



Location

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.

In Attendance

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

Staff: Christine Perkins, Executive Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; Geoff Fitzpatrick, IT Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Jennifer Rick, Foundation Development Director; Alix Prior, Ferndale Library Manager; Maggie Mae Nase, Learning Coordinator; Carmi Parker, ILS Administrator/Librarian; Emma Radosevich, Collection Development Librarian; Shari Sievers, Acquisition Specialist; Tess Reding Hoffart, Youth Services Assistant.

Guests: Lynn Doyle

Call to Order

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

Open Public Comment

No public comment.

Service Anniversary Recognition – Shari Sievers

The Board recognized Shari Sievers, Acquisitions Specialist, for her 10-year service anniversary. Lisa noted that when Shari was hired in 2014, the position was called Technical Assistant 3, Acquisitions.

Lisa shared three words that describe Shari: curiosity, warmth and tenacity, then gave examples of how she exudes each of these qualities. Shari has a “why not; can do” attitude. In particular, her good questions and feedback contributed to her team’s solid understanding of the Polaris integrated library system (ILS) when WCLS transitioned to the new system in 2019.

Consent Agenda

The Consent Agenda included minutes of the June 18, 2024, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- May 16-31, 2024 payroll: check nos. 1038871772-1038871774 and voucher nos. 559023-559173 totaling \$233,543.68 and June 1-15, 2024 payroll: check nos. 1039057895-1039057896 and voucher nos. 559180-559330 totaling \$231,375.86.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$95,127.52; \$32,411.79 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-22G: warrant nos. 1192991-1193007 totaling \$10,627.16
- Claim 2024-23G: warrant nos. 1193279-1193296 totaling \$124,191.68
- Claim 2024-24G: warrant nos. 1193546-1193565 totaling \$26,440.04
- Claim 2024-25G: warrant nos. 1193940-1193966 totaling \$79,914.98

Capital Fund:

- Claim 2024-07C: warrant no. 1193008 totaling \$42,985.30

Christine noted that Sarah Lavender's name is misspelled twice in the June meeting minutes.

Rod moved to accept the Consent Agenda with the correction noted above. Seconded. Passed unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed the June financial report, noting that Intergovernmental Revenue continues to lag. This is due to a reduction in Department of Natural Resources (DNR) revenues. Jackie attended the kickoff meeting of the newly formed Forest Resilience Task Force. This group, made up of a variety of stakeholders in the government, environmental and forestry industries, is charged with developing a comprehensive forest resilience plan in Whatcom County. Discussion followed regarding the impetus and need for this group.

Jackie shared amendments to the General and Capital fund budgets, explaining each item being updated. She noted that this amendment is budget neutral and has no impact to the ending fund balance.

Holly moved to approve Resolution 07/16/24-06 amending the 2024 General and Capital Fund Budgets as presented. Seconded. Passed unanimously.

Jackie reminded Trustees that we budget for a transfer from the General Fund to the Capital Fund each year. She explained that this resolution is merely to authorize the actual transfer.

Rod moved to approve Resolution 07/16/24-07 authorizing an interfund transfer from the General Fund to the Capital Fund as presented. Seconded. Passed unanimously.

Jackie informed Trustees that she recently learned about RCW 4.96.020, requiring local governments to appoint an agent to receive claims for damages. A prior staff member is currently on file with the Whatcom County Auditor in this role, so today's resolution updates the agent to be Jackie instead.

Rod moved to approve Resolution 07/16/24-08 appointing an agent to receive claims for damages. Seconded. Passed unanimously.

Trustee Education: eBook Licensing

Lisa Gresham, Carmi Parker and Emma Radosevich shared a portion of their All Staff Learning Day presentation on eMaterials. Specifically, they discussed eBook and eAudio licensing. Lisa began by clarifying the difference between OverDrive (the distributor of digital materials and provider of the platform used by patrons to view or listen to them), Libby (the platform itself), WA Anytime Library (the public facing name of the WA Digital Library Consortium catalog), and the WA Digital Library Consortium (WDLC, a collection of libraries that together have a contract with OverDrive).

WDLC was formed in 2009 and spends approximately \$1M annually on eMaterials. WCLS serves the largest population and therefore pays the biggest share of the OverDrive charges. Current WDLC rules limit libraries to populations of less than 100,000. Although WCLS has a larger population, our membership has been grandfathered in. Costs cover the Libby platform and eMaterials such as eBooks, eAudio and eMagazines

Emma reviewed the process for buying licenses for eMaterials. She explained that licenses have different usage models, including one copy/one user, metered access (which limits the license to a certain number of checkouts or a certain period of time), or cost per circ (which allows multiple readers per copy).

Rod asked about the availability of types of licenses; Emma replied that it varies by publisher with no clear pattern.

Our preference is generally the one copy/one user model, as this allows us to keep the license indefinitely (while we are a member of the consortium). We also use the cost per circ model when purchasing materials for programming.

Holly asked if there are other distributors in addition to OverDrive. 3M and others offer similar products but OverDrive supplies 95% of the library market, likely due to the popularity of Libby.

Cost, license model, availability and demand are considered when selecting eMaterials. EAudio materials are often not available due to certain national vendors having exclusive rights. Copies of eMaterials are generally managed by WDLC behind the scenes, although WCLS is able reduce holds ratios by purchasing additional "advantage copies" for our patrons' use.

WDLC is made of up of 45 of 60 public libraries in Washington. Carmi shared a map of participating counties and localities. An advantage of being in a consortium is access to a larger collection. A challenge is working with 45 libraries with varied funding and spending capacity. OverDrive limits which libraries can join; WDLC would have more bargaining power if other larger libraries could participate.

Discussion followed regarding the nation-wide increase in use of eMaterials. Libraries and subscription services are seeing eAudio usage grow by double digits annually. EAudio makes up half of WCLS's digital material usage, which itself is 30% of circulation. Lisa believes the COVID shutdowns of 2020 may have driven this transition to audiobooks.

Christine closed by noting that WCLS is fortunate to have Carmi, who has national connections with other library systems working to address inequities in how eBook publishers interact with public libraries.

Break

Rod adjourned for a break from 10:22-10:30 a.m.

Policy Updates

Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37 – Geoff reported that this policy has been made redundant by the May adoption of Information Technology Services Policy 9.01.

John moved to approve the removal of Staff use of WCLS Computers and Other Information Technology Resources Policy 12.37. Seconded. Passed unanimously.

Danielle stepped away from the meeting briefly.

Public Records Policy 21.01 – Christine reported that WCLS recently received an anonymous records request via email. We responded to the request and provided the information within the guidelines required by law. Through this process, we consulted with an attorney who reviewed our policy and recommended the changes presented today. The updates add clarity and mirror best practices and recent legal updates.

John asked if we require fees associated with such requests to be paid up front, and Christine replied that our policy provides us the opportunity to charge a deposit for larger requests.

John moved to approve the updated Public Records Policy 21.01, as presented. Seconded. Passed with one abstention. Danielle abstained as she was not present for this discussion.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted recent activities of the Friends of Sumas Library (FOSL), and their new dinosaur mascot costume made by a member.

Christine's report included a link to articles about increased instances of deepfakes in the media and resources to help identify them, which we plan to share with patrons.

Staff Reports: Deputy Director

Christine shared Michael's report in his absence. The report highlighted the Washington State Library's Rural Heritage digital archive of historic photos and documents. Erin Suda, who was recently promoted to Island Library Manager, served as project manager for two of the collections submitted to this project by WCLS.

Staff Reports: Youth Services Manager

Thom shared his written report and highlighted Youth Services programming in June. Regularly scheduled, in-branch programming was suspended in June so staff could focus on school visits to promote summer reading, along with summer reading kickoff events. Over 2,000 people attended the kickoff parties held at each WCLS library. Youth Services partnered with branch staff to customize the kickoff events at each location.

Staff Reports: Community Relations Manager

Mary discussed her written report and noted that the Community Relations team is focusing on how new WCLS cardholders are welcomed into the system. They are looking at updates to the Welcome brochure and WCLS.org homepage navigation.

Mary highlighted the most recent episode of the WCLS podcast featuring Catherine and Anthony Nguyen who held their wedding at the Ferndale Library, and attendees from the recent Birch Bay Vogt Library Express community meeting.

Holly asked if we know why there are so many new patrons signing up for library cards. While we don't know for sure, Mary thinks staff interactions with the community at pop-up events and the WCLS marketing plan could be contributing factors, in addition increasing population in Whatcom County.

Performance Measures & Committee Reports: Performance Measures

Christine shared the performance measures report and invited questions from trustees. She highlighted the increasing number of volunteer hours, which include library Friends and volunteers who prepare "Books for Babies" bags, among others.

Performance Measures & Committee Reports: IT Services Committee

The committee held its quarterly meeting earlier this month. The committee reviewed operational processes such as software updates and backups. They discussed a future cyber-security audit, to be completed in 2025. The auditors will, among other things, confirm we have implemented recommendations from the audit completed in 2023.

Holly asked if we are doing anything differently as result of the cyber breach at Seattle Public Library. Geoff reported that our data has been migrated to the cloud. Christine noted SPL manages an in-house integrated

