

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, January 16, 2018 – 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.

Board Members Present: Rick Osen, Rachel Myers, Rebecca Craven and Jim McCabe

Library Staff: Nancy Kerr, Bethany Hoglund, Janice Keller, Jon McConnel and Wendy Jenkins

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

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rachel Myers moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: No comments.

Consent agenda: Rick commented that it is nice to see an uptick in the circulation statistics. Jon added that WCLS recently ran data that breaks out circulation into checkouts and courtesy renewals. There has been significant growth, all due to the renewals. Jon will run a similar report for BPL.

Janice requested that additional, significant detail be added to the minutes under *Library policy revision*, following the third paragraph:

Rebecca asked if staff recommend this policy be approved. Nancy and Janice responded yes, the policy is recommended for approval. Janice added that Board members need to understand as they make a final decision that this policy will impact community users, concerns will be raised, and they should make their decision assuming it will apply to all locations and regardless of any potential future collaboration with other departments.

Jim McCabe moved to approve the December 19, 2017 Regular meeting minutes as amended and the December 2017 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board member reports: Rick welcomed April back as our Council Liaison and noted that Rebecca will join the Personnel Committee, effective immediately.

City Council liaison report: April wished everyone a happy New Year and reported that Council begins official business next week. She attended the Cordata Neighborhood Association meeting, as did Jim.

Friends of BPL report: Faye reported that the Friends Board Meeting is tomorrow and the January book sale begins next week on Wednesday, January 24.

Library Director's report:

- Budget: the 2017 budget year is not closed yet, but we are currently at 99.5% for spent budget.
- Staffing: we have no new employees this month, but we are planning ahead concerning what needs to be done when Fay (Interlibrary Loan) retires in a few months. We have made slight updates to the position description, and her position is in the HR queue for recruitment. Plans include some minor rearranging to be able to move Faye's replacement upstairs to the Mending space, to be with the rest of the Collection Services staff.
- Fleet: the new delivery truck is here, or at least at Fleet! Our new delivery truck just needs plates, non-slip coating on the lift gate, and wrapping before we can put it into use. It wasn't easy to find a truck with all of our specifications (thank you, Jen VanderPloeg) that will still fit into our small garage with literally inches to spare.
- Public elevator: our passenger elevator woes continue, with the hydraulics supplanting the control panel this time as the problem area. Repairing hydraulics requires a permit, and while Public Works is trying to expedite, the permit may take 4-6 weeks. We just found out today that TK (elevator company) has not yet submitted a proposal. I have asked for an update on a repair timeframe. In the meantime, staff continue to take patrons requiring assistance on the freight elevator and through the closed stacks.
- Donations: several end-of-the-year donations were received this past month. These included donations to the Library gift fund and to Whatcom Community Foundation's Endowment Fund, Unrestricted Fund, and Materials Fund.
- Homelessness Training, next steps: over the weekend, I received an e-mail and a link to some major updates to our homelessness training package. Once I review the new information, we will decide how best to share it with staff. I am hoping this new information will assist us in formulating answers to some questions that were posed in the training report compiled by Deborah and Suzanne.
- Board training: Christine Perkins has suggested the topic of Net Neutrality as a possible timely subject for a future joint BPL Board/WCLS Board mini-retreat covering what impact this has on public libraries and our patrons. More information will be forthcoming.
- M-Team work plans: M-team will now begin to construct our Work Plan for this year, first compiling all of our ongoing and already designated projects, then seeing how much room is left for new projects. I will also be working with the Adult Services librarians to make the format of their Work Plans more uniform going forward.
- Director's Retreat: I will once again be attending the Director's Retreat in Federal Way on the 25th and 26th of January. I found this event very useful last year. This year's

topics include updates from the State Library, Privacy and 3rd Party Contracts, Levy Success Stories, Diversity in Hiring, Legislative Updates, and more.

2017 gift and donation report: Included in the packet is a breakdown of the donations received in 2017 from individuals, groups, and the Friends of BPL. The combined total was \$71,436. The Friends generously donated \$49,150 (donated either directly to the gift fund or paid on our behalf to other organizations).

Board Trustee recruitment update: Rick reported that we have received five applications. Rebecca, Rachel and Nancy will conduct interviews with all applicants. Ideally the interviews will happen in the next couple of weeks, followed by an Executive Session for the board to determine a recommendation for the Mayor.

ConnectED: A Pilot Project between BPL and the Bellingham Public Schools: Bethany explained that WCLS started this program last year in the Mount Baker School District and they consider it a smashing success. With this pilot project, at the start of the school year all students (unless they opt out) would be issued a digital account using their student ID number. They would have limited use privileges – 2 item check-out with all borrowing rules applied. Part of the project is that, at the end of the summer, all fines and fees would be waived so that the school district is not held responsible. WCLS waived \$615 dollars at year end. The goal is to work more closely with the school district and connect with more students.

Jon added that this program did not originate with WCLS, other libraries have been using it for 3-5 years. It started with a goal of allowing teachers to include library databases in assignments; success rates depend on how well the library is able to teach the teachers how to incorporate databases in their studies. Bethany said they would be putting together curriculum to help with this. Rick commented that he thinks it is a great program, but it will be important to assess staff strain. Rebecca added assessing finances as well – this is a much bigger student base, so there will be more to waive. The board provided verbal approval to move forward with this project.

Library policy revision: Interlibrary Loan Policy: Nancy reported that Beth Farley has taken a comprehensive look at our Interlibrary Loan process and policy. This is an expensive, staff-intensive service. We currently have a 2 month back log, but no extra staff to devote to ILL. In an effort to streamline, Beth took a look at what other libraries across Washington are doing. Most do not renew ILL items, which is a very time consuming process. We are suggesting eliminating renewals. Beth has prepared book marks and flyers to let patrons know of this change. Rebecca Craven moved to approve the policy changes. Rachel Myers seconded. Motion carried.

Vancouver Public Library presentation: Rachel prepared a PowerPoint presentation to show pictures from her visit to Vancouver Community Library (VCL), which is a branch of the Fort Vancouver Regional Library. Jim, who has also visited this library, said that this is the oldest library system in the state. VCL was completed in 2011 at a cost of 26 million dollars, on donated land (valued at 5 million). This project was part of a 43 million dollar bond (which took three separate votes before passing).

Rachel's pictures show that the building has a beautiful exterior with a light-filled entry; ample, tech-friendly seating; and an amazing, interactive Children's area and programming. Jim added that there is a coffee shop, large meeting rooms, an enviable staff area, and a volunteer-staffed book store.

Downsides include that the commercial development fell through, so a planned garage wasn't built; they have homelessness issues similar to ours; and it can get hot in the summer with the glass front. Rachel suggested this library is worth a field trip, perhaps with other city departments, to imagine the possibilities.

New Business:

- Level of Service standard: Staffing FTE – Rick reported that he and Nancy met to work on the Staffing FTE standard. Nancy has compiled data from peer libraries across the nation. They also plan to look at the Washington State averages. For the first three LOS standards adopted, we were at the minimum level. For a Staffing FTE standard, we are not even at the minimum level. They are working on narrowing the data down to the right points. Options being considered are:
 - Circulation per FTE
 - Circulation per capita
 - FTE staff per capita (used in the previous standards)
 - Library visits per capita
 - Hours and FTE

They plan on bringing more information to the next board meeting. The first step after adopting a standard will be to look at the immediate goal of getting to the minimum level, so then we can work towards level 2. Nancy and the M-Team developed a preliminary staffing needs list which she distributed along with a current organization chart.

Action items for next meeting:

- Changing meeting date: Rick requested that the March 20, 2018 meeting be moved to March 13. The requested date works for all trustees, so the meeting date will be moved.

Executive Session: The Board went into Executive Session at 4:50 p.m. for the Annual Performance Review of the Library Director. The meeting was called back into Regular session at 6:05 p.m.

Meeting adjourned at 6:05 p.m.

Next Regular Library Board Meeting – February 20, 2018 at the Central Library, 210 Central Avenue, Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees