



**Regular Meeting of the Library Board of Trustees
Tuesday, February 18, 2020 – 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, and Jim McCabe

Board Members Absent: Vernon (Damani) Johnson

Library Staff: Rebecca Judd, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: Hollie Huthman, City Council Liaison; Faye Hill, Friends of BPL; Christina Paliyeva and Valerie Brannen, WWU students

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. Jim McCabe seconded. Motion carried.

Public comment: No comments.

Consent agenda: Jim noted one correction to the minutes: the January meeting was held at Fairhaven Branch rather than Central Library. Wendy noted that the Performance & Activity Measures in the packet did not include the volunteer hours from the Friends Book Sale; the updated number of hours is 1,014 and the percentage of change YTD is 4.21%. Jon referred to the New Borrowers Registered line on the Performance report: the increase change of 42.60% suggests that the fines free policy is encouraging people to get a library card. Jim McCabe moved to approve the January 21, 2020 Regular meeting minutes as amended and the January 2020 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

Board Chair report: Rick reported that he, Rebecca Judd, and Michael Cox, WCLS Deputy Director, held interviews last Friday for the new Deputy Library Director position; they hope to announce the chosen candidate in the next day or two.

Last week Rick, Rebecca Judd, Janice and Wendy met with Rachel Myers at Whatcom Community Foundation (WCF) to clarify information about our Funds held at WCF and about donor acknowledgement. Also discussed were ideas about how to be more intentional in fundraising.

Rick referred to the two articles in the packet concerning the possible closure of the National Archives branch in Seattle. As the articles point out, there is much backlash to this idea. As an example of the use of the Archives, Rick noted that the current Whatcom READS' author, Eowyn Ivey, used materials – original, primary sources – from various Archives. Rick also shared that on the WWU campus, we have the Northwest branch of the Washington State Archives. He suggested it is valuable to advocate for keeping the Archives open.

Rich shared a USA Today Gallup Poll Snapshot that showed Libraries topping the list of common cultural activities. *(See Attachment #1 for USA TODAY Snapshots Library tops list of common cultural activities. All attachments are located at the end of the minutes).*

Board member reports: Jim commented that Rebecca Judd did an excellent job presenting at the Cordata Neighborhood Association meeting.

City Council liaison report: Hollie shared that the next Downtown Bellingham Partnership meeting will be held on Tuesday, March 10, 5:00 p.m. at the Spark Museum. The Mayor and Council members have been invited to share their visions for downtown. The Partnership board formed an Advocacy Committee to find out what people want to see the City focus on. Community input is welcomed.

Friends of BPL report: Faye shared that the January book sale brought in close to \$14,000.

Noting that the Friends have been working to increase membership, Faye distributed Friends membership applications to each of the Trustees. Faye added that the new Membership Chair, Myra, has many ideas for making the Friends more visible.

Library Director report: Rebecca referred to the Ryan Dowd Homelessness Workshop flyer in the packet. Both venues hosting the training have a 300-seat capacity. Rebecca said that Ryan is a dynamic speaker and invited Trustees to spread the word about this training opportunity.

Rebecca reiterated what Rick mentioned about the possible closure of the National Archives branch in Seattle – this is a big topic in library conversations right now.

Rebecca announced that Whatcom READS is in full swing. Eowyn Ivey will be at the Mount Baker Theatre on March 5; Rachel will be introducing at this event. Rebecca added that several interesting and well attended programs have been held here; all details are available on the website whatcomreads.org.

The Public Library Association (PLA) Conference is next week. This Biennial conference is being held in Nashville, Tennessee. Bethany, Janice and Katie Bray will be attending.

Donated funds review:

- Available funds for remodel: Rebecca distributed an overview of possible available funds for the cost of items (such as furniture and shelving) that are not included in the Remodel project capital fund. (See *Attachment #2 for FFE Central Library Main Floor Remodel project funding: overview February 18, 2020*). The combined total for all accounts – Whatcom Community Foundation non-endowed funds (Unrestricted and Capital funds), White Estate gift fund, previous years' WCF distributions, and Friends of Bellingham Public Library donations – is \$186,532.73. Other potential sources of funding include this year's WCF distribution, Library Giving Day (April 23, 2020), and year-end General Fund unspent monies. Rebecca has been working with the Purchasing department to estimate the cost of needed furniture and shelving; current estimate is \$250,000.
- Decide WCF disbursement: Rick suggested the Board put the 2019 WCF distribution into the gift fund, earmarked for this project, but keeping in mind there could be emergent needs at branches. Rebecca Craven moved to put the total \$14,418.50 into the gift fund. Jim McCabe seconded. Motion carried.
- Library Giving Day, April 23: Janice explained that Library Giving Day was initiated in 2019 by the Seattle Public Library Foundation and Carl Bloom Associates, and provides shared, free, marketing tools for libraries. All funds raised on that day would go directly to our library. Janice is working with WCF to create a clear and easy path for patrons to donate. Janice requested help from Trustees by sharing information with their associates and acquaintances; Janice will have tools available, such as handouts, emails and social media posts.

Interlocal Agreement between BPL and WCLS: Rick referred to the draft included in the packet. He pointed out that the primary changes from the old BPL-WCLS agreement are auto-renewal (item II) and removing reimbursement language (item IV). Rebecca Craven requested detail concerning the insertion of the word 'public' in item III. Rebecca Judd clarified that some buildings of WCLS are not public facilities, such as Central Services. It was determined that using 'public spaces' would clearly describe areas used by the public rather than buildings owned by the public. Rebecca Judd offered to take this suggested change to WCLS as their Board is also working on approving this agreement. Jim McCabe moved to approve the Interlocal Agreement as amended. Rebecca Craven seconded. Motion carried.

Facilities Committee update:

- Central Library main floor remodel: Rick reported the project plans are in the permitting process; we hope to have the permits by next week. Rebecca Judd, along with Jim and James Simpson, Facilities Project Manager, held a phone conference today with RMC Architects, fine-tuning details for the bid documents. The hope is to go out for bid in early March. Rebecca added that Public Works worked on Monday, while the Library was closed, clearing out old metal dismantled shelving from closed stacks to create room for material collections. The RFP for the automated materials handler closes on February 19.
- Barkley Branch proposal discussion: Rick referred to the Barkley documents in the packet and thanked Jen for pulling together the information. Currently the Barkley Branch is housed in 700 square feet adjacent to another 700 square feet that is an

open reading space managed by Barkley Company. Barkley Company is interested in allowing the Library use of the full space. Rick met with Jim, Rebecca Judd and Jen and they determined this would be a good direction to go as public perception is that the space belongs to the library, plus it would solve issues such as not having enough space for patron holds, moving collections upon opening and closing and locking up part of the space. This change wouldn't allow for expanded service, but it would allow for more effective, efficient current service. Barkley Company has asked that we consider how much we can pay in operating costs (we currently pay \$6,400 a year in operating costs), plus take over custodial care. Rebecca Craven moved to authorize the Facilities Committee to work with staff to bring forward recommendations to improve management of existing services and reading room space at the Barkley Branch for consideration at the March 2020 Board of Trustees meeting. Rachel Myers seconded. Motion carried.

2020 Action Plan draft: Rebecca explained that the year-long Strategic Plan process identified 5 high-level Strategic Directions for 2020-2024: Welcome & Include; Access & Opportunity; Read & Learn; Inform & Involve; and Thrive & Grow. Rebecca created a draft Action Plan PowerPoint to share how we intend to move these Directions forward in 2020. The Plan format is to show highlights of what we are currently doing, "We Are" statements, followed by planned projects that align with the Strategic Directions, "We Will" statements. (See Attachment #3 for Library 2020 Draft Action Plan).

Jim commented that 'evaluate services to the north side' was included in the Strategic Plan, but he doesn't see that included here. Rebecca clarified that this is included in the Thrive & Grow statement, "Evaluate plans for library services city wide and bring recommendations to the Board."

Jim pointed out that a valuable service to the local SCORE Association is that Suzanne Carlson-Prandini has developed videos that fill the gap of having a Public Services Librarian participate in workshops. He asked if this is the sort of thing to include in this Plan. Rebecca thanked Jim for his suggestion and said she will consider where it belongs.

New Business:

- Janice distributed a copy of the March Leisure Guide center ad, highlighting the "Join the Friends" feature. (See Attachment #4 for Support Your Library Leisure Guide advertisement).

Action items for next meeting:

- Barkley Branch update
- Facilities update

Meeting adjourned at 4:45 p.m.

Next Regular Library Board Meeting – March 17, 2020 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: USA TODAY Snapshots Library tops list of common cultural activities
- Attachment #2: FFE Central Library Main Floor Remodel project funding: overview
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- Attachment #3: Library 2020 Draft Action Plan
- Attachment #4: Support Your Library Leisure Guide advertisement