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Point Roberts
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whatcom county
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Library Board of Trustees Regular Meeting
July 15, 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:	Administrative Services, 5205 Northwest Drive (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance:	Trustees: Deb Lambert, Chair; Marvin Waschke, Vice Chair; Fred Haslam; Lis Marshall; and June Hahn Staff: Christine Perkins, Executive Director; Kyle Teeter, Administrative Services Manager; Lisa Gresham, Collection Support Manager; Lizz Roberts, Community Relations Coordinator; Jeanne Fondrie, Learning Coordinator; Karin Schulhauser, South Whatcom Library Manager; Zynet Schmid, Distribution Supervisor; Dana Klootwyk, Administrative Associate Also Attending: Faye Hill, BPL Trustee; Mary Haslam Absent with Notice: Regan Robinson, Public Services Manager; Geoff Fitzpatrick, IT Services Manager
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.
Staff Reports: A. Executive Director's Report	• During the temporary closure of South Whatcom Library, a steady stream of patrons are visiting the tiny browsing collection and holds pick up from the café in the lobby of the adjacent barn. Karin reports that this unfortunate circumstance is providing an opportunity to excel in teamwork, to advocate Summer Reading, and to increase community awareness of the new library. • Christine is researching and revising the Public Services Manager position and hopes to begin a national search in August. Regan plans to retire at the end of August. There are a few other retirements planned in the coming months with staff changes expected. • The joint board meeting of our Trustees and the Whatcom County Library Foundation is scheduled from 9:00 – 11:00 a.m. on July 22. • The Ferndale Library building project continues. Windows are being installed, and while a slight carpeting delay will hold back the shelf installation, the completion schedule remains on track. The Friends of the Point Roberts Library are now seeking larger grants from foundations and other grant-making organizations, as well as revising their Memorandum of Understanding with WCLS. This MOU is currently being reviewed by our attorney. • Christine shared a 1983 article about Birch Bay community interest in housing a potential library in an old Air Force Building. At that time, the WCLS Board of Trustees decided against pursuing this option.

	• The Federal Communications Commission (FCC) has adopted a Modernization Order to expand Wi-Fi networks in schools and libraries nationwide. We will explore whether or not we qualify for this addition to E-Rate discounts.
Staff Reports: B. Public Services Report	Regan was absent with notice. Christine presented the June Service Metrics. While the Trustees recognize that the accuracy of the snapshot represented by branch circulation statistics decreases as patrons increasingly use multiple branches and WCLS.org, they would nevertheless appreciate a quarterly or semi-annual trend report of circulation by branch. Christine and Jon McConnel plan to attend the 2014 Library Assessment Conference in early August, where they hope to identify best practices for collecting meaningful service metrics.
Staff Reports: C. Community Relations Report	• Lizz directed attention to two full tables of press clippings and posters. The Board expressed appreciation to WCLS Graphic Designer JoAnn Simonarson. • The temporary closure of the South Whatcom Library has provided an excellent opportunity for teamwork and communication. Deb complimented staff on the gracious and helpful press release. • The Microsoft IT Academy promotion (funded by a grant from the Washington State Library) is currently running Google ads and radio ads. • Many advocacy opportunities are coming up throughout the remaining weeks of summer, including several book sales, concerts, and the Foothills Garden Tour.
Consent Agenda	The Board reviewed the Consent Agenda, which included the minutes for the June 17, 2014 Board of Trustees Meeting Minutes and the following expenditures: <u>General Fund:</u> -June 2014 Payroll: Nos. 54836548-54836575, (Voucher Nos. 260001-260137) Totaling $316,268.37 -Claims 2014-15: Nos. 945272-945293 Totaling $30,997.37 -Claims 2014-16: Nos. 946204-946244 Totaling $172,004.26 -Claims 2014-17: Nos. 947258-947286 Totaling $86,238.97 <u>Capital Fund:</u> -Claims 2014-11: Nos. 946245-946249 Totaling $6,048.34 -Claims 2014-12: No. 946940 Totaling $43,001.61 -Claims 2014-13: No. 947287 Totaling $1,731.92 **Fred moved to approve the Consent Agenda as presented. Seconded; approved.**
Financial Report: A. 2014 Budget Report	Kyle reported that overall, revenues and expenditures continue within expectations. A variance in revenue compared with last year is due to reduced forest board earnings. An apparent variance in expenditures compared to last year is due to the timing of this year's second payment for services to Bellingham Public Library. Also, purchases in IT and related to the opening of South Whatcom Library are $36,000 ahead of last year, but within budget. Fred noted that investment earnings are up, and Kyle credited the improving economy and its impact upon the performance of the Whatcom County investment pool.
Financial Report: B. Resolution	Kyle presented the following Resolution: *Resolution 07/15/14-07, ordering the cancellation of warrants more than a year old as listed in Exhibit A*

	RCW 36.22.100 states that the County legislative authority shall cancel county warrants not presented within one year of the date of their issue. Per RCW 63.29.170 (Uniform Unclaimed Property Act: Report of Abandoned Property), Whatcom County sent written notice to any payee with an unredeemed warrant of more than $75. Below is a list of the warrants included in Exhibit A provided by the County and an explanation of the reason for payment: -Warrant# 914385 dated 5/7/13 totaling $1,052.76: Reason for Issuance: Telecommunication Services -Warrant# 913419 dated 4/23/13 totaling $1,019.82: Reason for Issuance: Telecommunication Services -Warrant# 899361 dated 11/6/12 totaling $40.49: Reason for Issuance: Mileage Reimbursement **June moved approval of Resolution 07/15/14-07, ordering the cancellation of warrants more than a year old as listed in Exhibit A. Seconded; approved.**
Financial Report: C. 2015 Budget Calendar	Kyle presented the 2014 Budget Planning Schedule. Christine is currently meeting with staff of all branches and departments to solicit staff budget ideas and explain management thinking about budget planning. Fred requested that Christine present a quarterly strategic plan update. Deb added Item 12 to the Agenda for scheduling a Finance Committee meeting and the September Board Budget Retreat.
Policy Discussion	Christine presented the Acquisitions, Ownership and Operations of Whatcom County Library System Facilities Policy 7.01, incorporating the updates discussed at the June 17 meeting. Based on the recent temporary closure of the South Whatcom Library, Christine also added an additional factor for consideration to section D. Site Selection: "condition of existing facility and/or long-term maintenance costs." Furthermore, pursuant to last month's discussion of whether to refer to our organization as "System" or "District," our attorney has advised that we use "WCLS." **Fred moved approval of changes to the Acquisitions, Ownership, and Operations of Whatcom County Library System Facilities Policy 7.01, with the amendment of incorporating "WCLS" in place of "System" or "Library." Seconded; approved.**
South Whatcom Library Update	On June 27 South Whatcom Library was temporarily closed by the Sudden Valley Community Association (SVCA) due to structural damage resulting from a beetle infestation in the second story above the library. SVCA has hired J2 Building Consultants of Seattle to perform a destructive assessment of the second story. In the meantime, the SVCA is pursuing an insurance claim and has hired legal mediation. Christine thanked Regan, Kyle, Karin and South Whatcom Library staff for maintaining positive and proactive attitudes as we search for alternative solutions. A potential short-term solution is to rent a portable building which could be set up at a yet-to-be-determined location in Sudden Valley. While rental of such a unit is affordable, other factors include proximity to restrooms, and the expense of a power hook-up. Key factors in the consideration of any temporary location include structure sufficient to bear the weight of full bookshelves, current electrical and telecommunications systems, restrooms, sufficient parking, and visibility/accessibility.

	The Board of Trustees has requested that staff procure copies of all engineering and/or inspection reports commissioned by both the SVCA and the Friends of the Sudden Valley Library (FoSVL). It may be prudent to hire an independent engineering firm, both to interpret previous reports and to conduct a separate assessment of the structure. The Trustees requested that staff begin drafting a Memorandum of Understanding protecting WCLS's interests during this interim period. WCLS will require a clear timeline for both temporary and comprehensive plans. Currently South Whatcom staff has been given the option to maintain hours at other branches, but over time this will become onerous. Furthermore, a top priority for WCLS is regaining access to the collection at South Whatcom Library. The Trustees have agreed to meet for a Special Meeting on July 22 to discuss next steps and work on the MOU detailing how WCLS will provide services to South Whatcom in this interim period.
Agreement for Exchange of Services Between the City of Ferndale and the Whatcom County Rural Library District1	This agreement updates the existing agreement to reflect the move from the temporary library facility at Pioneer Pavilion to the new Ferndale Library. Christine has submitted the agreement for legal review, and our attorney believes it to be comprehensive. Once signed by Christine, it will be presented to Ferndale City Council. June asked for clarification of Section 3 – Provision of Library Services, regarding meeting room space. Staff responded that this clause gives the City and WCLS freedom to schedule the use of meeting space. **Lis moved to authorize the Executive Director to sign the Agreement for Exchange of Services Between the City of Ferndale and the Whatcom County Rural Library District. Seconded; approved.**
Library of the Future: Kitchens as Maker Spaces	Christine presented an article from *Library By Design* (Spring 2014), a supplement to *Library Journal*, highlighting the expanding roles of public libraries as community gathering spaces. As more people desire the library to be a place to learn and create, several libraries have added demonstration or commercial kitchens to their public spaces. Fred asked that Christine continue to research other ways that libraries are creating Maker Spaces. Faye commented that BPL's strategic planning process has recently confirmed that people envision the library as a place to meet and build community.
Board Reports: A. Personnel Committee	There will be one or two meetings scheduled in the fall for wage and benefit discussions with the union.
Board Reports: B. Finance Committee	The Finance Committee will soon schedule a meeting to begin reviewing the 2015 budget in advance of the Board Budget Retreat in September.
Board Reports: C. Marketing Committee	The Marketing Committee kicks off its first meeting July 16, when they plan to identify the project objective.
Board Reports: D. Whatcom County Library Foundation Liaison	Marvin reports that at the upcoming July 22 joint meeting, the Foundation is seeking WCLS Board input on the development of their overarching purpose and how best to work with the goals of the Board of Trustees. The departing long-term Foundation members have a strong desire to leave the Foundation is good shape for those who follow behind.

Board Reports: E. BPL Liaison	Lis attended the June 17 BPL Board of Trustees meeting and especially enjoyed the excellent presentation skills of the youthful and energetic group. The attendees watched a movie on Open Public Meeting law. Faye commented that the BPL Board of Trustees recently presented their strategic plan to City Council, which was well-received. BPL staff is encouraged by Council's support.
Scheduling Upcoming Meetings	The Trustees compared calendars but did not select meeting dates. Christine will send out Doodle polls to the trustees involved.
Announcements	WCLS.org email accounts have been established for Trustee official business. The next meeting will be held on August 19, 2014 at Sumas Public Library.
Adjourn	Deb adjourned the meeting at 11:12 a.m. The Trustees then met outdoors for a successful photo re-take.

Signed by Marvin Waschke	August 19, 2014	Signed by Dana Klootwyk
Marvin Waschke, Secretary	Date	Dana Klootwyk, Meeting Secretary