



**Regular Meeting of the Library Board of Trustees
Tuesday, June 15, 2021 – Zoom meeting
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, Jim McCabe, Rebecca Craven and Kristy Van Ness

Board Member Absent: Vernon (Damani) Johnson

Library Staff: Rebecca Judd, Annette Bagley, Bethany Hoglund, Jennifer Vander Ploeg, Katie Bray and Wendy Jenkins

Others Present: Hollie Huthman, City Council Liaison; Leigh Ann Giles, Friends of BPL Co-President

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen. Leigh Ann Giles was introduced.

Approve/modify agenda: Rick announced Rebecca has information about American Rescue Plan Act (ARPA) funding that will be covered under New Business. Jim McCabe moved to approve the agenda as modified. Rebecca Craven seconded. Motion carried.

Public comment: no comments.

Consent agenda: Rebecca Craven moved to approve the May 18, 2021 Regular meeting minutes and the May 2021 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick and Rebecca's meeting with the Mayor this month was the ribbon cutting ceremony on June 3rd. Rick added the remodel is the first significant renovation in over 35 years.
- The Fundraising and Facilities Committees postponed the earlier scheduled meetings until after reopening. Fundraising will be meeting this week – Rick, Kristy, Rebecca Judd, Annette and Wendy will attend. Facilities will meet next week; Rick, Jim, Rebecca Judd and Jen will debrief the remodel project and consider next steps. Both committees will report to the Board at the July meeting.

- The Trustees adopted the City's required multi-factor authentication process for receiving email.
- Rick complimented Annette and staff for the good publicity for the reopening.

Board member reports:

- Jim shared he received good feedback from friends and neighbors about the remodel and reopening.
- Rebecca Craven shared, while exploring a 'Cheap old houses under \$50k' website, she saw a variety of vehicles renovated into bookmobiles. She suggested the Board consider a bookmobile, either in a permanent place or similar to a food truck with scheduled stops. Bethany added she has an interest in a bookmobile for preschool and class visit events. Rick agreed this is discussion worthy.
- Kristy seconded Jim's report – she has received great community feedback about the remodel and reopening.

City Council liaison report: Hollie did not have anything library related to report. Rick thanked her for attending the ribbon cutting ceremony.

Friends of BPL report: Leigh Ann reported there are five Friends working in the library again, two at a time. She said staff have been very welcoming. Currently, the Friends are only receiving donations from Village books, which they anticipate will soon increase to two or three times a week. The Friends' Board is meeting on July 21 to discuss the date for their next sale. They plan to start accepting public donations in the library on July 15. Leigh Ann mentioned the Chuckanut Reader did a nice write-up on the Friends in the Summer 2021 issue (*see Attachment #1 for Round It Up for Friends of the Bellingham Public Library; all attachments are located at the end of the minutes*).

Library Director report:

- Rebecca thanked Bethany, Bernice Chang and Jennifer Lovchik for their video book talks for schools, calling it a great pivot for getting the word out to schools.
- Rebecca and Annette have been collaborating with Whatcom Museum to place loaned artwork in the library near the entrance and a few other places. These could possibly be installed in July.
- They have also been working with the Museum on a display in the stairwell glass case. The Museum has placed a collection of vintage hats from their vintage clothing exhibition, *All Dressed Up*. Rebecca encouraged everyone to take a look next time they are in the library.
- Jim asked, concerning Overdrive's acquisition of Kanopy mentioned in the Director's Report, if it will operate the same. Bethany responded that we haven't heard details yet of how it will work.
- Jim also asked for more information about the AMH software patch mentioned in the Director's Report. Jen responded that a sorting program wasn't working properly and required frequent system rebooting; the patch appears to have solved the issue and it is working well.

Reopening update:

- Rebecca thanked the management team and all staff for their efforts to prepare for reopening. There was a flurry of activity to:

- Install temporary signage
 - Remove items from the main floor
 - Set up catalog stations and a copy machine
 - Accomplish last minute collection work
 - Reconfigure the Children's space
 - Post publicity to announce the reopening
- The public elevator was given the operational green light 5 minutes before the 10:00 a.m. opening on June 7 – a nail-biter until the end.
 - The Chamber of Commerce posted the ribbon cutting ceremony photo in their July 10 Business Buzz eNewsletter.
 - There was an enthusiastic reopening response from the public. Rebecca commented that it is wonderful to have the public back in the building. One unexpected outcome, following a year of curbside service, was that patrons mistakenly thought the holds on the shelf were already checked out to them, so they grabbed them and headed out the door! We made a quick revision to our welcome greeting to let them know holds needed to be checked out.
 - Rick reported that, while we still do not have a go-live date for self-check, a major milestone was reached allowing the self-check software to communicate with our Integrated Library System (Polaris).
 - Jen screenshared two graphs illustrating the arc of service for the 51 weeks of curbside service, showing number of appointments, items checked out and phone calls. (see *Attachment #2 for Curbside Summary*)
 - Rebecca screenshared a Services and Reopening graph which outlines the anticipated timeline for reopening services for the public. (see *Attachment #3 for Services and Reopening – when to expect what*). Rick asked if reservation guidelines for the new Study Rooms have been drafted. Rebecca responded that they are currently looking at procedures such as time limit and number of reservations per week.
 - Rebecca reported the current occupancy limits (50 main floor; 15 Children's space) have been working well, with occasional waiting lines. She expects the limits will be lifted at month's end.
 - For this first reopening period, open hours are 10 a.m. to 3 p.m. Monday-Saturday at Central only. Rebecca added that it is better to slowly reopen than to open and then pull back. Current occupancy limits and position vacancies all impact our ability to fully reopen.
 - The working proposal for branch hours, beginning July 1, are 10 a.m. to 2 p.m. on Monday, Tuesday and Saturday; 2-6 p.m. on Wednesday-Friday.
 - Considering all that needs to be done to fully reopen, Rebecca anticipates we will be evaluating services for another full year.
 - Kristy requested information on curbside service use. Rebecca responded we are working to expand the number of pickups per hour to increase curbside capacity. Jen added that she is continuing to gather statistics on curbside, so we will be able to see the usage.

In-person meeting discussion: Rick reported that Rebecca is in a City work group that is recommending procedures for boards and commissions. Once the City has established protocols, we will follow their suggested guidelines.

New Business: American Rescue Plan Act (ARPA) funding: Rick reported that the City has been granted \$21 million in ARPA funding; this is a one-time grant, not ongoing revenue. Spending must be committed by 12/31/24. City departments have been invited to submit ideas for consideration.

Rebecca announced that she just received news that the Washington State Library, through the Institute for Museum and Library Services (IMLS), has earmarked \$28,528 in funding that the library can apply for. Spending must be completed by 6/30/22. She screenshared an American Rescue Plan Act (ARPA) update document outlining possible funding options for the library specific grant and the City funding (see *Attachment #4*). Rebecca noted the quoted numbers are estimates. Rebecca added that, for the Peoples' Perspectives digital archive, an iSchool student has been working on this project.

The Board discussed the merits and costs of increasing the number of hotspots available versus using the funds to continue funding current hotspots through June of 2022 (the 2nd option would free up the \$13,000 Whatcom Community Foundation (WCF) funds that are earmarked for this).

Developing an in-house laptop lending program was discussed. There is a need, but it is a large project. Rebecca acknowledged there is also a need for laptop lending for home use. She has been working with a community partner on another avenue to get refurbished desktops to community members in need.

For the suggested ideas for the City, Rick noted that the HVAC upgrade is a significant and needed big-ticket item. He added that we have the WCF Bragg-Muldrow disbursement that could be used for items 1, 3 and 4. Jim seconded this opinion, commenting that grants are typically used for capital expenditures rather than operating costs. Kristy commented that providing a safe place for the community is an asset to Bellingham.

Rebecca Craven put in a pitch for the sprinter van idea – this would be a quick shot in the arm for providing library services, particularly to preschools and daycares.

Rebecca concluded that it is good to keep a running list in case other funding becomes available.

Action items for next meeting:

- Fundraising and Facilities Committee reports

Meeting adjourned at 4:40 p.m.

Next Regular Library Board Meeting – July 20, 2021 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Round It Up for Friends of the Bellingham Public Library

- Attachment #2: Curbside Summary
- Attachment #3: Services and Reopening – when to expect what
- Attachment #4: American Rescue Plan Act (ARPA) update

ROUND IT UP

for Friends of the Bellingham Public Library

Friends of the Bellingham Public Library



If you like the Bellingham Public Library...
Become a Friend!

We're excited to introduce you to this season's Round It Up partner, The Friends of the Bellingham Public Library!

The Friends of the Bellingham Public Library (FOBPL) has been supporting and promoting the Library since the early 1950s. An organization that is separate from the library itself, it is an all-volunteer nonprofit charitable group whose mission is advocating for the library.

What do the Friends do? They raise over 50,000 each year through sales of donated books. Included in these donations are the books passed on through the used book buying program at Village Books! It takes more than 5,000 volunteer hours to convert books into cash. Funds raised by the Friends help with: Whatcom Reads, Teen Reading, Summer Reading, parent education, book club kits, children's collection, large type books, staff development, museum passes, and much more!

Round It Up, our amazingly simple giving program, was designed to support local non-profits. Join Village Books and Paper Dreams customers who are supporting our community by rounding up your next purchase to the nearest dollar. Ask a bookseller for details.



In addition, the Friends provide directly to our community through free magazines and books at the Central Branch. They provide free books for the homeless, for the neighborhood "Little Libraries," for SeaMar, and for Aldergrove Food Bank.

Book Donations

The Friends will start accepting donations at the central Bellingham Public Library on July 15th—no earlier. Only books, magazines, DVDs and CDs in good condition accepted. Two bag limit.



Shopping at our Lynden location? You can Round It Up for the wonderful Friends of the Lynden Library.



Be the Change

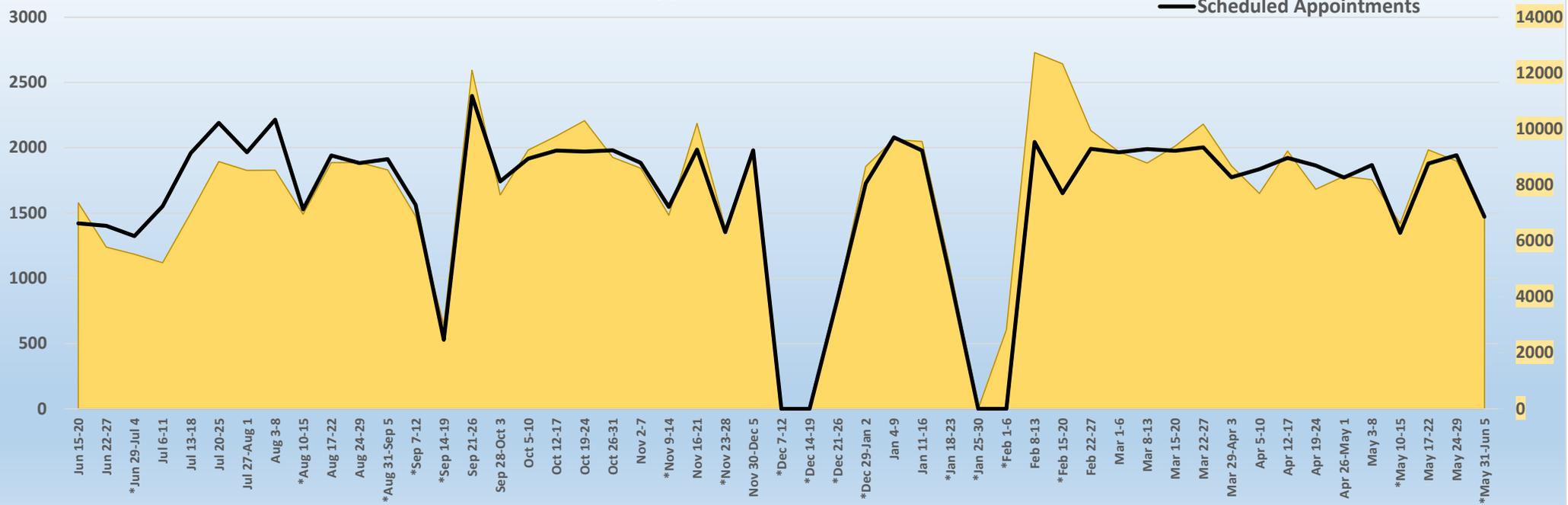


See bellingshampubliclibrary.org/friends-of-the-library for more information, updates on sale dates, and to discover additional ways to support and become a Friend of the Library.

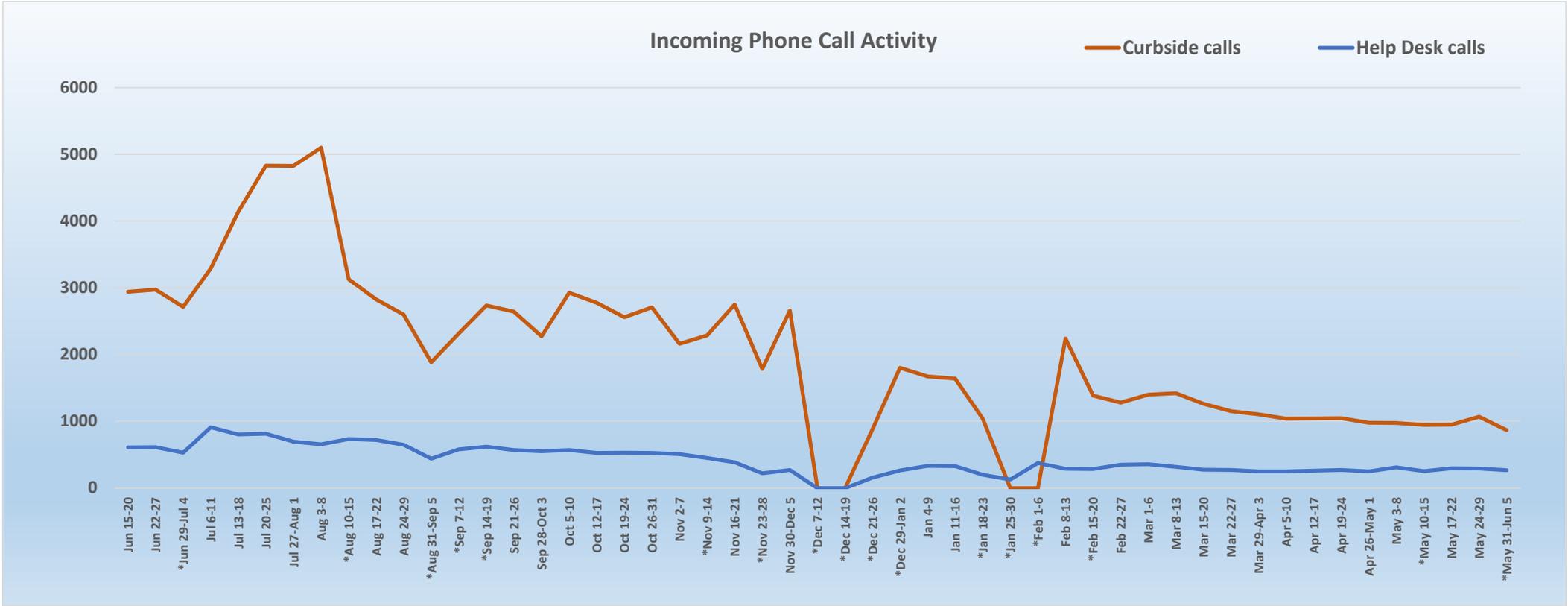
Thanks for rounding up your purchases this season in support of Friends of the Library.

Weekly Curbside Appointments & Items

■ Items checked out
— Scheduled Appointments



* Weeks with one or more day without appointments



* Weeks with one or more day without appointments

Services and Reopening – when to expect what

Central Library (Kids & Adult)		Anticipated availability
	In person holds pickup and browsing	June 7
	Public Computers (limited number of stations)	Not available June 7. Priority service to bring online ASAP
	Information services at Help Desks – most services available, accepting payments	June 7 for everything except payments
	Public Restrooms (both floors)	June 7
	Water Fountains	Week of June 7
	Accepting donated materials	July 15 (date determined by Friends)
	Nearly new books, free book, free magazines	Aug 1 (date determined by Friends)
	Videophone	Tentative July 1
	Self CKO	Not available June 7. Priority service to bring online ASAP
	Catalog Stations	June 7
	Microfilm	Tentative July 1
	In-library seating	July 1 (assuming occupancy limits are lifted)
	Newspapers	July 1 (assuming occupancy limits are lifted)
	Study rooms on main floor; Conf room	Tentative August 1
	Meeting rooms, including Skillshare space	Not available through summer, will be re-evaluated Sept 1
	Early Learning Centers	Not available through summer, will be re-evaluated Sept 1
	In-house, indoor programs	Not available through summer, will be re-evaluated Sept 1
	Curbside Holds Pickup (limited days/times once reopened to public)	Continued in a limited capacity until the need dissipates and/or the status of the public health emergency changes
Barkley & Fairhaven		Anticipated availability
	In person holds pickup, browsing, public computers	July 1
Community Drop boxes		Anticipated availability
	Haggen and Co-op	July 1
	College Connections	When schools allow in-person services to resume

American Rescue Plan Act (ARPA) update

June 15, 2021

Funding Source: Institute of Museum and Library Services (IMLS) through Washington State Library

Dollar amount set aside for Bellingham Public Library: \$28,528

Spending must be completed by 6/30/2022

Process: Applications open now

IMLS priorities:

- First, to support digital inclusion efforts to enable libraries, museums, and tribes to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs.
- Second, to provide rapid emergency relief to libraries, museums, and tribes, allowing them to safely respond to the pandemic and implement public health protocols.

Funding options:

- Expand WiFi hotspot lending program: Est. \$16,028
 - [Focus on Verizon, est 20-25 additional devices]
- Complete Peoples' Perspectives digital archive (est: \$2500)
- Initiate laptop lending program (in-Library). Est \$10,000
- Expand access to eBook and eAudio materials, especially always available titles

Funding Source: American Rescue Plan Act (ARPA) to City of Bellingham

Total COB allocation: 21 million

Spending must be committed by 12/31/2024

Process: Department submitting ideas now for consideration

ARPA funds can be used to address:

- Public Health
- Negative Economic Impacts
- Premium Pay
- Revenue Loss
- Infrastructure (Water, Sewer, Broadband only)

Funding ideas:

1. Videoconferencing upgrades to meeting rooms
2. Central Library HVAC upgrade
3. Sprinter van (electric) for mobile outreach to preschool and daycare facilities
4. Holds lockers: contactless holds pickup service (24/7 access)