



**Regular Meeting of the Library Board of Trustees
Tuesday, October 22, 2024 – Central Library Board 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 Hogle, Jon McConnel, and Madeline Roseninge

FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison

Guest Presenter: None

Call to order and introductions: Regular session was called to order at 3:31 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 September 17, 2024 regular meeting minutes and the September 2024 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- No updates

Board member reports:

- None

City Council liaison report:

- Hannah Stone reported that a review of safety measures for City Hall employees and the public is underway. To make the best use of limited public funds, there is interest in coordinating

safety efforts between the Library and City Hall. A report will be coming forward in the next month outlining a plan. Kendra asked if this was in response to a specific incident. Hannah responded that it has been an ongoing effort but a member of the public became agitated in City Council recently, and it was a reminder of the importance of implementing safety measures to ensure people feel safe coming to Council meetings.

Friends of BPL report:

- Carol reported that over \$19,000 was raised at the Friends of BPL book sale in September. The Friends will be working with Rebecca on a budget proposal and trying to decide what they can take from their financial reserves to help with the renovation. Once the City decides what the Library's 2025 budget will be, the Friends will see what they are able to contribute.
- Carol announced that there will be another book sale coming up in January.
- Carol expressed her excitement about the book club partnership with the symphony and reminded everyone that tickets are available for an upcoming symphony concert.

Library Director report:

- Rebecca attended the ribbon cutting ceremony for the Mount Vernon City Library. The \$61,000,000 project combines the public library with a transportation hub, featuring many EV chargers. There was a large community turnout for the event, which recognized the contributions of former Mayor Jill Boudreau who worked on the project for 10 years. The library officially opened today, October 22.
- Staff learning day at the Bellingham Cruise Terminal was a success! Kate Dunphy, Staff Development Coordinator, will bring a short presentation about the event to the November Board meeting.
- Both elevators at the Central branch are fixed and working.
- From the Directors' report, Kendra asked about the current staffing levels at each branch. Rebecca responded that two staff (one Clerk, one Library Assistant) are assigned to each branch for safety.
- Rebecca updated the Board on Security staffing. Rudolph Cortez started as a new Security attendant. The Library has two vacant positions that were posted on October 18, with anticipated start dates in December. Until the positions are filled, two Park Ambassadors have been voluntarily re-assigned to the Library as Security and Information Attendants. Hannah noted that the Park Ambassadors will be phased out soon and suggested asking if any of those ambassadors want to apply for the vacant positions.
- Kendra asked for clarification on the system monitoring section of the Director's report and asked what "ITSD" stands for. Jon responded that ITSD stands for IT Service Department. In the past, we haven't had a way of knowing if our city system and public system have interruptions. After implementing a new form of monitoring, ITSD hopes this will give us an early warning to do troubleshooting more rapidly.

National Friends of the Library Week

- Rick noted that we are currently in the middle of National Friends of the Library Week. In recognition of the Friends, he read the Board's Resolution Commending the Friends of the

Bellingham Public Library. Rick made a motion to adopt the resolution, Kristy seconded, and the motion passed. All board members signed the resolution.

Budget update

- Rebecca explained that the 2025 preliminary budget document in the board packet is a document we distribute to Council members, using a template followed by all departments. Of note:
 - The two eliminated Library Assistant positions are part of the conversion process to 25-hours. This budget action will be taken in 2025 instead of 2024 and does not reflect a loss in hours.
 - For the materials budget, the Library will be able to offset some of these reductions using donated funds from Whatcom Community Foundation and (if approved) the Friends.
 - \$13,725 was added to postage and express, which supports ILL and other postage needs.
- Rebecca will go through our 2024 achievements one by one at the Council meeting budget session next week. Kendra suggested highlighting the 95% reduction in drug/alcohol use on site in the last year.
- For the 2025 work plan, Deborah suggested including that we will continue and maintain 2024 projects as appropriate.
- The City is working on a proposal to move security to a city-wide division that is budgeted to the Public Works Department. The scope would include security for the library and city hall. To support this work, a full-time Security Supervisor position has been added to Public Works. Rebecca Craven asked how this will impact budget and whether it would be an interfund. Rebecca Judd responded that she will investigate this question.

Central Library renovation update

- Rebecca Judd showed the video the Library has been working on with BTV to support fundraising for the children's area renovation
- We received \$15,000 from the Posel-Gockley fund to support the children's area renovation.
- The Community Foundation suggested the Library host a series of open houses where potential donors can ask questions in a more informal setting. The first open house, if needed, will be November 15 from 2-3:30. The second will be November 22, and the third will be December 6.
- Rebecca, Annette and Jenn Daly from the Community Foundation are meeting this Friday with Terri Maik from Walton beverage company to discuss the project.
- The Library is working with Miller Hull on the exterior concept design.
- Rebecca discussed Library Giving Day in 2025 and requested that the focus be on the children's area renovation. The Board agreed that this is a good idea. Kristy noted that if we start thinking about Library giving day now, we should also start thinking about planned giving as well. Rick requested that we keep the Community Foundation informed about our plans for promoting this campaign.

Board recruitment

- Rebecca Craven noted that she and Kendra are serving on the recruitment panel for the vacant Board position, as well as Rebecca Judd as the Director. The position will be posted on October 24, with the new Trustee joining the Board in February 2025. The board discussed the hiring plan document from the board packet and the committee asked for feedback on recruitment direction. Rebecca Craven asked everyone present at the board meeting to be involved in the recruiting efforts. The committee will start reviewing applications on November 15.

Rules of Conduct edits

- Katrina Buckman gave an overview of the Rules of Conduct document from the board packet. Deborah moved to approve the changes, Rebecca Craven seconded, the motion passed.

3rd Quarter Action Plan report

- Rebecca Judd gave an overview of the 3rd Quarter Action Plan report. T
- The board discussed the lack of public phones and emergency phones. Rebecca Judd noted that the HEART specialists at the library do have phones available for patrons in a crisis if needed.
- Rebecca Judd recognized the great work that has happened with adult programming this year now that there is an adult programming team at the Library. The 'What is Addiction' event, learning together forums, and other programming have addressed important topics in our community. She also thanked Jenni Johnson and Jon McConnel for working the new LibCal platform.

New Business:

- None

Agenda items for next meeting:

- Kate's presentation of Staff Learning Day

Meeting adjourned at 5:02 p.m.

Next Regular Library Board Meeting Tuesday, November 19th, 2024 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Library 2025 Budget Work Session Draft
- Attachment #2: Outline of Recruitment
- Attachment #3: Rules of Conduct
- Attachment #4: Q3 Action Plan Report



2025 Preliminary Budget

Library Department

	2023-2024 Budget (Operating Annualized)	2025 Preliminary Budget
Operating Budget	\$7,807,989	\$8,028,761
Capital Budget	N/A	N/A
Budgeted FTEs	57.9	57.1

2025 Operating Budget

Position changes:

- Frozen: 0.625 FTE (vacant 25-hour Clerk)
- Frozen: 0.4 FTE (vacant 16-hour Library Assistant)
- Frozen: 1 FTE (Branch Specialist 3) – realized after May 1, 2025 retirement
- Eliminated: 0.4 FTE (vacant 16-hour Library Assistant) – from 2024 conversion to 25-hours, realized in 2025 budget
- Eliminated: 0.4 (vacant 16-hour Library Assistant) – from 2024 conversion to 25-hours, realized in 2025 budget

Materials budget changes:

- \$125,00 reduction in physical and digital Library materials, reducing Level of Service for materials from \$7.23/capita to \$6.14/capita.

Total budget reductions in 2025: \$302,446

2025 Capital Budget

- Continued planning of Central Library Phase 2 renovation

2024 Achievements

- Circulated 1.7 million items, welcomed 600,000 people into one of our 4-locations, registered 9,300 new library users, and conducted 516 storytimes for 10,288 children and their caregivers in the 2023 calendar year.
- With City and County funding and contract oversight from Whatcom County Health and Community Services, embedded a behavior health (HEART) specialist at the Central Library during open Library hours.
- Marked the 1-year anniversary of the Bellis Fair branch, which saw 26,239 visits, 741 new library card registrations, and 144 programs that drew 3,381 attendees.
- Celebrated 1,542 children, 114 teens, and 264 adults who completed the 2024 Summer Reading program.

- As part of Executive Order 2024-01 addressing the fentanyl crisis, hosted all-community event on Sept. 12 “What is Addiction? Plain talk for our community.”
- Hosted first department-wide Staff Learning Day on Oct. 9, 2024.

2025 Work Plan

- Deliver exceptional library service to the Bellingham community through diverse and responsive collections, equitable access to technology, inclusive programming, and safe, welcoming spaces for all.
- Complete design and successfully bid Central Library renovation project.
- Recruit and onboard a new Library Trustee and Board Chair.
- Successfully host Whatcom READS signature event with Erica Bauermeister, author of *No Two Persons*, at Mount Baker Theatre on March 14, 2025
- Initiate annual report to Council during/around National Library Week in April.



Recruitment Schedule, Board of Trustees vacancy October 22, 2024

Timeline

- Post application: Friday, October 24, 2024 (3 weeks)
- First review of applications: Friday, Nov. 15 – for applications received by 4 p.m. on Thursday, Nov. 14
- Application review meeting: Wednesday, Nov. 20
- Candidate interviews: December 5 & 6
- Board meeting discussion of top candidates, executive session: Tuesday, Dec. 17. One candidate recommended to move forward
- Mayor Lund reviews Board recommendation and approves/denies candidate: Dec. 18-31
- If approved, candidate's name put forward to City Council for final vote during January 2025 Council meeting
- If majority of Council approves candidate appointment, new Board member attends February 18, 2025 Board meeting

Announcement

Library seeks candidates for Board of Trustees position

October 24, 2024

The Bellingham Public Library Board of Trustees seeks candidates to fill a vacancy on the board. Pending City Council approval, the successful candidate will serve a full term beginning February 10, 2025. A first review of applications will begin Friday, November 15, 2024 for applications received by 4 p.m. on Thursday, November 14.

The Board of Trustees is the governing and policy-making board for the Bellingham Public Library. Board positions are voluntary, and residents chosen to fill them are selected to serve 5-year terms.

“This is a pivotal time for the Bellingham Public Library, as we work to interpret and implement our strategic plan for the changing realities of our community,” Library Board Chair Rick Osen said. “The position of Trustee is an important and rewarding volunteer leadership role, and we look forward to welcoming a new Board member soon.”

We encourage applications from people who believe in the mission of the public library, are inspired to learn and articulate the Library's vision, and who are familiar with our community. All applicants must

presently live within Bellingham City limits and have done so for at least one year. Previous applicants are invited and encouraged to apply.

Information about the Library and the Board of Trustees is available on the [Bellingham Public Library website](#):

- [Bellingham Public Library Strategic Plan](#) (PDF)
- [Library Board of Trustees](#)

How to apply

To apply for the Library Board of Trustees, view the requirements and process on the [City of Bellingham website](#). Then fill out the [online application](#) or submit a [print application](#) (pdf) to the City of Bellingham Mayor's Office. The Board of Trustees will review applications beginning November 15, 2024 and conduct interviews in early December. The Mayor will interview final candidates and will recommend a candidate to the Bellingham City Council for approval.

For more information about the Library and the responsibilities of the Library Board, please contact Bellingham Public Library Director Rebecca Judd, rejudd@cob.org or 360-778-7221. If you have questions about the application process, please contact the Mayor's Office at 360-778-8100 or mayorsoffice@cob.org.



Photo Credit: Central Library at Dusk by Kenni Merritt

<https://www.bellinghampubliclibrary.org/news>

Needs/gaps in board make-up – discussion

- Greater diversity
- Active Library patron
- Are there any skills/abilities needed on the Board?
- Geographic area of the City?
- Commitment to attend meetings and participate
- Previous board experience
- Other?

Note: Must be City of Bellingham resident (at least one year)

Title: 4.101 RULES OF CONDUCT

Code: 4 Public Services

Chapter: 4.100 Conduct

Type of Policy: Departmental

Date Developed: 20 August 2002

Date Revised: 18 September 2007, 26 August 2008, 23 February 2009, 18 June 2013, 17 June 2014, June 19, 2018, November 16, 2018, December 19, 2023, May 21, 2024, [Oct 2024](#)

Revised by: Pam Kiesner, Beth Farley, Rebecca Judd

Developed by: Julie Carterson

Approved By: Library Board of Trustees

Cancels: Section VI, Public Services Policies, Rules of Conduct

See Also:

Library procedures and related policies:

[4.101.1014 Trespassing a person](#)[Applying rules of conduct](#)

[4.101.1025 Immediately trespassing a person](#)[Guidelines for exclusions and trespass](#)

[4.101.1059 Deciding the length of an exclusion or trespass](#)[Appealing a trespass](#)

[4.101.110](#) [Appealing a trespass](#)

[4.401.1024 Internet time limit abuse](#)[Guidelines for Computer Use](#)

[4.501 Use of Meeting Rooms Policy](#)

[Meeting Room Use Rules online \[here\]](#)

Codes and Laws:

RCW 27.12.290 Violators may be excluded

RCW 9.41.300 Weapons prohibited in certain places

Scope

This policy applies to all visitors to all facilities and properties of the Bellingham Public Library. Parents or caregivers are responsible for the behavior of minor children in their charge.

Definitions

Exclusion: a person is asked to leave the library and not return for a period of time ~~less than one (1) month~~[that ranges from one day to one month](#). ~~Library staff person in charge~~[The Incident Point of Contact](#) may make the decision to exclude immediately or after consultation with other staff. The police are not involved in determining exclusions. An incident report is created.

Incident Point of Contact: If the incident originates at the Central Library: [A Security and Information Attendant on duty is the Incident Point of Contact. In their absence, the Person in Charge \(PIC\) is responsible.](#)

For incidents at the Barkley, Bellis Fair or Fairhaven Branch: [The Incident Point of Contact is the staff member with the highest classification, unless a Security and Information Attendant is on site.](#)

Library property: at the Central Library, the property includes the entire block bordered by Central, Commercial, Lottie and Grand, not including the right of way. At the Fairhaven Branch the property includes the entire parcel of land surrounding the library, not including the right of way. At the Barkley Branch, the property includes the area directly in front of the Branch, not including the right of way. At the Bellis Fair Branch, the property includes the library returns boxes located on mall property outside the leased space.

Minor: person under the age of eighteen (18).

Trespass: a person is legally barred from entering any library property for a period of time ranging from ~~one (1) month~~, three (3) months, six (6) months, one (1) year, or up to five (5) years. Under extraordinary circumstances, a person may be trespassed permanently. The person's library card is deactivated for the same length of time as the trespass.

Person in Charge (PIC): If the incident originates at the Central Library: The Security and Information

Attendant on duty is the Person in Charge. In their absence, the Person in Charge (PIC) at the Help Desk is responsible.

For incidents at the Barkley, Bellis Fair or Fairhaven Branch: The PIC is the staff member with the highest classification.

Policy/Conditions

1. Library Board of Trustees defines acceptable library behavior by creating rules of conduct.

The Library exists to serve the community's information needs. The community expects a safe and appropriate library environment so all visitors may access library resources and services.

Rules of conduct define acceptable behavior in the library and on library property and provide for personal safety as well as for the protection of materials, property and facilities.

Rules of conduct will be applied respectfully, fairly and consistently.

Exceptions must be authorized by the Library Director or designee.

2. Library staff are responsible for applying Rules of Conduct.

Failure to comply with a reasonable staff request may result in a loss of library privileges. Willful or persistent violation of the rules will result in a loss of library privileges, which may include service limits or exclusion or trespass from the use of all facilities of the Bellingham Public Library.

3. Disruptive behavior that unreasonably interferes with use of the library by other users or inhibits staff or volunteers from performing their duties may result in loss of library privileges.

This behavior includes but is not limited to:

- Sleeping
- ~~Using audio equipment that disturbs others~~
- ~~Screaming, loud talking, and boisterous behavior~~
- Inappropriate attire, including not wearing shirt or shoes
- ~~Loitering~~
- Offensive bodily hygiene
- ~~Prolonged staring at others~~
- ~~Intoxicated behavior~~
- Not following the Guidelines for Computer Use, including abusing iInternet time limits
- Not following Meeting Room Use Rules or failing to follow other established library requirements
- ~~Accessing identified staff-only areas of the library without authorization~~
- Disruptive conduct, including but not limited to
 - Using audio equipment that disturbs others
 - Screaming, loud talking, and boisterous behavior
 - Prolonged staring at others
 - Intoxicated behavior
- Other behavior which unduly disturbs others

4. Use of any Bellingham Public Library facilities, property or equipment for purposes

not intended may result in the loss of library privileges.

Such uses include, but are not limited to:

- Using scooters, skateboards, roller skates, bicycles or any wheeled footwear in the building
- Bringing into the library personal items that restrict movement and access, and exceed more than a reasonable amount of individual personal space, such as will fit safely under the table or chair that is occupied
- Bringing in personal belongings that may damage library property or that create a safety hazard
- Leaving personal effects unattended
- Using the restrooms for bathing, shaving, washing hair or clothing
- Camping on library property, indoors or outdoors
- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside the library or on library property

5. Behavior that endangers library users, staff or volunteers will result in immediate trespass.

These behaviors include but are not limited to:

- Abuse of equipment
- Destruction or defacement of property
- Physical activity dangerous to others
- Sexual misconduct such as exposure or sexual harassment
- Stalking
- Verbal or physical threats, harassment or intimidation
- Illegal conduct

6. Small, discreet packaged snacks and covered drinks may be consumed in the library, except near Library computers/electronics and during storytime programs.

- In accordance with Meeting Room Use Rules, food and drink are allowed in the Lecture Room, Conference Room, Fireplace Room and Northwest Room.
- The Auditorium at Fairhaven Branch Library is managed by the Parks Department and is subject to their user agreement rules.

7. A trespass may be issued for disobeying the direction of a library staff member and for remaining on library property when requested to leave for violations of law and/or library policies.

~~Library staff~~The Incident Point of Contact determines the length of the trespass and the Police serve the trespass. ~~Library staff member in charge~~The Incident Point of Contact may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

8. 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.

9. **Smoking, including the use of e-cigarettes, is not permitted in library facilities or on library property.**

10. **Service animals are permitted in the library, so long as the handler ensures appropriate behavior of the animal and remains with the animal while in the library. No other animals are permitted in library facilities.**

11. **A trespass may be appealed.**

A person trespassed from the library may appeal the trespass. Written trespass appeal procedures are available to the public, and online [[here](#)]. The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all trespasses that are issued for five years and over.

12. **Library Board reviews this policy.**

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

DRAFT



2024 Annual Action Plan

WELCOME & INCLUDE: We offer welcoming, safe places and experiences, where connections and understanding flourish.

- Develop new Welcome brochure to orient new patrons to Library services
- Q3 Design and implement an All-Staff Learning Day in October 2024
- Q1 Prioritize recommendations from Security Assessment and develop implementation plan
- Develop a plan on critical incident debriefing, to clarify who is responsible for convening a debriefing, who should be involved, what is the process, what happens afterwards, and how and what do we communicate with those who were not directly involved
- Q3 Update Emergency Management procedures
- Develop a 'Learning Hours' system for all library staff (moved to 2025)
- Q2 Build and implement a robust training/conference system for library employees that is equitable, transparent, easy to understand, and that requires minimal supervisor oversight. Add new trainings in active shooter/lethal threat; situational awareness and de-escalation, and fire/emergency drills
- Q1 Build and manage an onboarding system that also connects to staff training and ensures a shared foundation and knowledge of current policies and procedures among staff regardless of their tenure at the Library
- Implement community care and wellness practices that help staff at all levels manage and mitigate any current or long-term burnout, and that helps prevent new burnout from developing

ACCESS & OPPORTUNITY: We connect people with opportunities and resources to solve problems and help them achieve their aspirations.

- Negotiate locations of Community Drop Boxes. Purchase, wrap and install Boxes
- Q1 Onboard Behavioral Health team, with attention to clarifying roles and building relationships with staff and patrons
- Q1 Promote community mental health and well-being with new collection of circulating Light Therapy Lamps

- **Q3** Research options for whether we can serve the needs of clients who need to make emergency phone calls
- Q2 Improve access to Library and City services by participating in City-wide Language Access work group

READ & LEARN: We inspire a lifetime of reading, learning, curiosity, and discovery.

- Q2 Purchase and install additional components for Automated Materials Handling System
- Q1 Partner with Nooksack Salmon Enhancement Agency to build community awareness around the salmon lifecycle

INFORM & INVOLVE: We provide information and activities to stay abreast of community issues and events, fostering informed, active participation in civic life.

- **Q3** Partner with city and community leaders to foster public education and involvement in issues that matter, with a 2024 focus on climate action, anti-racism, homelessness, substance use & civic engagement
- Build awareness of Library facility and service needs into City of Bellingham Comprehensive Plan

THRIVE & GROW: We are a valued community partner and trusted city service, playing a central role in Bellingham life.

- Complete design and successfully bid Central Library renovation project (**moved to 2025**)
- Q1 Complete and submit Washington State Library Capital Improvement Grant for Central Library renovation project
- **Q3** Develop and present 2025-2026 operational and capital budget requests to Mayor's office and City Council
- Q2 Evaluate and update Level of Service standards for Materials and Open Hours
- **Q3** Complete repair of Central Library main passenger elevator
- Q2 Complete Bellis Fair Branch assessment at 1-year mark
- Implement Planned Giving program for the Library
- **Q3** Implement a replacement for DEMCO Spaces & SignUP
- Q1 Update Polaris MOU with WCLS; consider changing parameters for print notices
- Establish a system for knowing which Library staff are on-site