



Library Board of Trustees Regular Meeting

June 18, 2024

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Location

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This meeting was held in a hybrid manner, with remote attendance via Microsoft Teams and in-person attendance at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

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In Attendance

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**Trustees:** Rodney Lofdahl, Chair; Matthew Santos, Vice Chair; Holly Robinson, Secretary; John Miller and Danielle Gaughen. Absent: None.

**Staff:** Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Ryan Cullup, Facilities Services Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Jennifer Rick, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant; Alix Prior, Ferndale Branch Manager; Sarah Lavender, Youth Services Librarian.

**Guests:** Danica Holt, Matthew Benedict, Marlowe Lawson, and Sofie Ferreira with W+IEMN (Women+ in Energy Mentor Network) from Western Washington University.

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Call to Order

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Rod determined quorum and called the meeting to order at 9:00 a.m., followed by a reading of the WCLS Land Acknowledgement by Michael.

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Open Public Comment

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No public comment.

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South Whatcom Lease Agreement

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The Board of Trustees proceeded to this item on the agenda due to the absence of the presenter of agenda item number 3, Trustee Education: Summer Reading.

Christine spoke about the updated lease agreement between WCLS and the Sudden Valley Community Association regarding the South Whatcom Library space. There are a few final details that need to be worked out before the end of June. Overall, WCLS is satisfied with the negotiated terms.

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Trustee Education: Summer Reading

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Youth Services Librarian Sarah Lavender joined the Board of Trustees to talk about Summer Reading 2024. This year's goal is to plant 250 trees with our partner, the Whatcom Million Trees Project. Sarah explained how patrons can participate and highlighted the different activities on the summer reading card. For every 100

collectively completed activities, one tree will be planted thanks to support from WCLF. She also showed the Trustees the Summer Reading page of WCLS.org and the “tree tracker.” Summer Reading kickoff week is the last week of June. There is a kickoff party at each of the branches that week. Patrons under 18 can pick out a book at this time to encourage them to start their summer reading journey. Thom pointed out that there was a vibrant discussion about the activities listed on the summer reading cards and the ability to transfer them into another language for all cultures to be able to fully participate. These activities also celebrate all patrons and readers regardless of reading ability or reading level. Christine thanked WCLF for funding the trees that will be planted this fall.

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## Consent Agenda

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The Consent Agenda included minutes of the May 21, 2024, Board of Trustees Regular Meeting as well as the following:

### Expenditures:

#### General Fund:

- April 16-30, 2024 payroll: check nos. 1038489282-1038489283 and voucher nos. 558749-558854 totaling \$229,783.34 and May 1-15, 2024 payroll: check no. 1038669197 and voucher nos. 558861-559016 totaling \$235,069.20.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$101,169.38; \$36,910.00 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-18G: warrant nos. 1191419-1191433 totaling \$11,149.12
- Claim 2024-19G: warrant nos. 1191698-1191722 totaling \$134,367.80
- Claim 2024-20G: warrant nos. 1191997-1192012 totaling \$11,610.79
- Claim 2024-21G: warrant nos. 1192554-1192576 totaling \$103,907.07

#### Capital Fund:

- Claim 2024-06C: warrant nos. 1191469-1191470 totaling \$5,668.76

***John moved to accept the Consent Agenda as presented. Seconded. Unanimous board approval.***

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## Financial Report and Resolutions: Finance Committee Report

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Jackie reviewed her report and Resolution 06/18/24-04 amending the 2024 Capital Fund budget.

WLCS received an additional portion of property tax revenue in May. This will add cash flow until the October tax payments arrive.

Whatcom County Library Foundation will be financially supporting a few projects and events throughout the second half of the year, such as Whatcom Grooves and Open Book. Last year’s Intergovernmental revenue included FEMA and ARPA (American Rescue Plan Act) funds that we will not be receiving again this year.

Jackie reminded the Board of the Financial Intelligence Tool (FIT) provided by the State Auditor’s Office. It is a useful tool to examine government finances across the state.

Jackie reviewed updates to the Capital Budget included in today’s amendment. These include additions such as an unexpected box truck chassis replacement and additional funds needed for the AS Feasibility Study. The box truck replacement is being sourced through a state contract.

John asked if the new box truck would be electric and, if so, would it be able to handle the entire WCLS delivery route? Ryan spoke about why we are purchasing a combustion engine box truck and not an electric one at this time.

The contractor selected for the AS Feasibility study returned with a quote higher than what was previously budgeted. To help offset this increase, parking lot improvements and a generator purchase for AS have been delayed until after the study has been completed.

Matthew inquired about the AS Feasibility study proposal and if it was the lowest bid. Ryan clarified that we issued a Request for Qualifications and the cost is negotiated with the selected firm. WCLS has worked with this firm before for the system-wide facilities assessment done in 2021.

**Matthew moved to approve Resolution 06/18/24-04 Amending the 2024 Capital Fund Budget as presented. Seconded. Unanimous board approval.**

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### Administrative Services Energy Study

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Ryan introduced the members of W+IEMN (Women+ in Energy Mentor Network) and WWU students; Danica Holt, Matthew Benedict, Marlowe Lawson, and Sofie Ferreira.

As part of an Energy Assessment Program (EAP), the group showed the Board a presentation and discussed the total energy consumption of the Administrative Services building in 2023. They spoke about the energy conservation options that are available to WCLS to help reduce these costs in the future. They showed the possible annual savings and the upfront costs associated with the proposed changes. The group suggested creating and implementing an energy policy at WCLS to help establish a unified system of goals and accountability.

Rod inquired about the separation of “demand” energy in the presentation. The group explained the differences between “demand” and regular energy consumption.

Matthew asked about other corporations’ energy policies and what those look like. 3M has a good one that the group referenced. The group also provided a template for an energy policy for WCLS that they created specifically for the library. Christine is excited about the WWU study and thankful for the templates of an energy policy.

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### Break

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Rod adjourned for a break from 9:53-10:03 a.m.

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### Transitioning Juvenile Accounts to Adult Accounts

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Earlier this year BPL began waiving lost and damaged item fees from accounts of patrons who are transitioning from Youth to Adult. Jackie noted that WCLS would like to offer a similar patron experience as BPL. She went over the potential fiscal impact.

Matthew inquired if this was currently an ongoing practice, if this required a policy and if patrons impacted by this are being notified by WCLS. This is not a current practice and does not require a policy, although it does require a Resolution. At this time, there is no plan to contact the patrons or to advertise this practice although there could be in the future. The Trustees agree that it would be very beneficial to reach out to these new adults and let them know about their fresh start with the library.

**Rod moved to approve Resolution 06/18/2024-05 Waiving Lost and Damaged Item Fees When Patrons Turn 18. Seconded. Unanimous board approval.**

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### Freedge Memorandum of Understanding Agreement

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Christine discussed the MOU with Sustainable Connections and WSU Cooperative Extension Supplemental Nutrition Assistance Program (SNAP-Ed) who are partnering with WCLS to bring a Freedge to the North Fork Library.

**Rod moved to approve to authorize Executive Director to sign the Memorandum of Understanding with Sustainable Connections to Implement a Freedged at the North Fork Community Library. Seconded. Unanimous board approval.**

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#### Staff Reports: Executive Director

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In addition to her written report, Christine spoke about the letters of support that she has recently written for a few local organizations. It is encouraging that others look to WCLS as a resource to help support their goals.

There is an opportunity to foster a partnership with Devyn Nixon, ARNP, MSN. This collaboration could study the implementation of telehealth services to some WCLS locations which could open access for patrons to mental health and other medical services. Christine is interested in working with Devyn and seeing what develops from this collaboration.

Carmi Parker continues to be a force in the eBook world. Christine attached a recent article co-authored by Carmi to the agenda packet and encourages the Board to read it.

John inquired if Christine had been in touch with Seattle Public Library (SPL) about their recent data breach. Christine reported that SPL's public internet access is now available, as is access to eBooks and eAudiobooks.

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#### Staff Reports: Deputy Director

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In addition to his written report, Michael wants to remind everyone that this year's season of Whatcom Grooves begins this week.

WCLS recently acquired new totes for our system to utilize in moving library items across the county. These will replace older totes that are now being distributed to Friends groups. One partnership that has come about through this is with the Friends of the Blaine Library and CORE. CORE uses the old library totes to make bookworm bins for home composting.

Two dozen community members attended the Community Engagement Session at the Birch Bay Vogt Library Express location. The pre-application process for construction will begin soon. John wanted to add that the photograph in Michael's report features members of the Vogt family in attendance.

Recently, the state law allowing open carry of firearms at libraries has changed. WCLS is taking this opportunity to review and update the current WCLS Workplace Safety Procedure 12.06.01. Michael shared the updated language and the proposed changes to the procedure with the Board.

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#### Staff Reports: Youth Services Manager

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Thom shared his written report and celebrated a recent grant awarded to WCLS by the Whatcom Community Foundation's Project Neighborly program to run a Family Connections series this fall that focuses on parenting education and provides play and learn activities. Thom thanked Matthew and Jen Knudsen at Bellingham Technical College for assisting with the grant process.

Thom highlighted the cultural liaisons at the branches, the work they do, and the relationships they build within the schools through programs and storytimes. It is great to be able to meet the needs of diverse communities.

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#### Staff Reports: Community Relations Manager

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Mary discussed her written report. She noted that Cynthia French designed both images in her report and Amy Jones designed the current issue of *Explorations*. Many great things are happening this summer and are listed in *Explorations*.

Music is a good way to bring communities together. WCLS is employing the idea of using jazz to bring awareness to the unique resources available at libraries and the unexpected things that a patron can come across there.

