



Library Board of Trustees Regular Meeting
October 15, 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	<p>Trustees: Deb Lambert, Chair; Jamie Amend, Vice Chair; Fred Haslam; Lis Marshall; and Marvin Waschke</p> <p>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; Christina Read, Human Resources Manager; Lizz Roberts, Community Relations Coordinator; Dana Klootwyk, Administrative Associate</p> <p>Also Attending: Faye Hill, BPL Trustee; Kathleen Neece</p>
Call To Order	Deb Lambert called the meeting to order at 9:00 a.m. Quorum was determined. There were no changes to the agenda.
Welcome New Trustee	Deb welcomed Marvin Waschke to the WCLS Board of Trustees. Marvin is a Whatcom County native and is recently retired after 23 years as a software architect for CA Technologies. He enjoyed working in libraries during his college years. Each staff member introduced him/herself to Marvin. All five Trustees signed the WCLS Trustee Code of Ethics.
Open Public Comment	There was no public comment.
Staff Service Recognition: Donna Grayston, 10 Years	Regan Robinson read a commendation of Donna Grayston, written by Blaine Branch Manager Debby Farmer. Donna began her employ as a Page and was promoted to Clerk 5 years ago. She performs her duties with expertise and excels at maintaining the library foyer. Donna's co-workers especially appreciate her sense of humor; she keeps the atmosphere light and brings a smile to everyone. Regan will deliver the framed certificate to Donna with the Board's thanks.
Approval of Minutes	<p>The Board reviewed minutes of the September 17, 2013 Regular Meeting and the September 25, 2013 Budget Retreat.</p> <p>Lis Marshall moved to approve the minutes of the September 17, 2013 Regular Meeting and the September 25, 2013 Budget Retreat. Seconded; approved.</p>
Financial Report: A. Expenditures	<p>Kyle Teeter presented the expenditures as following:</p> <p>General Fund:</p> <ul style="list-style-type: none"> • September 2013 Payroll: Nos. 54232510-54232535 (Voucher Nos. 390001-390133) Totaling \$306,594.26 • Claims 2013-20: Nos. 924484-924557 Totaling \$150,884.59 • Claims 2013-21: Nos. 925726-925769 Totaling \$123,715.74 <p>Fred Haslam moved to approve the claims as presented. Seconded; approved.</p>

B. 2013 Year-To-Date Budget Report	<p>Kyle reported that the revenues and expenditures continue within expectations. Property tax collections are up slightly over prior year. This is likely related to the timing of the collection of second-half tax payments, which are due in October.</p>
C. Resolution 10/15/2013-05: Adopting the 2014-2018 Capital Plan	<p>Kyle presented the following Resolution and stated that there are no changes to the draft presented at last meeting: <i>Resolution 10/15/2014-05: Adopting the 2014-2018 Capital Plan</i> Deb explained that WCLS began implementing a Capital Plan three years ago. It is helpful to the board and staff because, while the buildings are mainly owned by other entities, the Capital Plan helps keep track of district assets, such as the collection, vehicles, furniture, IT equipment, etc. Jamie Amend asked for Christine Perkins' first impressions of the Capital Plan. She replied that she works closely with Kyle and other staff to plan for the future. The Plan allows for yearly adjustments, and she is comfortable with the Plan for 2014. Fred moved to adopt Resolution 10/15/2014-05: Adopting the 2014-2018 Capital Plan. Seconded; approved.</p>
Executive Director's Report	<p>Christine noted that Deb's term as Trustee expires January 31, 2014. After checking with the Personnel Committee, she has received two enthusiastic endorsements and asked Deb if she would consider another term. Upon Deb's affirmative response, Jamie moved that the board authorize the Executive Director to recommend that the County Executive reappoint Deb Lambert.</p> <p>Christine encouraged everyone to "thank a Friend" next week for National Friends of Libraries Week. November 2 will be the All Friends and Foundation Gathering and Potluck, where advocacy goals will be a major focus.</p> <p>On October 17, Christine, Jennifer Rick, and Amory Peck plan to attend the AFP-WA Igniting Philanthropy Series Event: "The Ultimate Major Gift."</p> <p>Regarding building projects: The City of Ferndale has received the notice to proceed and signed the contract with Faber Construction. Substantial Completion date is July 2014, and the City anticipates approximately 60 days after that to complete the final punch list. Barring unforeseen events, turn-key should be fall of 2014. Island Library is currently operating out of the temporary location while new shelves are being installed in the library. Lis stated that there will be an opening celebration in mid-November. South Whatcom Library is aiming for substantial completion by January 11, 2014, and anticipating a February opening.</p> <p>On October 11, Christine attended an Allen Grant workshop in Federal Way. She related that seeing KCLS in operation was inspiring; they are state leaders in terms of the amount of thought that has gone into facilities. Christine will plan a field trip for Trustees and staff.</p>
Community Relations Report	<p>Lizz Roberts reported that the number of new borrowers registered in September exceeded last year's statistics. The extra effort in September for Library Card Sign-Up Month yielded positive results.</p> <p>Each year the branch managers nominate an outstanding Friends group for recognition. While every group is appreciated, this year the Ferndale Friends emerged on top due to the immense amount of work with advocating for the new Ferndale Library. Fred moved that the WCLS Board of Trustees affirm the Friends of the Ferndale Public Library as recipients of the 2013 Outstanding Friends of the Library award. Seconded; approved.</p>
2014 Board Meeting	<p>Deb explained that in the past the Board held regular meetings at branches six times per year. Due to scheduling conflicts and travel difficulties this became onerous, and the</p>

Schedule	Trustees have agreed to hold meetings in branches four times per year, clustered in the warmer months. The Trustees agreed by common consent to the 2014 Board Meeting Schedule as presented.
Interlocal Agreement: Bellingham Public Library-WCLS Mutual Extension of Borrowing Privileges and Services	<p>Kyle explained that this is a renewal of the agreement between Bellingham Public Library (funded and operated by the City of Bellingham) and WCLS (an independent taxing district within Whatcom County). It reflects use of BPL by WCLS patrons. The 2014 cost is 2.7% higher than in 2013. Other than the cost, there are no other changes to the contract.</p> <p>There were no further questions or comments.</p> <p>Lis moved approval of the Interlocal agreement between WCLS and Bellingham Public Library for the mutual extension of borrowing privileges as presented. Seconded; approved.</p>
Interagency Agreement: Washington Department of Enterprise Services – Surplus Property Disposal	<p>Kyle explained that under the statutory authority of RCW 43.19.1919, the Washington State Department of Enterprise Services’ surplus program receives, assesses, and markets surplus items from state and public agencies to other agencies, entities, and organizations. Approval of this agreement would allow WCLS to dispose of our surplus furniture and equipment in the most efficient and cost-effective manner possible. We recoup 91% of the value of any item exceeding \$200; items of lesser value are essentially disposed of at no cost to WCLS.</p> <p>Jamie inquired whether the language in the contract is provided by the state. Kyle replied in the affirmative. Deb asked how the DES acquires the surplus items. Kyle replied that WCLS initiates by sending pictures of the items, and the property is then either held onsite until sold, or moved to DES’s Tumwater location. Fred asked if we have ever benefitted from this program by purchasing property. Kyle stated that our most recent purchase was cubicle partitions for staff at Central Services, which were a great value. Deb asked if we can utilize this program as a source for furnishing new libraries. Kyle said that the stock is more suited to office furnishings.</p> <p>Marvin moved approval of the Interagency Agreement for Surplus Property Disposal between WCLS and the Washington Department of Enterprise Services as presented. Seconded; approved.</p>
Travel Policy	<p>Kyle explained that the intention of the revision to Policy number 12.53 is to eliminate the proration of the mileage reimbursement rate and adopt the use of the full federal reimbursement rate. Given that the cost of fuel in Whatcom County continually exceeds the national average, and the majority of reimbursable travel occurs within Whatcom County, discontinuing the proration and adopting the full federal reimbursement rate will more fairly compensate staff for the cost of work-related travel, primarily inter-branch travel for meetings and subbing.</p> <p>Fred moved approval of revision to the Travel Policy 12.53 as presented. Seconded; approved.</p>
Draft Agreement for Exchange of Services: Friends of the Sudden Valley Library	<p>Kyle presented the first draft of the agreement between WCLS and FoSVL for exchange of services. This is a detailed standard agreement, and differs from the contracts with other Whatcom County Friends groups in that the Friends lease the space to be occupied by WCLS and the meeting space will also be available to the Sudden Valley Community Association. As part of FoSVL’s agreement with the SVCA, the SVCA will be allowed to use the South Whatcom Library’s meeting space outside of library hours, and the space has been designed with access for this purpose. This is a standard five-year agreement.</p>

	<p>WCLS will provide the collection and staff; FoSVL will provide the facility. Both parties carry insurance.</p> <p>Fred noted that Paragraph 2: Facility for Library Services mentions “The Friends represent and warrants that it has good title to these premises. . .” There is no title; the premises are leased. Our attorney will be reviewing this contract and will take a close look at this section.</p> <p>The Trustees discussed that this is a two-party agreement with FoSVL but the SVCA is a third party that owns title to the building. The Trustees advised staff to meet with SVCA board members after their November election.</p> <p>Marvin queried section 3d of the agreement, asking whether the “non-discriminatory basis” clause would apply to SVCA outside of WCLS service hours. The language is unclear and should be more explicit.</p> <p>Fred commented that there is potential for conflict over scheduling of meeting space. Kyle responded that section 3e is taken directly from the lease agreement and is already approved. There are parallels with the agreement we currently hold with the Friends of the Deming Library. Christine and Kyle agreed that this 5-year agreement can always be fine-tuned with a Memorandum of Understanding.</p> <p>Deb suggested that in light of the third-party involvement, we revisit this issue in one year to check in on how things are working out. She expects a revised draft of the agreement by the end of the year.</p>
2014 Strategic Initiatives and Action Steps	Christine presented a graphic representation of how Public Services, IT, Administration/HR, Community Relations, and Collection Support will trace out the current commitments and Strategic Framework action steps over the four quarters of 2014. Deb thanked Christine for the helpful visual overview.
Continuing Education: Mobile Catalogue App	Jennifer Dixey demonstrated Washington State Library’s new mobile app, “Washington State Library Now.” http://blogs.sos.wa.gov/FromOurCorner/index.php/2013/10/check-out-the-new-librarynow-app/ . The app is currently available from the App Store, but will remain unadvertised until all the requested system-specific adjustments are in place. The app provides access to our online catalogue, branch locations and hours, ASKWA, and allows patrons to place holds. The developer, Boopsie, has also included a feature called “BookLook,” which allows patrons to scan the UPC bar code on the back of any book to see if we have it in our collection. The app has the potential for extensive use among county-wide mobile users.
Discussion Regarding Process for Executive Director 6-Month Evaluation	<p>Jamie presented the Personnel Committee’s recommendation for how to proceed with the Executive Director’s 6-Month Evaluation, a contractually-required process. Jamie proposed that the Personnel Committee gather information in advance of the November 19 Executive Session, and that the December 17 meeting include an outcomes summary to the Board. The Personnel Committee would like to change the process. First, the Personnel Committee will now be proactive on behalf of the Board, relieving Christina Read from the uncomfortable position of having to collect and summarize data for a person to whom she reports. Second, the Personnel Committee proposed using the 6-Month Evaluation as a “dress rehearsal” for the new evaluation process.</p> <p>Lis asked that the Personnel Committee to continue working on the evaluation model. While some of the presented ideas have merit, she would like to see them more fully developed. Deb concurred, and asked that the onboarding document be used for the 6-month review.</p> <p>Deb asked the Personnel Committee to do the following: come up with a list of ten</p>

	<p>questions with which to survey Christine, her direct reports, and the Trustees; to summarize these results; and, at the November 19 Executive Session to present these findings and review the onboarding document with Christine. If time becomes too short, the trustees could either do the Executive Session in December or call a special meeting.</p>
Committee Reports:	<p><u>BPL</u>: Due to time constraints, Faye left before being able to report. The next BPL Board meeting will be held at 3:30 p.m. on Oct. 22 at the Fairhaven Library.</p>
Public Services Report	<p>Regan presented the month's performance measures. She also highlighted the success of Pop-up Libraries, a well-deployed initiative begun in 2012. The Affordable Health Care Act support continues to go well. Whatcomics 2013 is underway, and is always a great opportunity for teens to participate, as well as a good source of graphic content. Regan pointed out a new book, <i>Library 2020: Today's Leading Visionaries Describe Tomorrow's Library</i>, edited by Joseph James. It contains essays by various experts such as The Annoyed Librarian, Marcellus Turner, of Seattle Public Library, and Bill Ptacek, of King County Library System. Libraries will always be products of the past/present/future simultaneously.</p> <p>Fred asked about the status of the Library of the Future Committee. Geoff Fitzpatrick will report at the November 19 meeting.</p>
IT Update	<p>Geoff reported that computers are up and running at the Island Library. He was able to find a vendor with better bandwidth for less money. He is also replacing the network equipment, which will shift internet access to lower cost routes. There is built-in redundancy to avoid loss of information should the network go down.</p> <p>A recent concern has been the recall of power brick surge protectors which were purchased by the system between 1993-1997. We have approximately 300 in 10 locations. They have a lifetime warranty and will be replaced, but it will require significant staff time to locate all the recalled models, log the serial numbers, and exchange them for replacements.</p>
Compensation Philosophy	<p>Jamie reported that he has divided the draft Compensation Philosophy into philosophy and principles. He asked whether this has been presented to the union, and Christine replied that has not, but it would be desirable to get their approval before we make it policy. It was agreed that the Board would revisit this topic next month.</p>
Announcements	<ol style="list-style-type: none"> 1. A Trustee group photo will be taken on November 19. 2. The Washington State Public Library Trustee Reference Manual has been replaced by a wiki, which is not yet complete. http://wiki.sos.wa.gov/trustees/MainPage.ashx Please replace chapter 28 in the printed manual with the updated RCWs and continue to refer to the printed manual if desired information cannot be found on the wiki. 3. Deb asked all Trustees to review Title 27, Chapter 12 of the Revised Code of Washington to ensure that all duties are being done appropriately. 4. Deb suggested planning for future Trustee training, including a work styles survey in order to work together more effectively. 5. The next meeting will be held on November 19, 2013 at Central Services.
Adjourn	<p>Chair Lambert adjourned the meeting at 12:28 p.m.</p>

Fred Haslam, Interim Secretary

Date

Dana Klootwyk, Meeting Secretary