



**Special Meeting of the Library Board of Trustees**  
**Thursday, March 28, 2024 – Central Library Board Room**  
**10:00 a.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, Rebecca Craven, Kristy Van Ness, Kendra Bradford and Deborra Garrett  
**City Council Library Liaison:** Hannah Stone  
**Library Staff:** Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hoglund, Jennifer Vander Ploeg and Wendy Jenkins  
**FOBPL Representative:** Carol Comeau, Friends of BPL Board Liaison

---

**Call to order and introductions:** Special session was called to order at 10:05 a.m. by Chair, Rick Osen.

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

**Central Library Space Planning:**

- Rick provided a brief history of board efforts to enhance the library space: the building was built in the early 1950's and renovated in the mid 1980's. In the 2000's, the Board began to investigate the possibility of a new Central library. Feedback was gathered and possible sites were reviewed. At the time, the library felt undersized, limited by the functionality of the building, outdated, and had limited parking. These efforts culminated in an analysis by Thomas Hacker and Associates, *Bellingham Public Library Community Analysis, Library Needs Assessment, Central Library Building Program Statement and Cost Analysis*. In 2008 a proposal was made to the public and the City to demolish the existing facility and build a new building on site with underground parking. Renovations to Fairhaven were also part of the proposal. The cost estimate was \$52-56 million. Then the great recession hit. Budget constraints followed for years, and the new building was shelved. In 2009, Barkley branch opened. In 2016, the Board changed their focus to a renovation and possible expansion rather than a new building. At this time, the Level of Service standards for Facilities, Collection, Staffing, and Open Hours were developed. The Board embraced the idea of renovating the Central Library in phases. In 2018 RMC Architects was hired to provide space planning for the main floor, as well as cost estimates. This provided solid data to present to the City. Funding for the main floor

renovation, including some add-on items, was approved by the City Council. Construction began in 2020 while we were closed to the public due to the pandemic (though curbside service was underway). Being closed during the renovation made the project easier and more cost efficient. It was completed in 2021. After 2021, the Board began looking at phase 2 – this is what we are working on now. The City received ARPA funding and dedicated a portion of it to climate resiliency. They set aside some of the climate resiliency funds for an electrified HVAC system for the library to provide the community with a cooling space in the summer, a warming space in the winter, and a well-ventilated space in the event of wildfire smoke. The City also dedicated an additional \$1.5 million for phase 2. Miller Hull Architecture was the selected candidate from the RFQ search.

- Deborra requested clarification on what question needs to be decided today. Rick explained we have funds in Whatcom Community Foundation and our gift fund – we are seeking approval to dedicate \$1 million of these funds to the renovation.
- Rebecca Judd screenshared and described the draft schematic designs provided by Miller Hull Partnership (*see attachment #1 for Bellingham Central Library Schematic Design*). Rebecca clarified we will need to reduce the scope in consideration of available funds. Reductions might include modifications to the community meeting room which would impact after-hours availability, a simplification of the floor plan in the Friends work area, and lower cost lighting and fixtures. With the Teen area moving downstairs, the public computers will be moved to the vacated Teen area and a more efficient, safer Help Desk will be placed in the vacated public computer area. Rebecca added that we will keep adjusting until costs match the budget, also noting that these first cost estimates carry a 15% design and estimating contingency. Hannah commented that after-hours access to the Lecture Room is a much-needed resource for the downtown area and asked if there has been a conversation with City administration to cover the funding gap. Rebecca responded that she is currently in discussions with Finance and the Mayor's office.
- Rebecca Judd screenshared a document which provided background information, a cost estimate summary from Miller Hull / JMB Consulting Group, a scope reduction proposal and a proposed project budget totaling \$9.5 million (*see Attachment #2 for Central renovation (phase 2) cost and budget*). Rick clarified that Soft costs include design, furniture, equipment and permit costs. Approximately half of the fees are architectural fees.
- Rick Osen talked through a screenshared document which provided Board of Trustees funding sources (totally \$1,009,185), project revenue, a Library Capital Facilities Grant timeline, along with an exterior conceptual design estimate and funding source (*see Attachment #3 for Central renovation (phase 2) funding*). Rebecca Judd discussed the Library Capital Facilities Grant process.
- Rick explained the exterior work is probably a future project, but we would like to know the costs involved. Rebecca Craven asked if the after-hours Lecture Room access and improvement of the hillside next to it are part of this future project. Rick answered that we want to price out that specific cost, then it can be discussed more. Rebecca Craven added she wanted to echo Hannah's earlier mentioned concern about the significant public benefit of this part of the project.

- Deborra asked if the project as currently envisioned excludes the solar panels mentioned on the cost and budget document as part of the City's charter project outline (*Attachment #2*). Rebecca Judd responded that the current project excludes solar panels. The City and climate office are working on this piece, looking for possible grants to fund.
- Rebecca Judd said that the next steps are agreeing on a budget and securing funding. Then the details can be worked out.

Rick moved to approve the use of \$1 million in available Whatcom Community Foundation funds for the phase 2 renovation, and up to \$50,000 for exterior design work. Rebecca Craven seconded. Motion carried.

**Meeting adjourned** at 10:52 a.m.

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

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Bellingham Central Library Schematic Design
- Attachment #2: Central renovation (phase 2) cost and budget
- Attachment #3: Central renovation (phase 2) funding

**GENERAL FLOOR PLAN NOTES**

1. ALL FLOOR LEVELS DENOTE TOP OF STRUCTURAL SLAB WITH ALL APPLIED FINISHES ATOP, UNO
2. SEE FINISH PLANS FOR NEW FLOOR FINISH TYPES AND LOCATIONS.
3. COORDINATE WORK EXTENTS WITH OTHER DRAWINGS AND OTHER DISCIPLINES
4. REFER TO SHEET A200 FOR INTERIOR PARTITION AND CEILING ASSEMBLY INFORMATION. ALL INTERIOR PARTITION TYPES ARE NOTED ON FLOOR PLANS OR ENLARGED FLOOR PLANS, WHERE OCCURS.
5. CONTRACTOR TO VERIFY EXISTING CONDITIONS IN THE FIELD AND NOTIFY THE ARCHITECT IF EXISTING CONDITIONS VARY FROM THE DOCUMENTS AND THE DIMENSIONS SHOWN.
6. PATCH & REPAIR CARPET WHERE (E) STACKS, CASEWORK, DESKS, AND OTHER BUILT-IN ELEMENTS ARE TO BE REMOVED AND RELOCATED, TYP
7. ALL LIBRARY SHELVING TO BE PROVIDED BY OWNER, AND IS EXISTING TO BE RE-USED. SHELVING IS SHOWN HALFTONE FOR REFERENCE.

**FLOOR PLAN LEGEND**

- EXISTING TO REMAIN
- NEW CONSTRUCTION
- LINE OF WORK

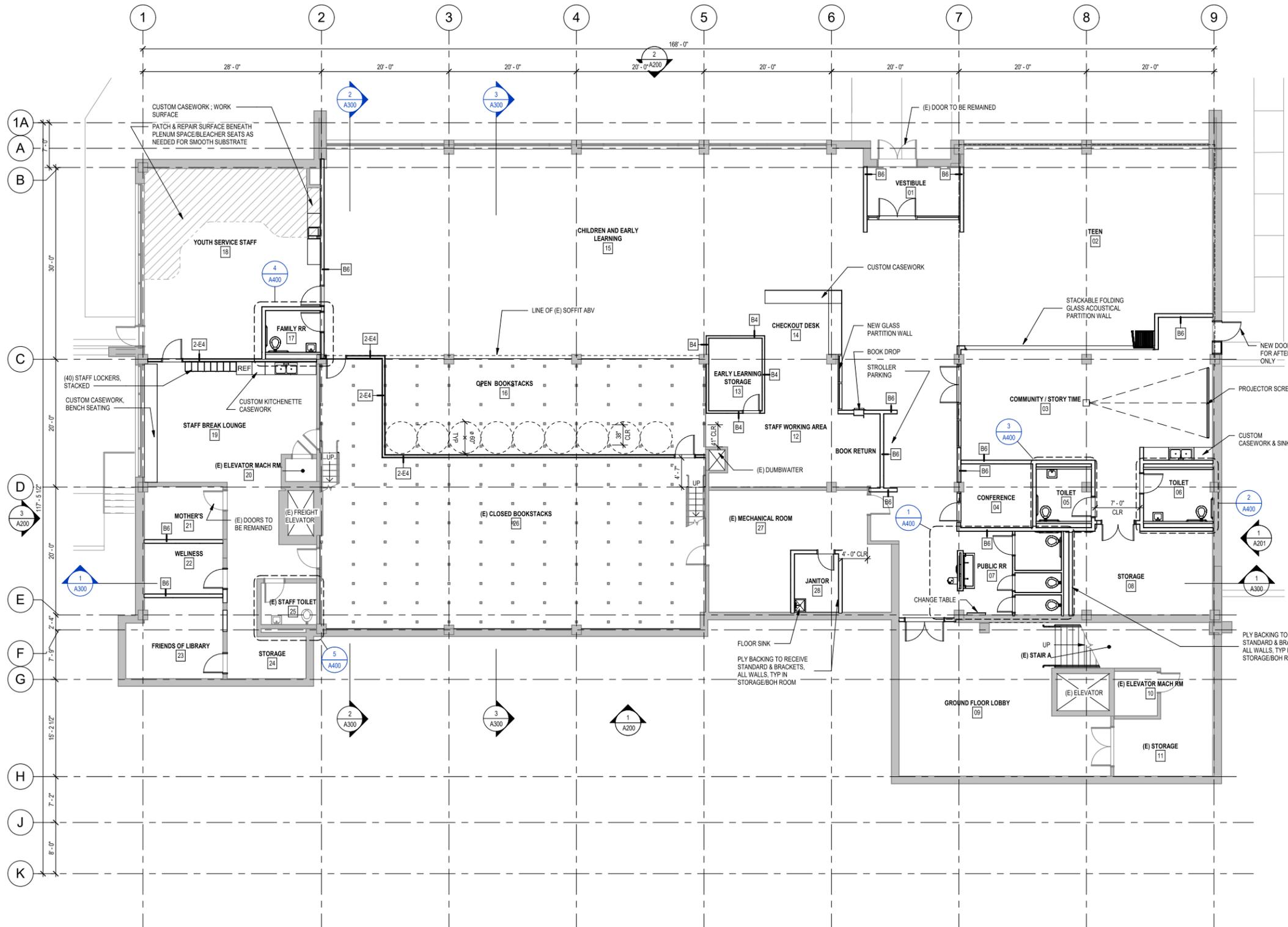
**PARTITION TYPE KEY**

**1-B4**

FRAMING SIZE DESIGNATION  
 PARTITION TYPE  
 FIRE RATING (WHERE OCCURS)

**PARTITION TYPE**  
 A: GWB STUD FURRING WALL (1-0 GWB)  
 B: GWB STUD WALL (1-1 GWB)  
 D: GWB STUD WALL (2-1 GWB)  
 E: GWB STUD WALL (2-2 GWB)  
 G: STAGGERED STUD  
 T: CONCRETE SHAFT WALL  
 U: METAL STUD SHAFT WALL

**FRAMING SIZE DESIGNATION**  
 1: 7/8" HAT CHANNEL  
 2: 2-1/2" STUD  
 4: 3-5/8" or 4" STUD (Per Project)  
 5: 5-1/2" STUD  
 6: 6" STUD  
 8: 8" STUD



STAMP

**NOT FOR CONSTRUCTION**

**BELLINGHAM CENTRAL LIBRARY**

210 CENTRAL AVE.  
 BELLINGHAM, WA 98225  
 SUBMITTAL

**100% SCHEMATIC DESIGN**

MARCH 25, 2024

REVISIONS

No.	Description	Date

Drawn: CF  
 Checked: MP  
 MJH Proj No.: A23.0156.00  
 Issue Date: 03/25/24

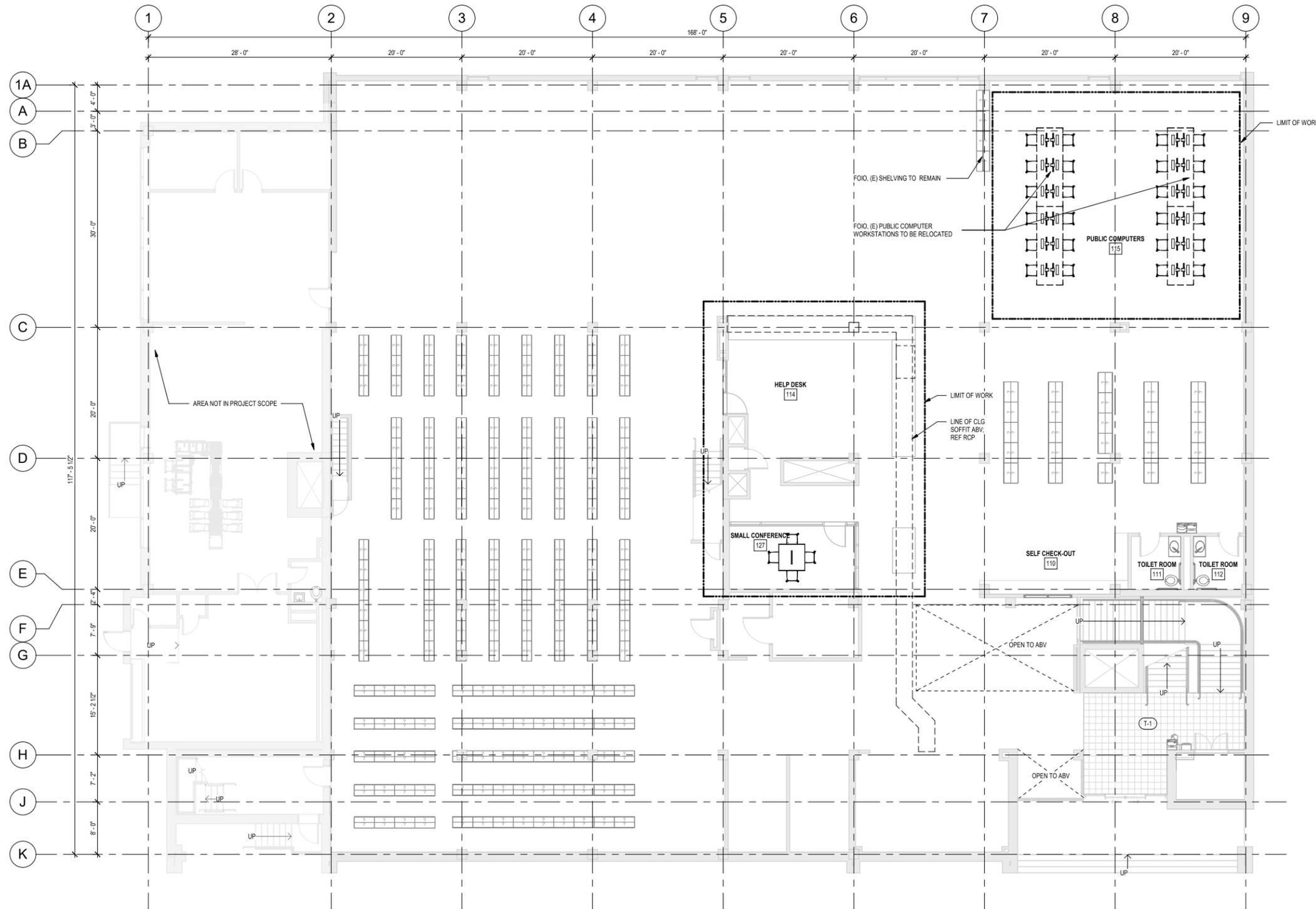
SHEET

**GROUND FLOOR - FLOOR PLAN A111**

**1 GROUND FLOOR - FLOOR PLAN**  
 A111 1/8" = 1'-0"

**GENERAL FFE & SHELVING PLAN NOTES**

1. ALL LIBRARY SHELVING TO BE PROVIDED BY OWNER, AND IS EXISTING TO BE RE-USED.
2. ALL MOVEABLE FURNITURE TO BE PROVIDED AND INSTALLED BY FURNITURE VENDOR. TARGETED PIECES TO BE SALVAGED. FURNITURE SALVAGE SCOPE TO BE COORDINATED W/ OWNER.
3. ALL BUILT-IN CASEWORK AND BUILDING FINISHES ARE WITHIN PROJECT SCOPE.



STAMP

**NOT FOR CONSTRUCTION**

**BELLINGHAM CENTRAL LIBRARY**

210 CENTRAL AVE.  
 BELLINGHAM, WA 98225

SUBMITTAL

**100% SCHEMATIC DESIGN**

MARCH 25, 2024

REVISIONS

No.	Description	Date

Drawn: CF  
 Checked: MP  
 MJH Proj No.: A23.0156.00  
 Issue Date: 03/25/24

**1** FIRST FLOOR - FFE & SHELVING PLAN  
 A135 1/8" = 1'-0"

**FIRST FLOOR - FFE & SHELVING PLAN A135**

**GENERAL FFE & SHELVING PLAN NOTES**

1. ALL LIBRARY SHELVING TO BE PROVIDED BY OWNER, AND IS EXISTING TO BE RE-USED.
2. ALL MOVEABLE FURNITURE TO BE PROVIDED AND INSTALLED BY FURNITURE VENDOR. TARGETED PIECES TO BE SALVAGED. FURNITURE SALVAGE SCOPE TO BE COORDINATED W/ OWNER.
3. ALL BUILT-IN CASEWORK AND BUILDING FINISHES ARE WITHIN PROJECT SCOPE.

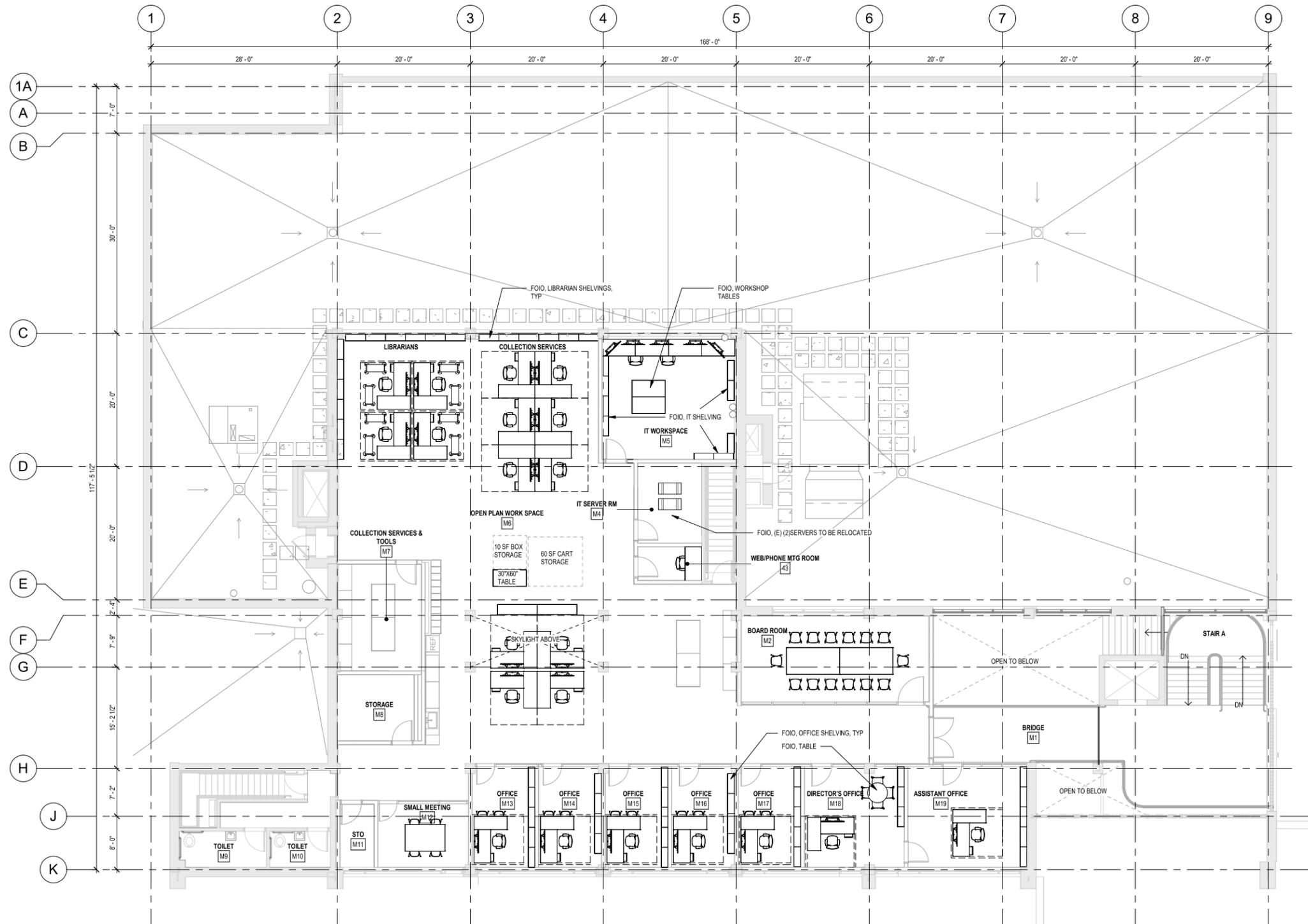


The Miller Hull Partnership, LLP  
 Architecture and Planning  
 Polson Building  
 71 Columbia, Sixth Floor  
 Seattle, WA 98104

Phone: 206.682.6837  
 Contact: Name

STAMP

**NOT FOR CONSTRUCTION**



**BELLINGHAM CENTRAL LIBRARY**

210 CENTRAL AVE.  
 BELLINGHAM, WA 98225

SUBMITTAL

**100% SCHEMATIC DESIGN**

MARCH 25, 2024

REVISIONS

No.	Description	Date

Drawn: CF  
 Checked: MP  
 MJH Proj No.: A23.0156.00  
 Issue Date: 03/25/24

SHEET

**FIRST FLOOR MEZZANINE - FFE & SHELVING PLAN A145**

**1 FIRST FLOOR MEZZANINE - FFE & SHELVING PLAN**  
 A145 1/8" = 1'-0"

3/28/2024

Background: Last Friday we received the cost estimates related to the 75% SD drawings produced by our Architect Miller Hull. These cost estimates represent the first opportunity to match the scope of work against funds available.

The City's charter for the project outlines the goals as follows:

1. New State of the art electric powered HVAC system
2. Installation of rooftop solar panels
3. Renovation of existing spaces on the ground and Mezzanine floors
4. Design work for the exterior envelope of the building

A combination of reduced scope and extra funding will be needed to realize the goals of upgraded HVAC and a light-touch renovation (paint, carpet, ceiling tiles, LED lighting, reconfigured layout).

Cost estimate summary from Miller Hull / JMB Consulting Group:

\*Includes 15% design estimate contingency; does not include WSST at 9%

3.99 million	HVAC electrification
1.83 million	Upstairs + main floor Help Desk/computer reconfiguration
3.22 million	Lower floor
2 million	Soft costs (not included in cost estimate)
-----	
11 million	Total

Scope reduction (proposal to date):

- Lower floor: Eliminate after-hours access to the meeting room as a public benefit. This additional service adds complexity to the lower floor design (a sliding partition wall, two additional restrooms, etc.) and will not be affordable.
- Lower floor: Simplify renovation work in the Friends area and staff break room. Keep restrooms as is, keep basic wall structures in place.
- Pursue alternate funding sources for rooftop solar panels
- Fund design work for exterior envelope out of Board of Trustees funds
- Engage in value engineering at every stage of the project to keep costs at minimum.
- Fund and complete abatement work out of Library's 2024 budget



Proposed Project budget:

\*Figures include WSST at 9%

4 million	HVAC electrification
1.4 million	Upstairs + main floor Help Desk/computer reconfiguration
2.1 million	Lower floor
2 million	Soft costs
-----	
9.5 million	Total project budget

3/28/2024

Board of Trustees Funding break-down:

\$657,176	Muldrow Bragg spending account - WCF
\$9K	Capital funds – WCF
\$78K	Unrestricted funds – WCF
\$256,530	Agency Transfer – Gift Fund
\$8,479	Unrestricted- Gift Fund (from previous distributions)
---	
\$922,272	Subtotal
\$170K	2025 Muldrow Bragg estimate (conservative)
---	
\$1092,272	Total

Project revenue:

5 million	ARPA
1.5 million	COB
1 million	Board of Trustees
2 million	Library Cap. Improvement Grant.
----	
9.5 million	Total project revenue

LCIP Grant timeline:

- Application due 4/3/2024
- Selection committee recommendation: Sept 2024
- Governor’s capital budget approved: Q1 2025
- Funds available if awarded: July 1, 2025

Project revenue (exterior):

Up to 50K                      Board (conceptual design)