricting, libraries are expanding and diversifying. In terms of Strategic Planning, the path ahead is clear; we just need to fill in the blanks. Services will broaden and deepen. We will move beyond simply lending, going deeper into early learning, and moving into an era of unprecedented cooperation with outside groups. It will be essential to maintain the library’s stature and focus, as well as leadership in literacy, education and democracy. Libraries stand for basic civility among community members—the more open we are the greater value we have. Everyone has a stake in libraries.</p> <p>Chair Lambert shared that a very practical “takeaway” was the idea of movable shelving, which enables libraries to change over time. On the philosophical side, the search process engendered a lot of thought about the benefits of various leadership styles.</p> <p>There was some discussion as to defining “profits” in a non-profit agency. While current budgetary surpluses can benefit future operations, profits can be more than monetary.</p> <p>Chair Lambert asked the Management Team to respond to the above discussion.</p> <p>Mr. Teeter’s comments encompassed the importance of WCLS defining success within the Strategic Framework, as well as on the best ways to evaluate operations within limited resources.</p> <p>Ms. Dixey stated that experimentation with new initiatives that either increase the number of cardholders, or better serve existing cardholders, can serve to increase perception of the library’s value in the community.</p> <p>There was a lively discussion regarding WCLS maintaining its identity and responsiveness to Whatcom County patrons. Ms. Robinson pointed out that WCLS and BPL have worked nimbly and responsively together to serve county residents.</p>
Announcements	<p>Chair Lambert reminded Trustees and Management to hand in all notes/information from the Director’s Search process to Ms. Read as soon as possible. She also reminded members to notify her or the Management Team in advance if there are items they would like addressed at future Board Meetings.</p> <p>The next meeting will be held on April 16, 2013 at Deming Library.</p>
Adjourn	<p>Chair Lambert adjourned the meeting at 11:37 a.m.</p>

Tom Burton, Secretary

Date

Dana Klootwyk, Meeting Secretary