



**Regular Meeting of the Library Board of Trustees
Tuesday, April 16, 2024 – 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, Rebecca Craven, Kristy Van Ness, Kendra Bradford and Deborra Garrett
City Council Library Liaison:	Hannah Stone
Library Management Team:	Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hoglund, 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: Rebecca Craven moved to approve the agenda. Kristy Van Ness seconded. Motion carried.

Public comment: no comments.

Consent agenda: Kendra Bradford moved to approve the March 19, 2024 Regular Meeting minutes, the March 28, 2024 Special Meeting minutes and the March 2024 performance and activity measures and financial reports. Deborra Garrett seconded. Motion carried.

Board Chair report:

- Rick announced that Wendy Jenkins will be retiring October 1.

Board member reports:

- No reports.

City Council liaison report:

- No reports.

Friends of BPL report:

- Carol invited everyone to the Friends Annual Meeting which will be held Saturday, April 20, from 10 a.m. – 12 p.m. in the Library Lecture Room. Children's Services Librarian Ali Kubeny will be sharing a story and Bethany Hoglund will present a Collection Development overview.
- Carol reported the free books and magazines are disappearing at an alarming rate. The Friends are considering posting limit signs.
- Referring to the article in the packet concerning eBook costs, Carol asked Rebecca if she had gone to the Friends for support for this. Rebecca responded we are trying to take collection support off the Friends because it's hard to make it sustainable year over year. She added that the remodel is coming up so there will be many opportunities for support in this area.

Library Director report:

- Rebecca reported that Bethany reached out to the mall about the Champ store vacancy next to the Bellis Fair Branch. A meeting is set up for April 19..

1st Quarter 2024 Action Plan report:

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

Rules of Conduct revision in response to SB5444 "POSSESSION OF WEAPONS—LIBRARIES, ZOOS, AQUARIUMS, AND TRANSIT FACILITIES":

- Katrina explained that the Second Substitute Senate Bill 5444 expands the scope of RCW 9.41.300 which restricts the possession of weapons in certain public places to now include libraries, zoos, aquariums and transit facilities. In response to this Senate Bill, which becomes law on June 6, 2024, we need to update our Rules of Conduct. A draft of the update is included in the packet. The added bullet states:

Pursuant to RCW 9.41.300, firearms or weapons of any kind are prohibited on Library premises.

Weapons are defined as any firearm, explosive, or any weapon of the kind usually known as slungshot, sand club, or metal knuckles, or any knife, dagger, dirk, or other similar weapon that is capable of causing death or bodily injury and is commonly used with the intent to cause death or bodily injury.

Katrina said this law will change how we react to someone who comes into the library with a weapon. She is working with Security to figure out implications and different scenarios that could come up and she is working with Annette on signage. Katrina requested feedback as she would like to have this draft, or some modification of it, approved at the May Board Meeting.

- After discussion it was suggested that the RCW be listed on page 1 of the Rules of Conduct under Codes and Laws, and also remain in bullet 8 per legal advice to make it separate and clear. It was also suggested that Katrina collaborate with other city departments to define 'weapon.' Katrina added she is in conversations with What-Comm and Bellingham Police to follow up on how we will co-enforce this law. Rebecca Judd added that Katrina is also involved in a statewide discussion about enforcement of the new RCW across libraries.

Fundraising update:

- Annette thanked the Board for getting the word out about Library Giving Day (LGD) and for their donations. So far, \$15,037.44 has been donated directly to the LGD fund held at Whatcom Community Foundation (WCF), \$2,566.67 has been donated to the Unrestricted fund held at WCF, and the Friends have pledged \$5,000 in matching funds. Annette added that thanks to the work the Planned Giving committee has done, WCF sent out a Library Giving Day email to everyone who donated last year.
- Rick, referring to the Quarterly Donation Report in the packet, highlighted the \$30,000 anonymous gift that was received in March. Under the 1st Quarter Gift Fund balances, Rick clarified that the funds listed are all available for spending except the Designated Endowment Fund.
- Kristy explained the RM + Co Project Proposal document in the packet that was prepared by Planned Giving consultant, Rachel Myers. The document outlines 4 phases of the Planned Giving program developed for Bellingham Public Library. On the document, tasks are identified as 'complete', 'in progress', or 'future goal'. Rick added that Rachel will have the work finished by June.

Facilities Committee update:

- Rick mentioned the roller coaster nature of the renovation project over the last month. When the initial cost estimates came in higher than our secured funding, it precipitated a lot of discussion. Recent updates to the project include:
 - The City's Finance department will shift our secured project funding to the General Fund (rather than a mix of American Rescue Plan Act (ARPA) funds and General Funds). The requirement to put the ARPA funding under contract by the end of 2024 was driving a lot of rush on this project.
 - This decision will allow us to line up the HVAC project with the interior renovations in a way that maximizes public benefit, reduces cost, and minimizes public disruption of services.
 - Rick outlined 3 areas we are exploring to organize funding:
 1. Library Capital Improvement Program: BPL requested the maximum 2 million in this highly competitive state-wide grant cycle. We will know if our project is on the recommended list to the Governor this summer or early fall. The list then needs to be approved as part of the Governor's 2025 capital budget.
 2. Whatcom Community Foundation has come forward as a resource and partner to secure private funds. The Children's area could be a desirable goal for this.
 3. Seeking a Federal appropriation for the FY2025 budget to support the exterior renovation.
 - Carol asked if it would be helpful to write letters to the LCIP committee in support of the BPL application. Rebecca Judd mentioned that the LCIP grant process was now closed but that support letters were not requested in the application.
 - Rick added he thinks, with the move away from ARPA funds, that we can now take the time to look at what is needed, identify the cost of what we want and compare this to available funding.

- 1-year assessment of Bellis Fair Branch: in preparation for providing this assessment, Jon asked the Trustees what information would be helpful to evaluate the performance of the branch.

Suggestions included:

- Compare Bellis Fair with the other two branches.
- Dig up numbers from Barkley Branches' 1st year.
- Include Children's program attendance.
- Are the use statistics increasing or have they leveled off?
- Circulation statistics; monthly trends.
- Hours of service.
- FTE hours at the branch over the last 12 months.
- Is there an opportunity for public feedback?
- Number of library cards registered.
- Qualitative narrative from staff who work there.

Jon thanked the Trustees for their input. He will provide a presentation at the May Board Meeting.

Level of Service standards: Materials and Hours:

- Rick explained that when we first set up the standards, we acknowledged they should be reviewed periodically. The Facilities standard is set in place; the Hours standard needs some revision as does the Materials, which we will focus on first in preparation of next year's budget. The standard for Materials was established with 2017-dollar amounts. Since then, the cost of materials has skyrocketed, and we have shifted to purchasing more electronic materials which are more expensive. Jon is gathering data to present at next month's Board Meeting.

New Business:

- No new business

Agenda items for next meeting:

- The May Board Meeting will be held in the Central Library Board Room.
- Rules of Conduct revision
- Facilities update, including 1st year assessment of Bellis Fair Branch
- Level of Service standards

Meeting adjourned at 4:35 p.m.

Next Regular Library Board Meeting – May 21, 2024 – Central Library Board Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees