

CITY COUNCIL AGENDA
7:00 p.m. April 23, 2020

MEETING TO BE HELD REMOTELY
VIA TELEPHONE: 1-774-777-4255
CONFERENCE ID No.: 589-8786

CALL TO ORDER:

Mayor Sexton
Council Members: Aslett, Chaplin, J. DeGloria, R. DeGloria, Green, Loving, and Stavig
Staff: Berner, Blaine, Burwash, Dempsey, Erickson, Hampton, Hawes, B. Johnson, L. Johnson, Jongsma, Luvera, Morrison, Moser, Pulst, Rabenstein, Schwetz, Stewart, Toth, Ward, and Young.

MINUTES:

[City Council Meeting April 9, 2020](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION:

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS: TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

1) [Updated Library Interlocal Services Agreement](#)

FUTURE WORKSHOP:

EXECUTIVE SESSION:

ADJOURNMENT:

MEETINGS:

1) **AUDIT & FINANCE COMMITTEE:**

Thursday **April 23, 2020** 4:00 p.m.
MEETING TO BE HELD REMOTELY
VIA TELEPHONE: 1-774-777-4255
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DUE TO THE COVID-19 PANDEMIC, AS OF MARCH 20, 2020, ALL OTHER COUNCIL COMMITTEE MEETINGS ARE SUSPENDED UNTIL EMERGENCY PROCLAMATION 2020-03 HAS BEEN RESCINDED, OR UNTIL FURTHER NOTICE.

April 2020

April 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Mar 29	30	31	Apr 1	2	3	4
Mar 29 - Apr 4							
	5	6	7	8	9	10	11
Apr 5 - 11			5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)	4:00pm Audit & Finance Committee (Telephonic Meeting)	7:00pm Council Meeting (Telephonic Meeting)		
	12	13	14	15	16	17	18
Apr 12 - 18			2:00pm 3:00pm SUSPENDED: Historical Preservati 4:00pm SUSPENDED: Public Safety Committee (Public	1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm 7:00pm SUSPENDED: Planning Commissio			
	19	20	21	22	23	24	25
Apr 19 - 25			4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	9:00am 10:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/	4:00pm Audit & Finance (Telephonic Meeting) 7:00pm Council Meeting (Telephonic Meetin		
	26	27	28	29	30	May 1	2
Apr 26 - May 2							

May 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	22	23	21	15	16	17	18	19	20
24	25	26	27	28	29	30	28	22	23	24	25	26	27
31							29	30					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Apr 26	27	28	29	30	May 1	2
4/26 - 5/1							
	3	4	5	6	7	8	9
5/3 - 8			5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Librar				
	10	11	12	13	14	15	16
5/10 - 15			4:00pm SUSPENDED: Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (Telephonic Meeting) 7:00pm Council Meeting (Telephonic		
	17	18	19	20	21	22	23
5/17 - 22			4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm 7:00pm SUSPENDED: Planni			
	24	25	26	27	28	29	30
5/24 - 29				9:00am 10:00am SUSPENDED: Downtown Burlington Association (Visitor I	4:00pm Audit & Finance (Telephonic Meeting) 7:00pm Council Meeting (Telephoni		
	31	Jun 1	2	3	4	5	6
5/31 - 6/5							



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 23, 2020 Subject: [Updated Interlocal Services Agreement](#)

Submitted By: Janice Burwash, Assistant Library

Director

Attachments: Burlington Public Library, LaConner Regional Library, Upper Skagit Library District, and Hospice of the Northwest Professional Services Agreement for Shared Integrated Library System _____

Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

Since 2010 the Burlington Public Library has had an interlocal agreement with three other Skagit libraries (LaConner Regional Library, Upper Skagit Library District, and Hospice of the Northwest) related to Evergreen, our shared ILS (Integrated Library System) – the automated system that runs all our library processes. We have now updated that agreement to better reflect the current relationship we have with these other libraries. The primary change is that we will now contract with Equinox Services to provide technical support, upgrades, and hosting services. Equinox Services is a library service provider that works exclusively with libraries that have open-source ILS systems—which is what our current Evergreen library system is. Previously these hosting services have been provided by the City of Burlington; the change provides a cost savings, it will eliminate some stress on the City of Burlington IT Department, and will provide evening and Saturday support (which the city IT staff aren't equipped to provide).

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ALTERNATIVES CONSIDERED

The alternative is to continue with the current, outdated agreement.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Switching to Equinox hosting will provide a savings to the City of Burlington of \$1,260 per year, which is an annual savings of 12%.

LEGAL ASPECTS – LEGAL REVIEW

City Attorney, Leif Johnson, worked with library staff to create this updated Professional Services Interlocal Agreement.

STAFF RECOMMENDATION

The library staff recommends updating the interlocal agreement. The current agreement is 10 years old and long overdue for revisions. Also, the upgrade to Equinox Services hosting will be a cost savings and offer hosting and support by a provider who specializes in open-source systems and is able to offer technical support during library evening and weekend hours. In addition, if the council approves the updated interlocal agreement and upgrade to Equinox Services hosting at this time, the upgrade can be implemented while the library is still closed to the public—which means there will be less disruption to the public and day-to-day library operations.

SUGGESTED COUNCIL MOTION LANGUAGE

I move to approve the updated Interlocal Professional Services Agreement between Burlington Public Library, LaConner Regional Library, Upper Skagit Library District, and Hospice of the Northwest and authorize the mayor to sign the agreement.