



**Regular Meeting of the Library Board of Trustees  
Tuesday, December 19, 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.

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**Board Members Present:** Jim McCabe, Rebecca Craven, Kristy Van Ness and Kendra Bradford  
**Board Members Absent:** Rick Osen  
**City Council Library Liaison:** Absent  
**Library Staff:** Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, Miranda LeonJones and Wendy Jenkins  
**FOBPL Representative:** Carol Comeau, Friends of BPL Board Liaison  
**Guest Presenters:** Sarah Chaplin, Assistant City Attorney, Sr

**Call to order and introductions:** Regular session was called to order at 3:30 p.m. by Vice-Chair, Jim McCabe.

**Approve/modify agenda:** Rebecca Craven moved to approve the agenda. Kristy Van Ness seconded. Motion carried.

**Public comment:** No comments

**Consent agenda:** Rebecca Judd pointed out that we will have the full 2023 year of statistics to report at the January meeting. She asked the trustees to consider if they want to continue to compare the current year statistics with 2019 or return to comparing with the previous year. Kristy Van Ness and Rebecca Craven both expressed a desire to return to comparing the current year with the previous year. Kristy Van Ness moved to approve the November 21, 2023 Regular meeting minutes and the November 2023 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

**Board Chair report:**

- Jim McCabe noted he attended Mayor Fleetwood's going away gathering and thanked him for his support during his term.

**Board member reports:**

- No reports

### **City Council liaison report:**

- Absent

### **Friends of BPL report:**

- Carol reported January book sale dates will be:
  - Thursday, the 25<sup>th</sup> – 10:00 a.m.-7:00 p.m.
  - Friday, the 26<sup>th</sup> – 10:00 a.m.-6:00 p.m.
  - Saturday the 27<sup>th</sup> – 10:00 a.m.-1:00 p.m. (half price) and 1:00 p.m.-4:00 p.m. (\$5 bag)
- Carol shared that Kathie Wilson reported that Nearly New sales have averaged almost \$100 a day.
- The Friends received another \$20,000 anonymous donation, to be “used where it is most needed.”

### **Library Director report:**

- Rebecca welcomed Miranda LeonJones as our new Events Coordinator. On her first day she attended a 90-minute learning session BPL hosted in the Lecture Room that consisted of a replay of the August 1 author talk from *An Evening with Sam Quinones* followed by a 30-minute Q&A. The session was open to all City of Bellingham staff and was well attended by a variety of departments.
- Rebecca and Bethany attended a holiday party hosted by the Barkley Talbot Group. The Talbot Group is preparing for a master planning project in 2024. Rebecca mentioned that Bethany will be featured in an upcoming Barkley Village newsletter.
- Rebecca, Jen, Annette and Rebecca Craven all attended the Miller Hull project kickoff meeting on Dec. 19. Because of the need to encumber funds for the ARPA grant by 2024-year end, this project will be operating on a quick timeline. Public Works will be managing the project, with Jen as the lead for the library.

### **2024 Board of Trustees elections:**

- Jim nominated Rick Osen to continue as Chair. Rebecca Craven seconded. Motion carried.
- Kristy nominated Rebecca Craven as Vice-Chair. Jim seconded. Motion carried.

### **Rules of Conduct policy edits:**

- Bethany, referring to the draft policy included in the packet, explained that after talking with staff about stumbling blocks from last winter, a project was initiated to modify the Rules of Conduct to provide tools that will enable a safer environment. This is not a comprehensive update of the policy but focuses on items 4 and 6.

After discussion, Rebecca Craven moved to approve the updated policy with these amendments: add “Small” before “discreet” for item 6; move “in accordance with Meeting Room Use Rules” to the front of the sentence in the first bullet of item 6; add Bellis Fair branch to Library property under Definition. Kristy Van Ness seconded. Motion carried.

**Planned Giving initiative:**

- Rachel Myers explained there are two draft documents in the packet for review and approval. The first is the *Bellingham Public Library & Whatcom Community Foundation Fund Development Roles & Responsibilities*. The intent of this document is to create clarity between BPL and WCF. It documents the current relationship between the two organizations and outlines a change in procedure that would allow WCF to share donor contact information with BPL. Currently, WCF isn't stewarding donors, and BPL can't steward donors.
- It was noted that we need a companion document to clarify the roles and responsibilities of the Trustees and library staff. As City employees, library staff cannot solicit donations, though there are administration tasks around processing donations and thanking donors.
- The second document in the packet is the *Bellingham Public Library Legacy Society Cover page* that is to be paired with the *BPL Legacy Society Gift Form*. Rachel clarified that creating a legacy society would make it easier for people to include the library in estate plans. Kristy explained that a legacy society would be a new element of responsibility for Trustees. The idea is for the form to be filled out (not a legal financial document) and then provided to a trustee committee for processing and stewardship. Rachel envisions the form being available on our website as well as copies available for distribution. Kristy added that this process can be considered a test to determine if it is sustainable.
- Rachel updated the document with discussed suggestions. The next step is to share the Roles & Responsibilities document with WCF.

**2024 Draft Action Plan:**

- Rebecca Judd began her talk by explaining that she attempted to make the 2024 Action Plan as realistic as possible, but that it has been challenging to predict what will be needed. In 2023, our public space took a lot of time, attention and resources with emergencies and emerging community needs. We accomplished many things in 2023 that weren't on our radar for the 2023 Action Plan. For instance, the Library was the first City department other than Police and Fire to administer Narcan. In addition, Jen spent months working on the project to install air quality sensors in the restrooms. Another highlight included working with Whatcom County Health and Community Services and the City's Planning Department to fund an embedded behavioral health specialist at the Central library. Rebecca presented the 2024 Action Plan (included in the packet). After discussion, Rebecca agreed to make revisions and to bring the Plan back to the Board for approval at the January meeting.

**New Business:**

- No new business

**Agenda items for next meeting:**

- 2024 Action Plan

**Executive Session:**

- The Board and Sarah Chaplin, Assistant City Attorney, Sr., met and discussed potential litigation relating to a trespass appeal. Jim McCabe made a motion to reconsider Johnathan Roberson's

trespass appeal at the January Board meeting and to review library procedure for appealing a trespass. Rebecca Craven seconded. Motion carried.

- Vice-Chairman Jim McCabe called the meeting back to order.

**Meeting adjourned** at 5:15 p.m.

**Next Regular Library Board Meeting – January 16, 2024 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees