

Bellingham Public Library

Regular Meeting of the Library Board of Trustees Tuesday, March 19, 2019 – 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, Rachel Myers, Rebecca Craven, Jim McCabe and Vernon Johnson
Library Staff:	Rebecca Judd, Beth Farley, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
Others Present:	Faye Hill, Friends of BPL

Call to order and introductions: Regular session was called to order at 3:32 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Rachel Myers seconded. Motion carried.

Public comment: No comments

Consent agenda: Jim commented that, according to the YTD report, we are under budget. Rebecca clarified that City accountants are busy working on 2018 year-end reports, so they have not yet processed the journal entries for Interfund charges for January and February. Taking into consideration the Interfund charges, we are 15% spent at 17% through the year. Rick pointed out that the minutes, under Action items for next meeting, state that Jim will not be at the March board meeting, but it is the April meeting Jim will not be able to attend. Rachel Myers moved to approve the February 19, 2019 Regular meeting minutes, as amended, and the February 2019 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report: Rick reported that he and Rebecca Judd attended Elizabeth Yarbrough's Senior Project presentation at Western. Elizabeth talked about her work with the Library's strategic planning process. Rick noted that Damani was Elizabeth's academic advisor. Elizabeth will be volunteering with the strategic planning Community Conversations through July 2.

Board member reports: Jim applauded:

- Rebecca Judd, for attending the Cordata Neighborhood Association meetings.
- Suzanne Carlson-Prandini, for the Escape Room she hosted for the Library's book group.
- Janice Keller, for organizing Whatcom READS. Jim attended the author presentation at Mount Baker High School.

Janice gave special thanks to Rachel for being the MC for the Mount Baker Theatre presentation. Rachel added that the event was wonderful – well-attended, well-organized, and with a great author/book pick.

Rebecca Craven thanked the library for arranging for the removal of the tree on Commercial Street.

City Council Liaison report: No report.

Friends of BPL report: Faye reported that the Friends have a board meeting tomorrow. One of the things they will be discussing is National Library Week (April 7-13, 2019) – the Friends try to honor staff during that week. The Friends are also making plans for their Annual Meeting. At next month's Trustee meeting, Faye will encourage everyone to attend. Faye expressed thanks to everyone involved for a successful Whatcom READS program. Janice, in turn, thanked Faye and the Friends for their significant financial support of Whatcom READS.

Library Director report: Rebecca also thanked everyone for their work in creating a great Whatcom READS program.

Rebecca announced we have a new Security and Information Attendant, Danette Sheldon. We have one more Security position to fill this year.

Library Board Trustee update: Rick announced that Jim has been reappointed for a second term as Trustee and read the Mayor's reappointment letter thanking Jim for his continued service.

Facilities Committee report: Rick and Rebecca Judd, along with Eric Johnston and James Simpson from Public Works, reviewed the written RFQ responses and selected two firms to interview. Both firms had complete, well-done responses. Once we hire someone, a clear timeline will be established. The rough timeline is for design work to happen during the spring and summer, contractor bids to be held in the fall, with construction beginning early in 2020.

Eric and James will work on combining the elevator upgrade with this project. The new ADA accessible path on the back lawn will help during this process.

Strategic Planning update: Janice pointed out a change from the information provided at last month's meeting: we did not move forward with a contract with the consulting agency Primary Source. On March 21, Rebecca Judd will be providing training for facilitators and notetakers for the Community Conversations. As a reminder, Janice added that there are two components to the Conversations: individual interviews and group Community Conversations.

Janice distributed a timeline handout (*See Attachment #1 for Strategic Planning 2019 Timeline. Attachment is located at the end of the minutes.*). Jim asked a question on the approval process for the final report: the timeline shows that the draft will be presented to City Council, does the Council officially approve it? Janice responded that we will take feedback from the Council, but the Library Board provides final approval.

Janice handed out the Community Conversations flyer (a copy is included in the board packet), which lists the calendar of scheduled public conversations. She is currently working on scheduling 3 neighborhood-focused Conversations: one on the north side, one east of the freeway to be held in the Bloedel Donovan Beach Pavilion, and one on the south side. Janice is also working on themed group Conversations. Once the themed Conversations are scheduled, Janice will be reaching out to the Trustees to encourage people they know to participate in this process.

Janice also invited Trustees to be individual interviewers if they are interested. Janice would provide a 15-minute training, materials and a clipboard. Trustees offered to distribute flyers.

Rebecca added that the Trustee Community Conversation will start at 4:15 p.m. She invited the people who are going to be facilitators or notetakers to observe the process.

New Business:

- Rates and Fees conversation: Jon is preparing a presentation about eliminating overdue fines for the April Board meeting. Rick and Rebecca Judd will be in discussion with the City as well. WCLS will be eliminating overdue fines in late 2019 or early 2020.
- In early summer we will be considering mid-biennium budget adjustments.
- Rebecca will provide a quarterly update on 2019 goals, including what the goals are for the year and what has been accomplished in the first quarter.

Action items for next meeting:

- Announcement about hiring of an architect firm. Rebecca Craven asked if plans have been developed about open hours during construction. Rebecca Judd responded that much will depend on the architect plans and contractor firm, so no plans have been developed yet.

Meeting adjourned at 4:04 p.m.

Next Regular Library Board Meeting – April 16, 2019 at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Strategic Planning 2019 Timeline

Strategic Planning 2019 Timeline DRAFT/updated as needed

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
• Develop Process • Identify Resources • Review Sample Plans • Orient Board/Staff to LTC Community Conversations • Board Approval of Approach & Process	• Orient Board/Staff to LTC Community Conversations (<i>cont</i>) • Define Community Conversation Framework & Scope • Start Community Conversation Outreach/Scheduling	• Train Staff • Start Community Conversations & Interviews • Staff/Manager Conversations Begin: Library Trends & Future Vision • Identify Additional Research & Documents	• Do Community Conversations & Interviews • All-Staff Meeting Focus on Strategic Plan • Review Additional Research & Documents	• Do Community Conversations & Interviews • Staff/Manager Conversations Wrap-Up: Library Trends & Future Vision • Review Additional Research & Documents	• Complete Community Conversations & Interviews • Identify Themes • Report Out Community Conversations: Board & Participants • Analysis
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
• Board Worksession: Community Conversations Report	• First Draft Plan • Board Worksession (or early September)	• Second Draft Plan • Draft Plan Reviewed with Mayor, City Stakeholders	• Final Draft Presented to City Council	• Final Plan to Board	• Final Plan Adopted