



**Regular Meeting of the Library Board of Trustees  
Tuesday, December 21, 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.

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**Board Members Present:** Rick Osen, Jim McCabe, Rebecca Craven and Kristy Van Ness

**Board Members Absent:** Vernon (Damani) Johnson

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

**Others Present:** Hollie Huthman, City Council Liaison; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents

**Call to order and introductions:** Regular session was called to order at 3:31 p.m. by Chair, Rick Osen. Rick congratulated Bethany Hoglund on 25 years of service at the Library.

**Approve/modify agenda:** Rebecca Craven moved to approve the agenda. Kristy Van Ness seconded. Motion carried.

**Public comment:** no comments.

**Consent agenda:** Jim McCabe moved to approve the November 16, 2021 Regular meeting minutes and the November 2021 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

**Board Chair report:**

- Rick announced that we have scheduled Zoom board meetings for the start of 2022. We will wait for City guidance on holding in-person meetings.

**Board member reports:**

- No reports.

**City Council liaison report:**

- Hollie reported there will be two new Council members starting in January: Skip Williams and Kristina Martens. The Council reorganization meeting will be on January 3 to determine board assignments.

- The next Regular meeting will be Monday, January 10, 2022.
- Council has been advised by City staff to not meet in person yet. Council will be discussing this in January to determine controls such as masks and vaccine requirements.

#### **Friends of BPL report:**

- Leigh Ann reported that book donations have been a little slow the past month.
- The Friends are considering a sale in May.
- Friends' membership coordinator, Myra, has been hosting a table at the weekly Farmer's Market, signing up new volunteers and passing out free books. Myra also worked to set up a Little Free Library at the tiny home village Gardenview.
- The Friends' display case in the lower lobby, featuring higher end items, is doing well. The new display case is being set up with bag and sticker samples.
- The yearly newsletter will be coming out in January and the Friends are preparing for their annual Membership meeting in April.
- Jennie reported that Nearly New book sales were over \$1000 in November. As of today, December sales are already over \$1000. Display case sales are over \$200 so far in December. Jennie thanked staff for their help in getting the display cases set up.

#### **Library Director report:**

- Rebecca commented that she loves seeing Myra at the Farmer's Market, adding she is a great advocate for the Friends.
- The Land Acknowledgement is not on this month's agenda because it is being reviewed by partners in Lummi Nation.
- The mid-biennium budget has been finalized. Included in the new budget are a \$30,000 increase for materials, \$24,000 to fully fund 75 wi-fi hotspots (an increase of 20), \$9,500 funding for MyLibro and OmeKa S software; and \$6,000 for custodial service at Barkley Branch. Rebecca thanked Hollie and City Council for approving this budget.
- The Outreach hybrid van, made possible with an ARPA grant, has been ordered; we hope to receive it this winter or early spring.
- An HVAC upgrade for the Library was included in one of the City's ARPA grant proposals to City Council.
- Rebecca thanked Hollie for putting her in contact with two people from Unity Care about free rapid COVID test kit distribution. Rebecca is working with them on determining possible distribution points in Bellingham.
- Rebecca encouraged everyone to read the two Communications articles in this month's packet, *How Memphis Created the Nation's Most Innovative Public Library* and *Washington State Broadband Office awards four digital navigator grants for services statewide*.
- Rebecca Craven referenced the YTD Library Budget document in the consent agenda, asking how we can have \$6,145 in Fines and Penalties revenues when we no longer charge fines. Wendy clarified that these are for lost and damaged items rather than fines. It was suggested we change the language to Lost and Damage Fees.

#### **Library Board of Trustees: Election of 2022 Chairperson & Vice Chairperson**

- Jim McCabe nominated Rick for Chairperson, commenting Rick has done a great job and we should keep good momentum going. Rebecca Craven seconded. Motion carried.

- Rebecca Craven nominated Jim McCabe for Vice Chairperson. Kristy Van Ness seconded. Motion carried.
- Rick reported that Rebecca Craven's 1<sup>st</sup> term ends in March. She is willing to continue for a 2<sup>nd</sup> term. Rick and Rebecca Judd will request a reappointment from the Mayor.

### **2022 Rates and Fees schedule:**

- Rebecca screenshared the Rates and Fees schedule from the packet, commenting that there are no changes from the 2021 schedule. She noted that the \$10 Collections fee is currently suspended due to the pandemic. Kristy asked how many Non-Resident cards we issue. Jen responded not many due to a reciprocal agreement with libraries in Washington state. There are a few districts that do not fund a local library resulting in a few Non-Resident cards. (Jon provided data later in the meeting – there are currently 5 fee-paying Washington Non-Resident cards active in the past year.)
- Jim McCabe moved to accept the 2022 Rates and Fees schedule. Rebecca Craven seconded. Motion carried.

### **Reopening update:**

- Rebecca reported we are on track to extend hours, on January 3, from 10:00 a.m. to 6:00 p.m. Monday through Saturday, with one hour of curbside service offered during open hours from 4:30-5:30 on Saturdays. We are also on track to reopen meeting rooms January 3, but there is uncertainty due to Covid variants. Rebecca is waiting until next week to make final decisions on meeting rooms.
- Rebecca screenshared the Open Hours Proposal summary that is included in the packet. She is recommending extending Central Library hours and adjusting Branch hours in February. Central hours would be extended from 6 p.m. to 7 p.m. Monday through Thursday, and open from 1-5 p.m. on Sundays, all year. Saturday hours at the branches would be kept at 10 a.m. to 2 p.m., eliminating statistically slow hours to help accommodate Sunday hours at Central. She added that this is a good time to adjust our hours and will provide better access for more people.
- Jen shared a PowerPoint, *Considering: Evening hours at Central & Considering: Branch Saturdays vs Central Sundays (see Attachment #1; all attachments are at the end of the minutes)*. Using graphs, Jen illustrated:
  - Use on Monday and Tuesday has historically dropped to very minimal numbers after 7 p.m.
  - Use on Wednesday and Thursday is strong right up until 6 p.m.
  - Branch Saturday use has historically been much slower than the rest of the week.
  - Branch Saturday use is generally better in the earlier part of the day.
  - Sundays closed during summer disrupts use habits of patrons.

Analysis of staff hours needed for each scenario is included in the packet document and in Jen's PowerPoint.

Rebecca Craven pointed out that she likes two things about this recommendation: consistent hours Monday-Thursday and year-round Sundays.

Leigh Ann asked if this would impact evening programming. Rebecca responded that meeting room availability is tied to open hours, but looking back at 2019, there is minimal use from 7-8:00 p.m. City staff would still be able to use the rooms beyond

open hours, such as for the Mayor's Neighborhood Advisory Committee (MNAC) meetings.

Rick commented that he loves to make decisions based on good data and thanked Jen for these statistics. He asked for clarification that these changes are proposed to take effect in February. Rebecca confirmed – current staffing and training allowed for the 10 am – 6 pm Monday – Saturday hours on Jan 3 and, by February, we would be able to staff the proposed increases and adjustments.

The Board gave direction to move forward with this plan.

### **2022 Action Plan draft:**

- Rebecca screenshared and reviewed the 2022 Action Plan draft that is included in the packet.

Jim, referencing the project, "Migrate board packets to new document management platform to simplify preparation and improve user experience," commented that currently board materials are easy to access – will this improve the interface? Rebecca Judd responded that there is a city initiative to get all board materials on the same central city platform. The 2<sup>nd</sup> piece to this project is "Evaluate and update Board packet performance measures" – is there an easier way to present these measures? Are there other measures that would be useful for the board to track?

Rick called the draft Action Plan an ambitious list.

### **Facilities committee update:**

- Rick reported that we received four responses to the Facilities Master Plan RFP. The committee and Carol Rofkar, Superintendent of Fleet, Facilities, Communications, and Traffic, reviewed and rated the proposals. The committee selected a preferred firm and interviewed them last Friday. The preferred firm was the most responsive to the RFP as well as the only full-time library consulting firm. The committee expects to make a final decision at their meeting tomorrow. Purchasing will help with notifications and contract negotiations. The proposed timeline is 5 months, but could be affected by the pandemic, as there would be need for onsite work.

### **Fundraising committee update:**

- Donation policy revision: Rebecca screenshared the draft Donations Policy that the committee has been revising. Rebecca Craven asked if we could tweak the last bullet in #3 – "Gifts of money donated to the Library may be deposited by the Library into one of the funds with the Whatcom Community Foundation" – to refer to funds that benefit BPL specifically.

Jim questioned the wording in the 2<sup>nd</sup> to last bullet in #3 – "Gifts of securities, real estate, tangible personal property, equipment..." – saying it sounds like WCF has a storage room for personal property and equipment. Jen commented that we have received equipment such as magnifying readers, but these types of items would most likely come directly to the library rather than WCF. Rebecca Judd said she will check with the Foundation about this wording.

Rebecca Craven moved to approve the Donation Policy draft with amended language and after consultation with Whatcom Community Foundation. Jim McCabe seconded. Motion carried.

- Planned Giving proposal: Rick reported that the committee looked at fundraising ideas other than Library Giving Day. There is an interest in promoting planned giving, such as the Braggs-Muldrow Endowment for Bellingham Public Library. As staff cannot actively fundraise, the committee decided to investigate hiring an expert. Rachel Myers, former board trustee and former Philanthropic Advisor for Whatcom Community Foundation, has a consulting business registered with the City. She has significant experience in planned giving, philanthropy, and knowledge of the library. The committee reached out to her for a proposal outlining the steps and cost involved in establishing a planned giving program. Rachel's proposal is included in the packet. Financing for this project would come from endowment fund disbursements that the Board earmarked early in 2021, for wi-fi hotspots (funding for hotspots is now included in the Library's General Fund budget).

Jim, referring to the 1<sup>st</sup> bullet of Phase 3, "Developing a Professional Advisor (PA) contact list," asked if this means hiring a professional advisor. Rick responded this refers to developing a list of attorneys or estate planners who are aware of the Library as an option for planned giving, not hiring someone.

Rebecca Craven commented that developing a planned giving strategy is important and Rachel has a good background to accomplish this.

Rebecca Judd added that she ran the proposal by the Legal department.

There was general agreement to proceed in next steps and see where it takes us.

**New Business:**

- No new business.

**Action items for next meeting:**

- Land Acknowledgement
- RFP update

**Meeting adjourned** at 4:54 p.m.

**Next Regular Library Board Meeting – January 18, 2021 – Zoom meeting – 3:30 p.m.**

Chair, Library Board of Trustees

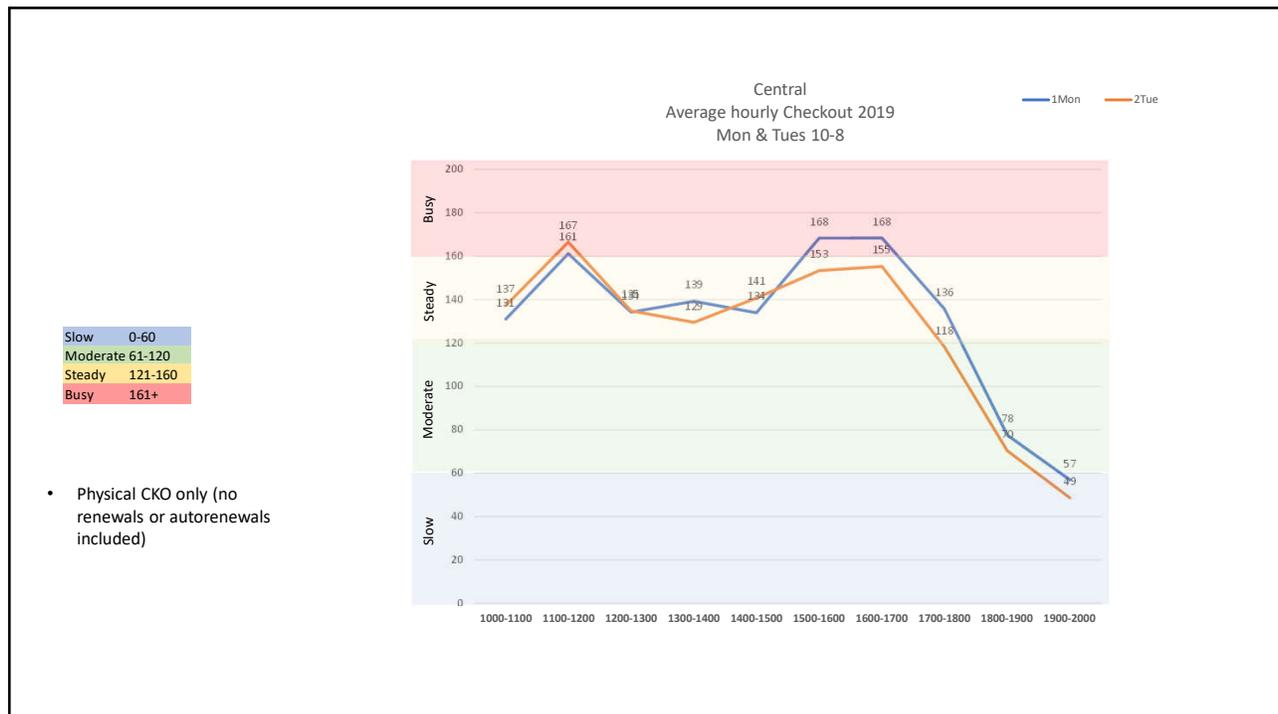
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Secretary, Library Board of Trustees

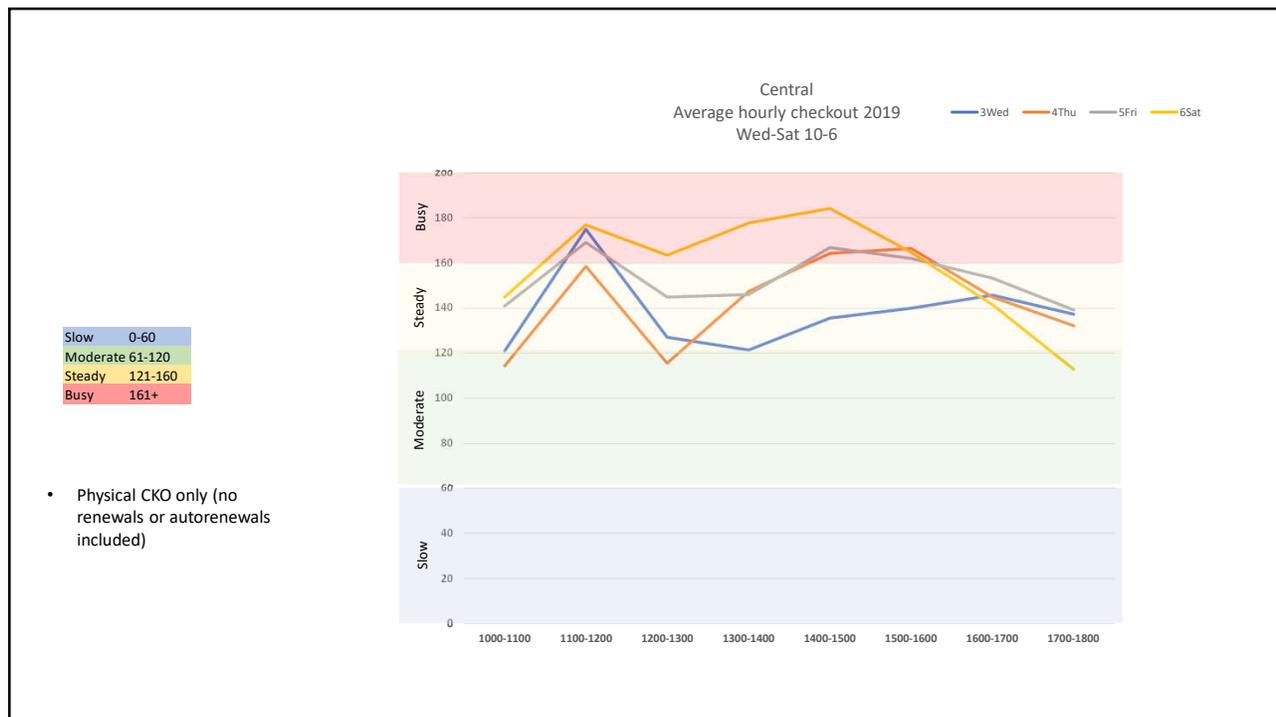
## Considering: Evening hours at Central

- Use on Monday and Tuesday has historically dropped to very minimal numbers after 7pm
- Use on Wednesday and Thursday is strong right until 6pm
- Offering after dinner hours on more days could appeal to more users
- Recommend 10-7 Mon-Thurs to provide broader access

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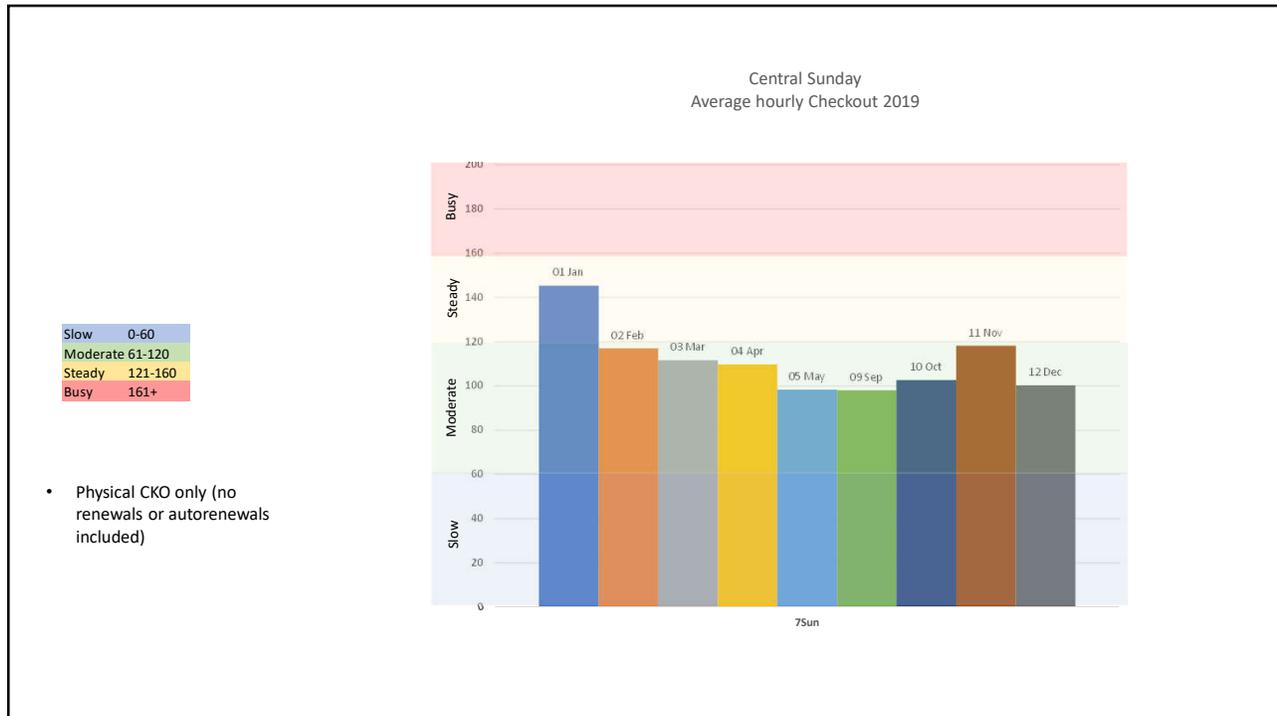


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## Considering: Branch Saturdays vs Central Sundays

- Branch Saturday use has historically been much slower than the rest of the week
- Branch Saturday use is generally better in the earlier part of the day – recommend keeping those hours
- Sundays closed during summer disrupts use habits of patrons
- More use at Central on Sunday than Saturdays at branches combined
- Recommend repurposing the remaining 4 hours from branch Saturdays to open Sunday year-round at Central for broader benefit

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<p><b>Reinstate additional 4 hours on Saturday at both Barkley and Fairhaven</b></p>	<p><b>Implement open Sundays at Central year-round</b></p>
<p>Number of staff hours required:</p> <ul style="list-style-type: none"> <li>• 52 weeks</li> <li>• 4 hours per week (x2 branches)</li> <li>• 2 staff (x2 branches)</li> </ul> <p>832 hours needed</p>	<p>Number of staff hours required:</p> <ul style="list-style-type: none"> <li>• 15 weeks</li> <li>• 5 hours per week</li> <li>• 12 staff (5 PS, 1 Sec, 6 LA)</li> </ul> <p>900 hours needed</p>

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