

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, April 18, 2017 – Central Library 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:** J. Gordon, Rachel Myers, Rick Osen, Rebecca Craven and Jim McCabe

**Library Staff:** Nancy Kerr, Janice Keller and Wendy Jenkins

**Others Present:** April Barker, City Council Liaison; Faye Hill, Friends of BPL

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**Call to order and introductions:** Regular session was called to order at 3:37 p.m. by Chair, J. Gordon.

**Approve/modify agenda:** Rachel Myers moved to approve the agenda. Rick Osen seconded. Motion carried.

**Public comment:** No comment.

**Consent agenda:** Rachel pointed out that the circulation statistics for Barkley and Fairhaven are both up significantly from last year. It was noted that branch hours were increased in 2016. Nancy added that another factor is that staff do a good job of rotating the branch collections. Rachel also noted that Barkley circulation is impressive given how small the branch space is. Jim asked if any of the statistics were looked at monthly by staff. Nancy responded that all are looked at monthly. Janice mentioned that it is in the 2017-2018 Work Plan to take a close look at what stats we report and how they are presented – we will be asking board members which stats they find helpful. Rick Osen moved to approve the March 21, 2017 Regular meeting minutes and the March 2017 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

**Board member reports:** Rachel had lunch with Erika Nuernberg, the new WCLS trustee and they primarily discussed the Birch Bay site that WCLS is considering purchasing for a branch. If purchased, this would be the first building that WCLS would be providing.

J. had lunch with Brad Cornwell, another WCLS trustee. J. was curious about the board's conversations concerning annexation. Brad informed J. that their board was aware that BPL is going to go through a sustainable funding study process which will include looking at annexation.

J. also reported that he and Nancy had met with the Mayor. J. asked the Mayor for clarification about the Barkley lease agreement – should the board or the City sign the agreement? The Mayor answered that she thinks the library should be the point of contact.

**City Council liaison report:** April reported that she was told by the Port Commissioner that the Port would most likely be voting tonight to purchase the land that the City was hoping to use for a new homeless shelter. The shelter was a project that Council had been working on for 18 months, so April was very discouraged.

She also shared the good news that the Council had verbally agreed to reserve the 2<sup>nd</sup> of two planned townhall-style meetings for a conversation about library services. This meeting will be held sometime in September (the 1<sup>st</sup> meeting will be on the homeless issue).

**Friends of BPL report:** Faye reported that the Friends' Annual Meeting is this Saturday, April 22 at 10:00 a.m. at the Fairhaven Branch Fireplace Room. Everyone is welcome – there will be treats and Nancy will be the keynote speaker. The Annual Meeting is held to honor the Friends volunteers for their huge donation of time and hard work.

**Library Director's report:** Barkley Company is in the process of repainting Barkley Branch.

Nancy reminded the trustees of Janice's email concerning trustee photos. She also invited new trustees to a behind-the-scenes library tour.

Nancy reported that there have been a couple of after-hours incidents at Fairhaven Branch. A review of the after-hours procedures is being done so that we can tighten security.

Nancy distributed a hand-out about the Arch of Healing & Reconciliation which is being planned for the northeast corner of the library block (Lee Memorial Lawn). Installation may coincide with adding ADA accessibility to the lower library entrance as well as removing the broken fountain. Jim asked if maintenance of the sculpture has been addressed. April responded that the process is going through the Parks department as well as the Arts Commission. April added that installation is scheduled for September 4 and a mock cutout to show the scale of the sculpture is scheduled for May 2 at 5:30 p.m.

Janice is analyzing data and statistics about Community Room usage and bookings, looking at in-house needs and outside reservations. Information will be provided to the Board when the project is complete.

The changeover from paper to electronic timesheets for all library staff is now complete. We had great help from Human Resources and the transition went smoothly.

A Library team – Jennifer Lovchik, Katie Bray and Nancy – will be participating in the Trivia Bee this Friday.

Jim asked how often the Management Team meets and if he could attend a meeting. Nancy responded that they meet weekly and trustees would be welcome to attend.

**Events update:** Janice reported on recent and upcoming programs:

- The library partnered with WWU for a two-hour Academy for Lifelong Learning class; Nancy, Lola Estelle and Julie Mauermann shared cool, innovative things that libraries are doing.
- April 9-15 was National Library Week. We had a couple of displays and the Friends celebrated staff with cookies, an excellent salad bar, as well as origami flowers and tile coasters for all staff.
- April is National Poetry Month and we will be hosting a variety of local poets.
- This week Jewell Parker Rhodes, author of *Towers Falling*, is speaking at the Library and at Whatcom Museum.
- The March for Science is happening on April 22; they have reserved the Lecture Room and back lawn as its operations center.
- On Friday, May 5 we will be staying open late to be part of the Children's Art Walk 2017. There will be performances, displayed student art and snacks.
- Behind the scenes work is ongoing for Whatcom READS! 2018.
- Summer Reading kicks off June 1 – more information will be shared at the next board meeting.
- The next session of Kaleidoscope Play and Learn is on April 26. This program happens almost weekly and is an opportunity for young children who do not attend preschool to come together.

**Rates and Fees:** Removal of the 50-cent expired hold fee has been approved by the WCLS board. Nancy suggests we wait to take action until we have a chance to look at Community Room fees and to talk with the Mayor.

**RFQ for Library Consultant Study - update:** Rick reported that he and Brian Heinrich, Deputy Administrator, began work in early April. They decided to use a Request for Qualifications (RFQ) rather than a Request for Proposals (RFP) – the RFQ will post tomorrow on the City website with a May 5 proposal due date. They gathered, with the help of Nancy, Marcellus and Andrew, a list of 10-12 prospective consultants who will be invited to participate. Rick, Brian and Nancy will review the proposals. The goal is to have a deliverable report by September or October. This initial RFQ is for \$25,000; if we need to go beyond the initial phase, we will use a second RFQ or RFP.

The goal is to identify strategies that preserve (and potentially enhance) the high quality services provided to the community by the library into the future and the scope of the work includes:

- Definition of services provided
  - 1) Analysis of services currently provided
  - 2) Assessment of level of services and programs not being met with current budget
  - 3) Redefine current budget level based on findings
  - 4) Project future budget needs – e.g., service area growth, inflation, technology, new services, etc.
  - 5) Project future budget levels
- Analyze potential funding options
  - 1) Local levy for BPL
  - 2) Annexation to Whatcom County Library System (WCLS)

- 3) Evaluate consortium opportunities with WCLS
- 4) Status quo
- 5) Other options

Rebecca commented that this addresses level of services not being met with current budget, but what about what is not happening due to facilities constraints? Nancy responded that this will be looked at without going into a full-scale facilities study.

Rebecca asked if we will be asking the consultants to look beyond financial considerations for annexation. Rick responded, yes, what we have referred to as a cultural audit will be addressed.

**Board housekeeping:** Jim volunteered to be on the Outreach Committee with Rachel.

**New Business:**

- No new business

**Action items for next meeting:**

- Community Room fees and philosophy.
- J. has a conflict with the June meeting – it was determined to maintain the June board date considering that it is very possible an additional meeting will need to be scheduled with the funding study process.
- All-City Sasquatch competition being held at Happy Valley Elementary.

**Meeting adjourned** at 5:02 p.m.

**Next Regular Library Board Meeting – May 16, 2017** at the Central Library, 210 Central Avenue, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees