



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; Michael Cox, Deputy 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; Ryan Cullup, Facilities 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; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant.

Guests: None.

Call to Order

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.

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the August 20, 2024, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- July 16-31, 2024 payroll: check no. 1039615804 and voucher nos. 559650-559798 totaling \$234,852.71 and August 1-15, 2024 payroll: check nos. 1039826357-1039826363 and voucher nos. 559804-559952 totaling \$238,804.18.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$98,461.35; \$48,365.18 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-31G: warrant nos. 1196972-1196986 totaling \$55,926.45
- Claim 2024-32G: warrant nos. 1197200-1197227 totaling \$112,856.22
- Claim 2024-33G: warrant nos. 1197491-1197514 totaling \$83,969.32

- Claim 2024-34G: warrant nos. 1198543-1198569 totaling \$94,695.44

Capital Fund:

- Claim 2024-13C: warrant no. 1197228 totaling \$9,842.70
- Claim 2024-14C: warrant nos. 1197515-1197516 totaling \$6,738.96
- Claim 2024-15C: warrant nos. 1198570-1198571 totaling \$5,858.20

Holly moved to accept the Consent Agenda as presented. Seconded. Passed unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the August Notes and Highlights section. Property tax revenue peaked earlier this year for the first set of tax payments. WCLS had to dip into the cash reserves before the second half of the tax payments for 2024 arrive and will likely have to do this again in September. The Board should expect a budget amendment in October. This amendment will not be for additional expenses, but to move money between accounts to offset new costs.

Office supplies have increased in price; specifically, printer toner. Utility expenses are running behind budget for the year because we overestimated rate increases and have experienced mild weather so far this year. Fees for professional services are higher than usual in August. This increase is due to a few one-time payments that will not be recurring. Christine reminded the board that our attorney Dan Gottlieb is retiring this year. The two new attorneys taking over for him, Jessica Kerr and Christi Jacobsen, will not be offering the same discounted rate that Dan has been providing WCLS over the years. WCLS uses a separate attorney for HR related issues and their fees will also be increasing next year as well.

Jackie reviewed the schedule for the 2025 budget development with the Board. Jackie and Ryan have already begun collecting data from branch managers about the needs for branches next year. She will have more to show the Board about this topic at the budget retreat in October.

Rod asked if WCLS has received the PEBB rates for 2025 yet. Jackie and Beth spoke about the change in PEBB benefits for eligible staff and the options that they are looking into to supplement the changes.

Rod inquired about the box truck that was recently auctioned off. Ryan reported that the truck sold for about \$7,500.

Jackie spoke about Resolution 09/17/24-11 and explained to the Board the need for it. One of the requirements in RCW 42.56.070(3) is the indexing of all public records created and owned by WCLS. This requirement creates an undue burden and interferes with agency operations. WCLS is adopting this resolution in compliance with RCW 42.56.070(4).

Holly moved to approve Resolution 09/17/2024-11 declaring public disclosure indexing as unduly burdensome and interfering with agency operations as presented. Seconded. Passed unanimously.

Trustee Education: IBBY and Not If But When

Thom recently attended the 39th Congress of the International Board on Books for Young People (IBBY) in Italy. He spoke about the roots of this organization and its journey to the present day. He was one of 120 presenters from around the world.

Thom delivered his IBBY session presentation, about books dealing with loss and death for children and teens, “Not If But When”. Families recognize that books can be valuable tools to help children and teens work through the complexities of loss. Books offer opportunities to ask questions and help kids make sense of loss and death. However, families often do not seek resources until after a loss has happened. This topic resonates with people and his session was incredibly well received by attendees. “Not If But When” is a collaborative effort between WCLS, WWU libraries and the WWU Palliative Care Institute.

The board commended Thom for the valuable work that he and the extended partnership with WWU do through this initiative.

Power of Sharing Video

The board watched the Power of Sharing video that recently debuted on YouTube and WCLS social media accounts. Mary spoke about the partnership with WCLF to create this video and the decision-making process to create it. This video will be shared throughout the next year via social media and our website to bring awareness to WCLS and all the services we provide.

Break

Rod adjourned for a break from 10:04-10:15 a.m.

Policy Updates

Overtime Pay/Compensatory Time Policy 12.43 – Jackie presented this policy update, with a language change to make the written policy align with the current practice and to distinguish between exempt and non-exempt employees.

John moved to approve the updated Overtime Pay/Compensatory Time Policy 12.43, as presented. Seconded. Passed unanimously.

Staff Reports: Executive Director

In addition to her written report, Christine spoke about the 2023 Washington Public Library statics that were released. She passed out a handout in which she highlighted some comparisons of other library systems that are similar to WCLS in terms of population served. She briefly reviewed the comparison sheet for the board. Christine will send out the statistics to the Trustees. There is more room for comparison if we would like to pursue that further.

Staff Reports: Deputy Director

In addition to his written report, Michael shared more details on the effort to establish a dedicated meeting space in the North Fork library. The building needs a public meeting space, but WCLS would also like to keep the flexibility the building currently has of offering an open area for larger gatherings. Michael shared the design schematics created by the architectural firm and reviewed the cost estimate of the project. The project is now entering the funding phase. WCLS has applied with the Foothills Community Alliance for a grant for this project and will be looking for funding from other community organizations to help offset costs.

Staff Reports: Youth Services Manager

Thom shared his written report and focused on the outreach efforts that Children's Services Coordinator Theresa Morrison oversees. She recently visited the Lummi Nation Health Center and had a very positive experience. The building itself is a beautiful combination of architecture and nature. The clinic received a donation of gently used, withdrawn materials for children to interact with when visiting, along with *Explorations* and WCLS Welcome Brochures.

Staff Reports: Community Relations Manager

Mary discussed her written report. Each quarter, Mary, Thom and Claire meet to discuss the upcoming Power of Sharing campaign. This quarter's campaign is stories. She highlighted the Ferndale Library staff and their enjoyment of creating videos promoting WCLS on social media. Their latest video, *Leveled Up with a Library Card*, has close to 4,000 views already.

