



Regular Meeting of the Library Board of Trustees
Tuesday, October 17, 2023 – Central Library Lecture Room
3:30 p.m.

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: Rick Osen, Jim McCabe, Rebecca Craven, Kristy Van Ness and Kendra Bradford
City Council Library Liaison: Absent
Library Staff: Rebecca Judd, Annette Bagley, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

Approve/modify agenda: Kristy Van Ness moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: A member of the public gave public comment.

Consent agenda: Rick referred to the Quarterly Donation Report in the packet and clarified that the bulk of the balance in the Library Gift Fund is from the transfer of the Agency Fund from Whatcom Community Foundation. Jim, referring to the year-to-date report, questioned the budget overage for Gift Fund expenditures. Wendy clarified that City Council approved an increase in Gift Fund expenditure authority which will be applied in 2024. Kristy, referring to the Performance & Activity Measures, asked for clarification about New Borrowers Registered at Bellis Fair Branch. Wendy clarified the correct numbers are: Central 1946; Fairhaven 40; Barkley 28; and Bellis Fair 40. Rebecca Craven noted the striking shift in circulation from physical to digital. Carol Comeau thanked Rebecca Judd and Rick for the Cascadia Daily News editorial *Libraries protect the freedom to read*. Rebecca Judd acknowledged Annette’s work on the piece. Rebecca Craven moved to approve the September 19, 2023 Regular meeting minutes and the September 2023 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick reported the renovation project contract is still delayed. He hopes to provide more information in November.

Board member reports:

- Kristy attended, along with Annette and Rebecca Judd, the Indigenous Peoples' Day event at Wex'liem Community Building.
- Rebecca Craven reported that a theft incident at Central Library was posted on Next Door.

City Council liaison report:

- Absent

Friends of BPL report:

- Carol reported volunteers worked 878 hours in September.
- The September book sale brought in \$16,000.
- The January book sale will run for 3 days, rather than 4.

Library Director report:

- Rebecca reported that she, Bethany, Annette, and Michelle Becker met with Hannah Fisk from Whatcom County Health and Community Services to begin planning for on-site behavioral health specialists. The work group is investigating what other libraries in our state are doing (Spokane Public, Tacoma, Seattle, and Everett).
- Rebecca reported that a City-funded winter shelter option will be available at Civic Field from December 1 until the end of February. It will be run by Road2Home.

National Friends of Libraries Week, October 15-21, 2023:

- Rick read *A Resolution Commending the Friends of the Bellingham Public Library*. A signed copy was given to Carol to share with the Friends.

2024 Rates & Fees:

- Rebecca Judd reported that the only change from the 2023 Rates & Fees schedule is the removal of the Facility Use rates. City Council voted on October 16 to accept the Parks Department fee schedule for the Fairhaven Auditorium. She noted this change was made possible by the efforts of Annette and Parks and Recreation Director, Nicole Oliver.
- Kristy Van Ness moved to approve the 2024 Rates & Fee schedule as presented. Rebecca Craven seconded. Motion carried.

Planned Giving project update:

- Kristy reported she and Rachel Myers are in the process of drafting materials.

2023-2024 Mid-Biennium Budget Modification update:

- Rebecca Judd reported that the Mayor provided his recommended mid-biennium budget adjustment to City Council on October 1.
- The Library's request for an addition to our automated materials handler was included in the Mayor's budget as a one-time cost. Ongoing fund increases for Barkley branch custodial, Training and tuition, Other professional services, and Advertising and promotions were not carried forward.

- Funding for behavioral health specialists at Central Library was also included (funded through the Planning Department).
- Rebecca noted that there were also 2024 increases approved last year with the 2023-2024 Biennium Budget, including converting 4 non-benefited Library Assistant positions to benefited positions and a \$30,000 increase in the materials budget.
- At the Oct.16 Council meeting, Forrest provided a Revenue Forecast presentation which is available on the city's website.

3rd Quarter Action Plan review:

- Rebecca Judd provided detail for the Action Plan bullets included in the packet.

New Business:

- No new business

Agenda items for next meeting:

- Facilities committee update
- Land Acknowledgement reading & review

Meeting adjourned at 4:13 p.m.

Next Regular Library Board Meeting – November 21, 2023 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees