



Library Board of Trustees Regular Meeting January 21, 2014 *MINUTES*

Anyone requiring these minutes in an alternate format, such as large type, Braille or an audiotape, please contact the Library at (360) 305-3600.

Location:	Central Services, 5205 Northwest Drive (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance:	<p>Trustees: Deb Lambert, Chair; Fred Haslam (via speakerphone); Lis Marshall; and Marvin Waschke</p> <p>Staff: Christine Perkins, Executive Director; Regan Robinson, Public Services Manager; Kyle Teeter, Administrative Services Manager; Geoff Fitzpatrick, IT Services Manager; Christina Read, Human Resources Manager; Lizz Roberts, Community Relations Coordinator; Jeanne Fondrie, Learning Coordinator; Dana Klootwyk, Administrative Associate</p> <p>Also Attending: Faye Hill, BPL Trustee</p>
Call To Order	Deb called the meeting to order at 9:00 a.m. Quorum was determined. There were no changes to the agenda.
Open Public Comment	There was no public comment.
Service Anniversary: Jeanne Fondrie, 10 years	Regan introduced Jeanne as an excellent trainer who leads staff into learning in a variety of ways. She also fulfills several roles within the organization, including work in Reference, Ask-WA, adult nonfiction selection, and patron requests. Jeanne has led the technologies competencies inventory process and brought Prepare training to Public Services staff. She spearheaded the first All Staff Learning day in 2010, and continues as its leader. Additionally, Jeanne has served as a committee person and conference chair for WLA. Jeanne responded that this is the most enjoyable and challenging job she has ever had and appreciates how it brings together all her experiences and skills. Christine presented Jeanne with a framed certificate and Deb extended the Board's thanks.
Executive Director's Report	<p>Christine shared that County Executive Louws' office is recommending Deb's reappointment, and expects it to be made official at the next County Council meeting. They have not received any written applications for the board vacancy.</p> <p>Christine reviewed the recent Project Management/L3 Retreat, during which the management team solidified which upcoming projects will be guided by project management principles.</p> <p>The building projects are moving forward. Friends of the Sudden Valley Library are preparing to hand over the keys on February 1. The soft opening is tentatively scheduled for February 25. The new Ferndale Library is at the framing stage, and further refinements are being made to the finishing packages to maximize the budget. The Friends of the Point Roberts Library met their fundraising goal for 2013, and their ongoing success is impressive. A recent Round Up campaign netted \$10,000, and they continue to apply for grants.</p> <p>Whatcom READS! events are scheduled and excitement is building. Christine and Lizz had an opportunity to preview many of the fantastic quilts created for the program; it is obvious that every stitch represents a felt response to Cheryl Strayed's <i>Wild</i>.</p> <p>A couple of issues will affect library funding in the coming years. First, the McCleary Decision will</p>

	<p>impact upon Washington State education reforms, which may result in less funding for the Washington State Library. Second, the Board of Equalization Petition Appeals for valuations on the British Petroleum and Conoco Phillips refineries in Ferndale have the potential to decrease the taxable valuation in the district.</p>
Community Relations Report	<p>Lizz explained that the increasing number of news articles about WCLS is a direct result of Christine’s intentional approach to the media. Some media outlets are requesting content in the form of book reviews and articles about our databases and other resources.</p> <p>Lizz drew attention to the WCLS programming posters created by our own Graphic Designer, JoAnn Simonarson.</p> <p>Two WCLS works are (or soon will be) published. <i>Whatcomics 2013</i> features local teen artwork. <i>Journeys</i> is an anthology of top submissions to Whatcom WRITES! Both books will be catalogued and added to the library collection.</p>
Consent Agenda	<p>The Consent Agenda items contained the following:</p> <p>Meeting Minutes: December 17, 2013 Board of Trustees Meeting Minutes</p> <p>Expenditures: General Fund: -December 2013 Payroll: Nos. 54464605-54461624 (Voucher Nos. 520001-52014) Totaling \$303,195.76 -Claims 2013-27: Nos. 931750-931820 Totaling \$217,667.44 -Claims 2013-28: Nos. 932511-932521 Totaling \$38,779.41 -Claims 2013-29: Nos. 933350-933405 Totaling \$86,682.77</p> <p>Capital Fund: -Claims 2013-15: No. 930923 Totaling \$2,495.50</p> <p>Policy Updates: -12.12 Hours of Work Policy -12.44 Rest and Meal Periods</p> <p>Marvin moved approval of the Consent Agenda items as presented. Seconded; approved.</p>
Financial Report: B. 2013 and 2014 Year-To-Date Budget Report	<p>Kyle explained that the County has not yet closed our books for year-end – only expenditures are reconciled.</p> <p>The Board of Equalization Petition Appeals for valuations on the British Petroleum and Conoco Phillips refineries could affect 9.31% of the total established assessed valuation for the Rural Library District. According to RCW 84.52.018, removing the contested portion of the valuation from the certified assessed valuation will avoid District liability for a large refund should the resolution of the appeal result in a reduction of the two refineries’ total assessed valuation. Therefore, approximately \$275 million of assessed value has been removed from the certified total assessed valuation of the District. Trustees and staff will carefully monitor the situation to ensure short and long term financial stability of WCLS.</p>
Financial Report: C. Resolution2	<p>Kyle presented the following Resolution:</p> <p><i>Resolution #01/21/14-01 Authorizing the Cancellation of Warrants.</i></p> <p>Lis moved to approve Resolution 01/21/14-01. Seconded, approved.</p>

Continuing Education: Learning Organization: Be Curious and Connect	Apropos of her tenth Service Anniversary, Jeanne gave a PowerPoint presentation entitled “Driving Change: Self-Directed Learning,” adapted from a recent presentation given at the WWU Unconference. Jeanne explained that as a learning organization, WCLS is committed to staff self-initiated skill development. Motivation, autonomy, mastery, and purpose are the main drivers for adult learners. WCLS’s “Be Curious” program fosters staff development using guided learning checklists and talking points for mastering new skills. Additionally, quarterly “Be Curious and Connect” cards provide each staff member with one paid hour per quarter to explore any Library-related learning opportunity. In 2013, 250 hours were spent on a variety of topics, including eResources, language learning, field trips to other libraries, teaching others, the Lync phone system, and others. Jeanne presented each Trustee with a card and challenged them to learn something new about libraries this quarter. There was some discussion about how staff development ultimately benefits patrons, and Marvin commented that some organizations allocate 10-20% of staff time to training, which he has found to be beneficial.	
Trustee Recruitment Discussion	In querying the Trustees regarding potential candidates for the Board vacancy, Christine mentioned that the remainder of Position 5’s term is only one year. The potential benefit is that it could allow a tentative candidate an opportunity to “feel out” the position before possibly committing to a second 5-year term. Conversely, it could dissuade a candidate who would prefer the opportunity of serving two full terms. Marvin questioned residency requirements, and Christine responded that WCLS Trustees may reside within Bellingham city limits, but must understand that their taxes do not support WCLS. Discussion about desired attributes confirmed that the ideal candidate should be a person whose life experience and well-rounded community involvement would provide access avenues for advocacy and listening. Furthermore, the candidate should be articulate and conversant with public process, as policy decisions and financial oversight are the basic roles of the Library Trustee. The Trustees reaffirmed their willingness to be flexible with the meeting schedule so as to accommodate a variety of candidates. Trustees should feel free to approach potential candidates or share contact information with Christine.	
Board Advocacy: Trustee Recruitment	Christine shared the “Top 7 Reasons to Become a WCLS Library Trustee.”	
	1) WCLS benefits the entire community.	2) The ability to set policy and budget
	3) Excitement due to explosion of eResources	4) Exciting building projects
	5) Minimal time commitment	6) Interaction in an engaged, curious, literary, and democratic environment
	7) Rewards of civic engagement	
Agreement for Exchange of Services with the Friends of the Sudden Valley Library	<p>After meeting with Bob Cooper, President of the Friends of the Sudden Valley Library, Christine made some changes to the draft Agreement, which have since been reviewed by our attorney. Of note, the agreement:</p> <ul style="list-style-type: none"> - clarifies the relationship between WCLS, FoSVL, and SVCA - specifies that WCLS will control use of the meeting room during and outside of library open hours - establishes two-year terms of renewal after an initial 5-year period - adds a section on compliance with environmental laws - clarifies which party is responsible for repairs due to damage or destruction <p>Bob Cooper and FoSVL Vice President Karen McGuinness have both reviewed the updated agreement and have indicated their approval. We would like to have the Agreement signed before February 1 when the FoSVL turns over keys to the Premises to the District.</p> <p>While WCLS contracts directly with all building owners (cities, Friends groups, park districts), this agreement involves a third party, the Sudden Valley Community Association. There was discussion about protecting WCLS interests in the event of a catastrophe. Kyle directed the Trustees to Section 13 of the Lease Agreement between SVCA and FoSVL, which states that any cause of catastrophic damage to the building terminates the lease. The FoSVL is two years into this 15-year agreement. WCLS insurance covers our contents, but the ability to maintain and/or</p>	

	<p>continue service cannot be insured.</p> <p>Marvin moved to authorize the Executive Director to sign the agreement with the Friends of the Sudden Valley Library, with the proviso that she contacts our attorney for assurance of the best possible protection of WCLS interests. Seconded; approved.</p>
Library of the Future: Net Neutrality	<p>Geoff presented on the recent ruling by the DC District Court regarding Net Neutrality. The court has determined that the FCC has no authority to enforce net neutrality rules, as internet service providers are not telecommunications “common carriers.” Ultimately this could result in broadband providers charging content companies for faster speeds, leading to higher consumer costs and access disparities. The FCC may appeal this ruling to the Supreme Court or reclassify broadband as a telecommunication service. If the appeal fails, the Library may see increased internet provider costs, renewed public use of Wi-Fi and internet workstations to access expensive content, and/or blocked access to certain websites.</p>
Committee Reports:	<p><u>BPL</u>: Faye Hill has been reelected as BPL Board of Trustees President for 2014. Everyone is excited about the resumption of Sunday open hours at the Central Library beginning February 2. Service hours will be Sundays from 1:00 – 5:00 during the school year. Thanks to outgoing city councilmember Stan Snapp for helping to secure the funding. BPL is currently interviewing three potential Trustees as well as hiring 2 librarians.</p>
Public Services Report	<p>Regan reported that the posting for Branch Teen Librarian at Lynden/Sumas has yielded 29 applicants, most of whom have an MLIS. The new salary scale has had the desired result of attracting applicants from across the nation. The successful applicant will be working with teens across three school districts: Nooksack Valley, Lynden, and Meridian. The search team is comprised of Tamar Clarke, Sarah Ward, and Regan.</p> <p>Health care enrollment events are continuing at North Fork, Deming, and Sumas.</p> <p>Popularity is growing for WCLS libraries as an early learning destination.</p> <p>A question about the Trustees’ desired metrics led to a discussion of the possibility of tracking the average wait time for holds. Deb thanked Marvin for the intriguing idea and asked that the discussion be resumed at a future meeting.</p>
Announcements	<ol style="list-style-type: none"> 1) Christine circulated for signature a thank you letter to Ziad Youssef, the Bellingham attorney whose “Slow Down and Read” program yielded over \$5700 in donation to the Whatcom County Library Foundation this Fall. [NOTE: the updated total is actually \$5,960.] 2) Cheryl Strayed’s <i>Wild</i> can be controversial, which sparks interesting county-wide conversations. 3) The next meeting will be held on February 18, 2014 at Central Services.
Adjourn	<p>Deb adjourned the meeting at 11:58 a.m.</p>

Signed by Fred Haslam
Interim Secretary

February 18, 2014
Date

Signed by Dana Klootwyk
Meeting Secretary