Blaine
Bookmobile
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whatcom county
library system

Library Board of Trustees Regular Meeting
August 20, 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 Drive (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance:	Trustees: Deb Lambert, Chair; Jamie Amend, Vice Chair; Fred Haslam; and Lis Marshall Staff: Christine Perkins, Executive Director; Regan Robinson, Public Services Manager; Kyle Teeter, Administrative Services Manager; Jennifer Dixey, Collection Support & Digital Initiatives Manager; Geoff Fitzpatrick, IT Services Manager; Lizz Roberts, Community Relations Coordinator; Wayne Johnson, Network Support Specialist; Mary Kinser, Technical Services Supervisor; Yuki Caldwell, Technical Services Assistant; Dana Klootwyk, Administrative Associate Also Attending: Faye Hill, BPL Trustee
Call To Order	Deb Lambert called the meeting to order at 9:02 a.m. Quorum was determined. There were no changes to the agenda.
Open Public Comment	There was no public comment.
Staff Service Recognition: Yuki Caldwell, 10 Years	Mary Kinser introduced Yuki Caldwell, who works in the Mendery. Yuki was hired in 2003, and came to Technical Services in 2006. Yuki processes new materials, checks in magazines, receives incoming items, resurfaces DVDs, and mends materials. She is also skilled at pulling requests from the backlog of materials waiting to be processed and sourcing cover images. Yuki displays cheer, focus, and a commitment to excellence, and is always eager to learn new skills and tackle new responsibilities. Deb presented Yuki with a framed certificate and the Board's thanks. She also suggested that in the future, all Service Anniversary photographs include the Executive Director instead of the Board Chair.
Executive Director's Report	Christine Perkins opened by querying the Board about courtesy titles in meeting minutes. The board agreed to adopt a less formal style, where the first reference is first and last name, with subsequent references as first name only. Christine then presented the annual report. While all the information therein was reported to the State Library on time, the WCLS published version was delayed. In the future the intention is to release it each February. The summary of Trustee responses indicates that it is a valuable reference tool. In the future, it would be good to include 5-10 year trend summaries. Christine highlighted the upcoming "Director for a Day" event. Eight-year-old Spencer Henterly from Deming will be shadowing Christine on Friday, August 30. Christine reported on her visit to the Ferndale City Council meeting, where bid alternates for the new library were passed, increasing parking spaces and traffic access points. Christine expressed appreciation for the work and stewardship of staff, board members, and Friends who have steered this project so far. The Island Library renovations are continuing well. FOIL is working on wiring solutions for

	the portable. Carol Oberton, Facilities Manager, is getting quotes for carpeting, furniture, and shelving. Management will be interviewing candidates next week for the South Whatcom Branch Manager position. Kyle Teeter is drafting an agreement between WCLS and the Friends of the Sudden Valley Library. FoSVL have agreed on naming the newest branch "South Whatcom Library," and will be changing the name of their Friends group to match. Christine apprised the Trustees of a recent complaint to WCLS, the County Executive and the county commissioners by a Point Roberts business owner who was offended by a funds solicitation letter from the Friends of the Point Roberts Public Library. Christine has responded to the complainant. She has also conversed with the author of the letter. Christine reported on recent visits to school district superintendents. Catherine Sarette, Aubri Keleman, and Tamar Clarke have accompanied her, articulating what WCLS can do for students and families. Many WCLS staff members have been receiving training in Common Core for libraries. A discussion ensued about how WCLS can best support Early Learning needs in the community. Christine also related that she has been working one day at each branch in order to get a feel for the unique rhythms of the staff, community and patrons at each location. So far, she has been delighted by the friendliness of staff and how well staff have been merchandising the library collection. Christine highlighted a few upcoming events. More education will be forthcoming on the Microsoft IT Academy. The Groundbreaking Ceremony for the new Ferndale Library is Sept. 7 at 10:00 a.m. All Staff Learning Day is scheduled for Sept. 13 at Whatcom Community College, from 9:00 a.m. – 1:00 p.m. Libraries will open at 2:00 p.m. that Friday.
Community Relations Report	Lizz Roberts drew attention to the press table. Lizz then explained that ads for the Library Card Sign-up Month Campaign will run on the sides of Whatcom Transportation Authority buses in September. Due to our non-profit status, we received space on twelve buses for the price of six. Additionally, posters will be affixed to the interior of every bus. The campaign features stories from actual patrons, explaining how their library card gave them access to everything from learning a language to fixing a car. Backstories will be featured on the WCLS Facebook page. Other boons include a recent Op-Ed co-written by Christine and Pam Kiesner of BPL, and an increase in Facebook "likes". Lizz worked to integrate BPL into the Library Snapshot Day Animoto video which will air on BTV10 this Fall. Lizz is currently investigating what other library systems spend on advertising. With stiff competition from the barrage of paid corporate advertising, we must keep the benefits of all the Library offers in the forefront of peoples' minds. Advocacy tools include traditional advertising, social media, and word-of-mouth.
Approval of Minutes	The Board reviewed minutes of the July 16, 2013 Regular Meeting. **Lis moved to approve the minutes of the July 16, 2013 Regular Meeting. Seconded; approved.**
Financial Report: A. Expenditures	Kyle presented the following expenditures for approval. General Fund: • July 2013 Payroll: Nos. 54070612-54070634 (Voucher Nos. 310001-310134) Totaling $294,727.40 • Claims 2013-15: Nos. 920576-920640 Totaling $155,425.51 • Claims 2013-16: Nos. 921312-921348 Totaling $129,192.01

	Capital Fund: • Claims 2013-12: No. 921311 Totaling $316.26 **Fred Haslam moved to approve the expenditures as presented. Seconded; approved.**
Financial Report: B. 2013 Year-To-Date Budget Report	Kyle reported that revenues are within or exceeding expectations for this time of year. Expenditures are approximately 3% less than budgeted. For the 2013 budget, funding for physical materials and electronic resources has been combined as collection materials. Therefore, the apparent level of under-spending isn't illustrative of our actual budget position as the databases are purchased on annual contracts that will renew later in the year.
Financial Report: C. Impact of Fine Structure Changes	Six months into the new fine structure, Kyle reports that fine collection is normalizing as patron behavior adjusts. The elimination of overdue fines on juvenile cards has resulted in an increase in both new juvenile cards and circulation of children's materials, which strengthens our Strategic Initiatives of Access and Early Learning. Other positive outcomes include encouraging responsible borrowing among adults, resulting in increased availability of materials due to quicker turnaround of materials, as well as new families enrolling for the first time.
Borrower's Policy Update	Regan Robinson explained that the current Borrower's Policy 4.01 requires a minor to have a parent/guardian signature to get a library card. The recommended change leaves the requirement in place but removes procedural steps. **Jamie Amend moved to approve revisions as shown. Seconded; approved.**
Internet Use and Social Networking Services Policy Update	This policy allows a parent to select a filter level for his/her child. The recommended change leaves the requirement in place but removes procedural language. Regan reiterated that internet filtering is only available on Library computers and does not cover use of WiFi on patron-owned devices. Christine assured the Trustees that while viewing of inappropriate material in libraries does occur, it is infrequent, and staff is well-trained in procedure on how to deal with it. **Fred moved to approve the revisions as shown. Seconded; approved.**
Board Member Recruitment Update	Christine and Deb met with a potential candidate last week, and plan to meet with two more this week. The meetings are informal and designed to answer any questions a candidate might have prior to submitting an application to the County Executive.
Tech Services Study	Christine apprised the Trustees of the results of a study done in 2012-2013 in conjunction with BPL regarding functions done in Technical Services. The study covered everything from selection and acquisition to cataloguing, processing, mending, and weeding/withdrawing, as well as the processing of serials and Interlibrary Loan. This study provided an opportunity for increased collaboration and aligning processes with best practices. Jennifer Dixey is working closely with Madeline Sheplor of BPL. Madeline has spent weekly time at CS training WCLS staff in original cataloging, which is necessary for materials that do not have an OCLC record. Consistent cataloging increases accessibility. Mary Kinser has recently been promoted to Technical Services Supervisor in order to provide daily oversight. An area requiring further study is interlibrary loan (ILL) and patron initiation of interlibrary loans. We are investigating ILLiad software. Some recent improvements in efficiency include: • Preprocessing of DVDs and CDs; this gets items to patrons faster. • A new system in which Technical Assistant Jenny Harkness works full time at weeding, staying in close contact with Collection Development staff.

	• Using Mendery resources to mend out-of-print items, and resurface DVDs and CDs, while replacing current popular titles.
Public Services Report	Regan pointed out the Ferndale Public Library's involvement in the Ferndale School District's FREE Summer Meals Program, as well as the upcoming staff training for the Affordable Care Act. Regan invited the Trustees to attend All Staff Learning Day. The focus will be Early Learning and community building, and the guest speakers will be Susan Anderson-Newham from the Pierce County Library System and WebJunction's Betha Gutsche. Trustees are to notify Christine or Kyle one week prior if they plan on attending. ASKWA continues to receive positive feedback from patrons. Regan highlighted the success of "Little Libraries," which are funded by the Whatcom County Library Foundation. Regarding Performance Measures, Regan pointed out that online registration has been opened up to any age. The yourlibraries.org website is the portal to direct citizens to online registration.
IT Update	Geoff Fitzpatrick introduced Wayne Johnson, Network Support Specialist, who shared his most common IT experiences. High on Wayne's wish list is high quality wireless printers. Geoff and Wayne both expressed for a desire more IT staff, especially in the branches. Increasing developments in technology lead to patrons inundating library staff with questions about how to use their gadgets. Geoff praised Wayne and Alex Marsaudon, Desktop Support Technician, for their amazing work after the resignation of the Web Services Coordinator and during Geoff's absence. This dynamic duo handled the workload of four people for three weeks!
Committee Reports:	BPL: Faye Hill reported that BPL will also be discussing how the change in fines structure is affecting their budget. They recently received a donation of $17,000, and will enjoy deciding how to spend it. Foundation: Jamie reported that the Foundation is in good shape. They have recently taken on two new members and expect a third shortly. Their current projects include gathering historical information on the Freedom of Information issues that first brought the Foundation into being, as well as preparing to co-host the upcoming "All Friends and Foundation" event. Personnel: Christine asked for Trustees willing to serve on the interview committee for the Board vacancy. Fred and Jamie volunteered. Interviews will likely take place on a single day in September, with the successful candidate beginning service with the WCLS Board of Trustees in October, after appointment by the County Executive.
Announcements	The next meeting will be held on September 17, 2013 at Central Services.
Adjourn	Deb adjourned the meeting at 11:32 a.m.

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Fred Haslam, Interim Secretary	Date	Dana Klootwyk, Meeting Secretary