

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, OCTOBER 18, 2022, 3:30 p.m.**

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees.

The Library Board of Trustees will participate in the October Board Meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

The Board meeting will be streamed live via Zoom at 3:30 p.m. on Tuesday, October 18, 2022. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

www.cob.org/lbot
Meeting ID: 916 8904 4189
Password: 7323
For Technical Assistance please contact Katie @ knbray@cob.org

Or join by phone:

Dial (for higher quality, dial a number based on your current location):
US: +1 253 215 8782 OR +1 669 900 6833 OR +1 312 626 6799 OR +1 929 205 6099
OR +1 346 248 7799 OR +1 301 715 8592
Webinar ID: 916 8904 4189 Password: 7323

Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org.

<u>AGENDA</u>	<u>TIME (approx.)</u>
1. Call to order and introductions	2 min
2. Approve/modify agenda	1 min
3. Public comment (from email) Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org .	2 min
4. Consent agenda (see packet materials) All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes: September 20, 2022: Regular board meeting• Library performance & activity measures: September 2022• Financial reports Claims: September 2022 YTD report: September 2022 3rd Quarter Donation Report: July-September 2022	5 min

5. Reports	10 min
<ul style="list-style-type: none"> • Board Chair • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director (see packet materials) 	
6. National Friends of Libraries Week, October 16-22, 2022 – Action Item (see packet materials)	5 min
<ul style="list-style-type: none"> • Library Board Proclamation; Rick Osen, Board Chair 	
7. Fundraising update – Rick Osen, Board Chair	5 min
<ul style="list-style-type: none"> • Agency Fund update • Planned Giving • April 5, 2023 Library Giving Day 	
	Time check: 4:00
8. Welcoming Planning & Community Development Director Blake Lyon	15 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
9. Return to in-person Board meetings - Discussion (see packet materials)	15 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
10. Policy changes – Discussion (see packet materials)	15 min
<ul style="list-style-type: none"> • Eligibility for Library Services; Bethany Hoglund, Deputy Director • Collection Development; Rebecca Judd, Director 	
	Time check: 4:45
11. 3rd Quarter Action Plan update: July-September 2022 (see packet materials)	10 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
12. New business	3 min
13. Action items for next meeting	2 min
	Time check: 5:00
14. Adjourn	

Next Regular Library Board Meeting: Tuesday, November 15, 2022 – 3:30 p.m.

**Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

If you require a sign interpreter or other accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

The US Has No Early Childhood Infrastructure. Libraries Are Picking Up the Slack.

Bloomberg, US Edition

Kendra Hurley

September 12, 2022



Photograph courtesy of Salt Lake City Public Library

[The Public Library Fills Child Care Gap for Babies and Toddlers - Bloomberg](#)

County, city invest in stability at cold-weather shelters

Cascadia Daily

Ralph Schwartz

October 4, 2022

[County, city invest in stability at cold-weather shelters](#)

From: Nelson, Kyle L. <kylenelson@cob.org>
Sent: Wednesday, October 12, 2022 7:17 AM
To: Judd, Rebecca E. <rejudd@cob.org>
Subject: BPD Literacy Initiative Follow-Up

Rebecca,

I wanted to take a minute to recognize Bethany and Bernice for all the work that they did on the BPD Literacy Initiative. This was a project that got extended way longer than expected due to COVID. Bethany and Bernice were enthusiastic and supportive of the project throughout the process. This project would not have happened without their knowledge, support and dedication. Bernice took the time to order all the books and organize them into the age-appropriate bags, which will make it easy for our officers to give out. Bethany was a champion for the cause the entire time and is so well organized. I am grateful for their involvement.

We had an officer give away the first book bags on the street a while back and the father of the children was so impressed that he called into the police department to praise it. I believe that the program will continue to help create positive relationships with our community in the future.

Thank you again for the support from the library,

Sergeant Kyle Nelson
City of Bellingham
Bellingham Police Department
505 Grand Ave
Bellingham, WA 98225
Phone: 360-778-8751
Email: kylenelson@cob.org

My incoming and outgoing email messages are subject to public disclosure requirements per RCW 42.56



**Regular Meeting of the Library Board of Trustees
Tuesday, September 20, 2022 – 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, Kristy Van Ness and Melissa Morin

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

Others Present: Kristina Michele Martens, City Council Liaison; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents; Don Burdick, Information Technology Services Director

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen. New Children's Librarian, Ali Kubeny, was introduced.

Approve/modify agenda: Jim McCabe moved to approve the agenda. Kristy Van Ness seconded. Motion carried.

Public comment: no comments

Consent agenda: Related to Banned Book Week, Rick mentioned an opinion piece he recently read by Miami Herald writer Leonard Pitts, Jr., *What do book banners and burners fear?* The article was reprinted in the Sunday, September 18, edition of the Bellingham Herald which can be accessed through our [library website](#). Rebecca Craven moved to approve the August 16, 2022 Regular meeting minutes and the August 2022 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick reported that Governor Inslee announced the end of his COVID-19 emergency orders effective October 31, 2022. The October board meeting will be virtual unless we hear differently.
- Rebecca and Rick met with Mayor Fleetwood and Deputy Administrator Brian Heinrich on August 30th for a preview of the Facilities Master Plan presentation that would go in front of City Council on September 12. Rick thanked everyone for comments either at or after the August Library Board meeting on the draft version. The final presentation

incorporated these suggestions. There will be more information in the Facilities Committee Update section of this meeting's agenda.

Board member reports:

- No reports

City Council liaison report:

- Kristina reported that City Council is waiting to hear how Governor Inslee's easing of restrictions will impact their meetings.
- At the Town Hall meeting held on September 19, *Community Voices on Funding Priorities*, Kristina counted seven individuals who spoke on the need for a north side library presence. She added she overwhelmingly agrees that the library and staff are amazing and hopes Council is able to allocate enough funding for the library to thrive.

Friends of BPL report:

- Leigh Ann reported that the September pop-up sale, which included children's items, brought in \$3,600 – the most so far for a pop-up sale. The sale was held in the Lecture Room.
- The next pop-up sale will be November 12 – because of the Friday, November 11 closure for Veterans' Day, they will set up for the sale on the Thursday before.
- The Friends are retraining back-room volunteers who were out for the pandemic.

Library Director report:

- Rebecca reported the Mayor's 2023-2024 Preliminary Biennial Budget will be presented at the October 3 City Council meeting – and included in the Council meeting packet which is published the week prior to the meeting. Rebecca will send the trustees a link when it is posted. The next phase of the budget process, work sessions with each department, begins early in October. Rick and Rebecca will attend the Library work session. Final Council budget approval is expected in early December.
- Jen Vander Ploeg and Rebecca met with Road2Home and other city representatives to begin planning for a severe cold weather warming center for the upcoming winter. The Lecture Room and adjoining Conference Room will be utilized for this emergency daytime use.
- Rebecca will attend the Library Directors of Washington meeting at the end of September. It will be held in Spokane, so attendees will be able to tour the recently completed Spokane Public Library building.
- Kristy Van Ness asked if there are any updates on the community drop boxes that will be funded with Library Giving Day funds. Rebecca responded that part of the Facilities Master Plan project was locating possible sites for the boxes. Work on this project will begin this fall.

Land Acknowledgement:

- Rebecca screenshared the Land Acknowledgement that is included in the packet. The initial draft was brought to the board on November 16, 2021. Rebecca, Annette, and Kristy Van Ness consulted with the Museum, Lummi Nation representatives, and Nooksack tribal liaison Joshua Olson who all provided feedback on the initial draft. The Respecting Ethnic and Cultural Heritage (REACH) Committee was also involved. The

Acknowledgement is intended to be a living document to be revised as we learn more. Our intent is to post the Land Acknowledgement within the frame that Coast Salish artist Jason LaClair painted in the library lobby.

- Rick moved that the Land Acknowledgement be approved as written, with the understanding that it is a living document to be reviewed by the Library Board annually. Rebecca Craven seconded. Motion carried.

Welcoming ITSD Director Don Burdick:

- Board attendees were introduced, and Don provided information about himself:
 - He is a 30+ year employee of the City of Bellingham, starting in Public Works as a storm water design engineer, migrating to mapping systems, and after going back to school to study computer systems management, he worked in Planning with geographic information (GIS) and water management systems, finally transitioning to ITSD.
 - Current priorities include developing a business continuity plan which includes disaster recovery, and a strategic plan. IT is about to issue an RFP for a consultant to develop the continuity plan.
 - Another priority is determining how to equitably provide services to everyone in the community – the library plays a critical role in providing digital services.
 - Don shared that from an early age, libraries were an important part of his life, beginning with visits to a rural bi-weekly book mobile and continuing with trips to Port Angeles from the west end of the Olympic peninsula.
 - Jim asked for an update about the Broadband Advisory Workgroup. Don replied that the Workgroup will be presenting their recommendations to City Council at 10:00 a.m. on Monday, September 26 and also mentioned that digital literacy is included in the discussion.
 - Don concluded with the comment that community is very important to him and he feels it is an honor to serve in his position.

Banned Book Week:

- Rebecca reflected that most years Banned Book Week is a time to educate and celebrate the freedom to read, but this year is a time to stand tall for these freedoms. Rebecca screenshared the library website to illustrate where to access our Collection Development policy (bottom left of opening page, under About BPL) which has links at the end for ALA's Freedom to Read Statement, ALA's Freedom to View, ALA's Free Access to Libraries for Minors, and ALA's *interpretation of the Library Bill of Rights*. The Collection Development policy is our guiding document. If there is a challenge to an item in our collection, there is a *Request for Reconsideration of Library Materials* form, though most challenges are resolved with a conversation.
- Rick noted the policy was last revised in 2011 and suggested now, because of the current climate, would be a good time to review and update the policy.
- Rick asked how many challenges we receive. Bethany answered that we only get a handful of official challenges a year, but we have many discussions. Rick also asked about requests to add questionable materials. Bethany responded that we reference the Collection Development policy for established criteria before adding an item.
- Rebecca Craven suggested reviewing the donation paragraph, perhaps adding more detail.

Facilities Committee update:

- Rick reported that Brad Waters from Godfrey's Associates, Rebecca Judd and Rick made a presentation to the Bellingham City Council at their afternoon meeting of the Committee of the Whole on September 12. In general, impressions were that the presentation was well received and there were multiple signs of support from Council members. The packet includes the Memo, Executive Summary, and slide presentation that were shown to Council.
- As reported at previous Library Board meetings, two of the recommended near-term priorities from the report are included in budget requests for the 2023-24 biennium. Those two priorities are: 1) renovate the remaining two floors of the Central Library, and 2) establish a library presence on the growing north side of Bellingham through a pilot project based at the Bellis Fair Mall.
- Next steps are final editing of the Facilities Master Plan final report, including an accompanying volume of Appendices. It is anticipated the report will be complete by the end of September.
- Kristy commented that it was exciting to hear enthusiasm from Council members. She thanked staff for working so hard to make this happen.

New Business:

- Whatcom Community Foundation update

Action items for next meeting:

- Guest new Planning Director Blake Lyon

Meeting adjourned at 4:36 p.m.

Next Regular Library Board Meeting – October 18, 2022 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Bellingham Public Library
Performance & Activity Measures, 2022

	September			Year to Date		% of change from 2020
	2022	2021	2019	2022	2021	
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	2,698	2,082	2,838	18,735	18,781	-0.24%
Electronic copies purchased by BPL	267	51	164	1,285	831	54.63%
Physical copies withdrawn from the collection	(6,933)	(3,394)	(10,619)	(17,926)	(21,574)	-16.91%
Total physical holdings			183,386	173,880	172,429	0.84%
Total electronic holdings in Consortium available to BPL			85,157	125,368	111,403	12.54%
Total Holdings (Physical and Electronic)				299,248	283,832	5.43%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	49,402	47,667	56,543	437,868	348,707	25.57%
Youth	47,085	43,811	46,853	396,458	308,043	28.70%
Sub-Total Central	96,487	91,478	103,396	834,326	656,750	27.04%
Fairhaven Branch						
Adult	1,232	1,544	7,078	10,015	4,877	105.35%
Youth	552	790	3,058	6,773	2,368	186.02%
Sub-Total Fairhaven	1,784	2,334	10,136	16,788	7,245	131.72%
Barkley Branch						
Adult	1,475	1,156	5,530	12,280	3,983	208.31%
Youth	1,340	1,478	4,249	11,284	4,077	176.77%
Sub-Total Barkley	2,815	2,634	9,779	23,564	8,060	192.36%
Bellingham Technical College						
Adult	0	0	12	0	0	
Youth	0	0	2	0	0	
Sub-Total BTC	0	0	14	0	0	
Whatcom Community College						
Adult	0	0	99	0	0	
Youth	0	0	22	0	0	
Sub-Total WCC	0	0	121	0	0	
Western Washington University						
Adult	0	0	312	0	0	
Youth	0	0	224	0	0	
Sub-Total WWU	0	0	536	0	0	
Online Services						
Freegal ***Service went live Feb 2, 2022	3,246	0	0	26,826	0	
Kanopy	1,538	1,673	702	15,366	16,236	-5.36%
WA Anytime Library Overdrive	31,430	28,341	21,897	279,653	264,655	5.67%
Overdrive Mags	1,946	1,872	2,416	19,112	24,861	-23.12%
Sub-Total Online	38,160	31,886	25,015	340,957	305,752	11.51%
Total Circulation	139,246	128,332	148,997	1,215,635	977,807	24.32%
Holds Activity						
Items placed on hold shelf	47,966	55,167	44,089	449,510	454,224	-1.04%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library						
Curbside Service	47	292	0	7,643	38,590	-80.19%
Adult	30,408	21,386	38,705	217,694	43,339	402.31%
Children's	6,657	4,585	9,547	48,330	23,142	108.84%
Fairhaven Branch	4,965	4,379	6,751	38,112	12,665	200.92%
Barkley Branch	3,204	2,814	4,896	24,490	7,946	208.21%
Total Persons Visiting	45,281	33,456	59,899	328,626	87,092	277.33%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	36,587	35,766	39,901	328,505	313,310	4.85%
Bibliocommons visits						
This count reflects number of visits to Bibliocommons	14,233	11,529	12,134	124,720	96,790	28.86%
Total Website Visits	50,820	47,295	52,035	453,225	410,100	10.52%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	3,014	1,045	5,415	16,976	1,045	
Childrens (3 terminals)	43	10	123	273	10	
Fairhaven Branch (6 terminals)	206	143	519	1,336	143	
Barkley Branch (4 terminals)	121	104	301	922	104	
Total Computer Usage	3,384	1,302	6,358	19,507	1,302	
New Borrowers Registered						
Central Library	2,215	1,964	2,074	5,859	4,417	32.65%
Fairhaven Branch	39	53	53	265	161	64.60%
Barkley Branch	25	35	50	206	102	101.96%
Total New Borrowers Registered	2,279	2,052	2,177	6,330	4,680	35.26%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	76	75	84	468	637	-26.53%
Attendees	1,519	427	1,905	10,839	6,343	70.88%
Volunteer Hours	395	257	875	3,339	1,114	199.75%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

SEPTEMBER 2022 CLAIMS

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF OCTOBER 18, 2022, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; masks	Amazon.com	1,059.24
Books	Baker & Taylor	15,897.72
Books	Center Point Large Print	103.01
Mendery supplies	Demco	77.62
Lost Interlibrary loan refund	Everett Public Library	(24.99)
Books and playaways	Findaway World	1,693.75
Program supplies	Fred Meyer	15.15
Periodicals	High Speed Productions	29.99
Program supplies	Lakeshore Learning	81.32
Book kit bags	Lands' End	2,451.84
Name tags	Laserpoint	25.57
DVDs, CDs, recorded books	Midwest Tape	3,348.01
Office supplies	ODP Business Solutions	619.35
Program canopies	Premier Tents	1,956.22
Truck fuel	Reisner Distributor	188.79
Outreach cart	West Marine	130.55
DVDs	Althea Wilson	54.40
Materials, Equipment & Supplies Sub Total		\$27,707.54

Services and Interfund Charges

Barkley branch cleaning	Action Cleaning	702.23
Membership	American Library Association	228.00
Signage	Applied Digital Imaging	37.54
Preprocessing	Baker & Taylor	4,262.50
Membership	Bellingham City Club	20.00
Banking & credit card fees	City of Bellingham Interfund	10.86
Computer replacement allocation	City of Bellingham Interfund	9,228.20
Facilities Services	City of Bellingham Interfund	50,309.28
Fleet Services	City of Bellingham Interfund	861.74
Mailroom allocation	City of Bellingham Interfund	2,251.64
Purchasing Services	City of Bellingham Interfund	121.78
Risk Management	City of Bellingham Interfund	9,718.58
Technology replacement allocation	City of Bellingham Interfund	1,449.33
Telecom Services	City of Bellingham Interfund	2,284.88
Printing	Copy Source	709.91
Water cooler rental	Crystal Springs	12.50
Graphic Design	Katrina Lyon	440.00
Translation services	Language Exchange	156.25
Cassie self-check software	Librarica	1,041.00
Preprocessing	Midwest Tape	445.95
Copier lease and copies	Oasys Inc.	1,107.34
ILL & tech services	OCLC	2,293.90
eBooks, audiobooks	Overdrive Inc	1,319.92
Back in Circulation conference - parking	ParkSleepFly	52.24
Security software subscription	Secure by Design	20.00

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

SEPTEMBER 2022 CLAIMS

Mileage reimbursement (programming & branch)	Staff	29.06
Barkley operating costs	Talbot Services LLC	533.33
Microfiche machine lease	Technology Unlimited	339.46
Borrower notices	Unique Management	8.30
Return postage	USPS	10.90
Hotspot service	Verizon Wireless	1,503.63
Advertising	Village Books	161.84
Membership	Washington Library Association	135.00
Information Fair registration	Western Washington University	35.00
B&O Taxes	WSDO Revenue	8.98
Driving abstracts	WSDO Licensing	247.00

Services and Interfund Charges Sub Total **\$92,098.07**

Gift Fund

Books	Baker & Taylor	818.97
Technology replacement allocation	City of Bellingham Interfund	2.17
Anti-Racist digital media	Overdrive Inc	85.13

GIFT FUND OUTLAYS Sub Total **\$906.27**

TOTAL GENERAL FUND CLAIMS **\$119,805.61**

TOTAL CLAIMS **\$120,711.88**



City of Bellingham

Library Board
October 18, 2022
Consent Agenda

Library - Budget to Actual - General Fund

September 2022 75% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants		0		
Print and Copy Fees	6,349	15,000	8,651	42%
Lost, Damage & Non-resident Borrower Fees	3,658	16,100	12,442	23%
Fairhaven Auditorium Rental Fees	2,550	30,000	27,450	9%
Miscellaneous Revenues	876	6,000	5,124	15%
Total Revenue	13,433	67,100	53,667	20%
Expenses				
Salaries and Wages	1,978,732	2,866,803	888,071	69%
Personnel Benefits	905,979	1,368,343	462,364	66%
Materials, Equipment and Supplies	269,811	554,407	284,596	49%
Services and Interfund Charges	1,149,483	1,436,620	287,137	80%
Total Expenditure	4,304,005	6,226,173	1,922,168	69%

Library - Budget to Actual - Gift Fund

September 2022 75% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	116,716	150,000	33,284	78%
Total Revenue	116,716	150,000	33,284	78%
Expenses				
Gift Fund expenses	67,629	136,320	68,691	50%
Total Expenditure	67,629	136,320	68,691	50%

QUARTERLY DONATION REPORT for LIBRARY BOARD OF TRUSTEES

2022 - 3rd Quarter Donations to Library Gift Fund

Date	Received from:	Amount	Purpose:
7/6/2022	Individual	\$50.00	Unrestricted
7/19/2022	Humanities Washington Grant	\$8,300.00	Prime Time Family Reading
7/25/2022	Bellingham Bookies & Cookies	\$125.00	Book Club kit
7/25/2022	Individual	\$1,000.00	Large Print books
7/27/2022	Community Food Co-op	\$50.00	Donation match
7/31/2022	Misc donations for July	\$40.07	Unrestricted
8/9/2022	First Christian Book Group	\$125.00	Book Club kit
8/31/2022	Misc donations for August	\$12.77	Unrestricted
9/8/2022	Individual	\$500.00	Unrestricted
9/26/2022	Birchwood Garden Club	\$200.00	Gardening books
9/30/2022	Misc donations for September	\$33.35	Unrestricted
TOTAL		\$10,436.19	

2022 - 2nd Quarter Donations to Library Funds at Whatcom Community Foundation

Date	Received from:	Amount	Fund
7/1/2022	Individual	\$12.00	BPL Fund - Unrestricted
8/18/2022	Celedo Fund	\$1,500.00	BPL Fund - Unrestricted
8/23/2022	Individual	\$500.00	BPL Fund - Unrestricted
TOTAL		\$2,012.00	



DIRECTOR'S REPORT FOR October 18, 2022

In late-September, Christine Perkins from WCLS and I traveled to Spokane for a two-day Public Libraries of Washington director retreat. It was the first time we had seen many of our colleagues in-person since 2019. Highlights of the retreat were presentations on early childhood literacy and cybersecurity, as well as a preview of the upcoming state legislative session. Meetings were held at the newly renovated downtown library, and a tour of the new facility was another high point of the trip. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

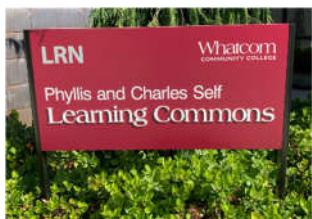
Language Line: The City's ADA Coordinator recently contracted access to Language Line for all City departments. This app is already in use by Bellingham Police Department and provides 24/7 access to interpreters to facilitate communication in 240+ languages including American Sign Language. We are exploring how we can implement use of this resource to better serve our patrons. (Jen Vander Ploeg, Head of Public Services and Operations)



Bellingham Storytellers Guild: On Oct. 7, the Bellingham Storytellers Guild began using the new Skillshare Space at the Central Library for their monthly public storytelling events. Storytelling takes place on the first Friday of the month from 4:30 to 5:45 pm. All are welcome to attend. (Annette Bagley, Head of Community Relations)

Welcoming new staff: We have a staffing process open to fill Library Assistant vacancies and will be accepting applications until October 24. We hope to welcome new Library Assistant staff by mid-December. In addition, we are planning to fill an upcoming Public Services Clerk vacancy using the list that was generated in the staffing process that we completed this summer. (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

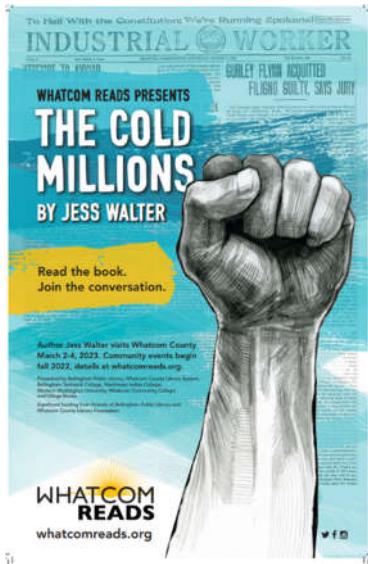


Campus Connections: services to Bellingham Technical College, Western Washington University and Whatcom Community College were reinstated as the new academic year began at the end of September. BPL materials may now be picked up and dropped off at these campus locations. Details are included on the BPL website at [Campus Connections - Bellingham Public Library](#). (Annette Bagley, Head of Community Relations)

WECU Community Builder Grant: Children's Public Services Librarian Ali Kubeny applied for and received a \$500 WECU Community Builder Grant for the Library. Funds will be used to purchase approximately 165 Spanish-English bilingual board books for Sea Mar Community Health Center to distribute to families through their Maternity Support Services and in waiting rooms. (Bethany Hoglund, Deputy Library Director)

READ & LEARN

Local Author Collection: We are thrilled to announce our new Local Author Collection. This collection is a donation-based print collection that provides a place for Whatcom County authors and illustrators to share their craft, experiences, and work with the community and each other. We welcome local authors and illustrators (persons who live in Whatcom County, are from Whatcom County, or have a tie to Whatcom County that is evident in their work) to donate up to two copies of each title to the collection. Adult and teen titles will be in a combined collection on the main floor of the Central Library, and children's titles will be in the Children's Library. Donors are asked to complete a brief Local Author Collection Submission Form and bring their book to a public service desk for consideration. (Bethany Hoglund, Deputy Library Director)



Whatcom READS 2023: Jess Walter, author of *The Cold Millions*, will be visiting Whatcom County March 2 – 4, 2023. Bellingham Public Library will host the Mount Baker Theater author event scheduled on Friday, Mar. 3, 2023. The publicity committee has designed and released a community poster, and publicity efforts have begun. (Annette Bagley, Head of Community Relations)

Whatcom READS 2024 book selection: Public Services Librarian Suzanne Carlson-Prandini chairs the Whatcom READS Book Selection Committee. A hearty thank-you to Suzanne for leading this enormous endeavor which involves managing incoming nominations, whittling the list down to ensure selection criteria is met and then facilitating the committee through an exceptionally thoughtful selection process. The 7-month process of selecting a 2024 Whatcom Reads title will conclude in November, with the title publicly announced at Mount Baker Theatre on March 3, 2023. (Bethany Hoglund, Deputy Library Director)

Author Visit with Village Books: Thank you to Village Books for bringing children's author Lauren Tarshis to the Library on Monday, October 17 at 4:30 pm. Lauren Tarshis is the author of the wildly popular "I Survived" series of chapter books and graphic novels that feature historic events in American History. Her most recent book, *I Survived the Wellington Avalanche, 1910* tells the story of the deadliest avalanche in American history which occurred in the Cascade Mountains. (Bethany Hoglund, Deputy Library Director)

INFORM & INVOLVE

Banned Books Week: BPL's Banned Books Week Facebook post on Sept. 21 generated enormous interest and far surpassed our usual activity, including 520 shares, 672 comments, 2,116 reactions and a reach of 22,706. (Annette Bagley, Head of Community Relations)



Digital Storytelling: In partnership with Bellingham Public Library, Connecting Community has facilitated a new digital storytelling project titled "Resilience Circle," featuring the videos of seven local Indigenous storytellers. These stories and the five Black community voices of the "Unrooted Experience," will be presented to the public at a special Community Voices Film Fest at Squalicum Boathouse on Sat., Nov. 5, 2 – 4 pm. Free tickets are available at connectingcommunitybellingham.com/news. (Annette Bagley, Head of Community Relations)

Indigenous Peoples Day: Bellingham Public Library helped publicize the Indigenous Peoples Day event Oct. 10, 2022, sponsored by the City of Bellingham and numerous local partners including Bellingham School District and all local higher education institutions. The evening event was a dinner and film screening hosted at Whatcom Community College to a standing-room-only crowd of more than 300 people. Details are available here: [Indigenous Peoples' Day | Western Washington University \(wwu.edu\)](http://Indigenous Peoples' Day | Western Washington University (wwu.edu)). (Annette Bagley, Head of Community Relations)

Community Outreach events: Over the past month, the Library has participated in the following community events:

- Wed., Sept. 28 - Padres Unidos at Birchwood Elementary
- Thurs., Oct. 6 - Back to School Open House at Birchwood Elementary School
- Mon., Oct. 10 - Max Higbee Center outreach event
- Wed., Oct. 12 - Villa Santa Fe outreach event

(Annette Bagley, Head of Community Relations)

THRIVE & GROW

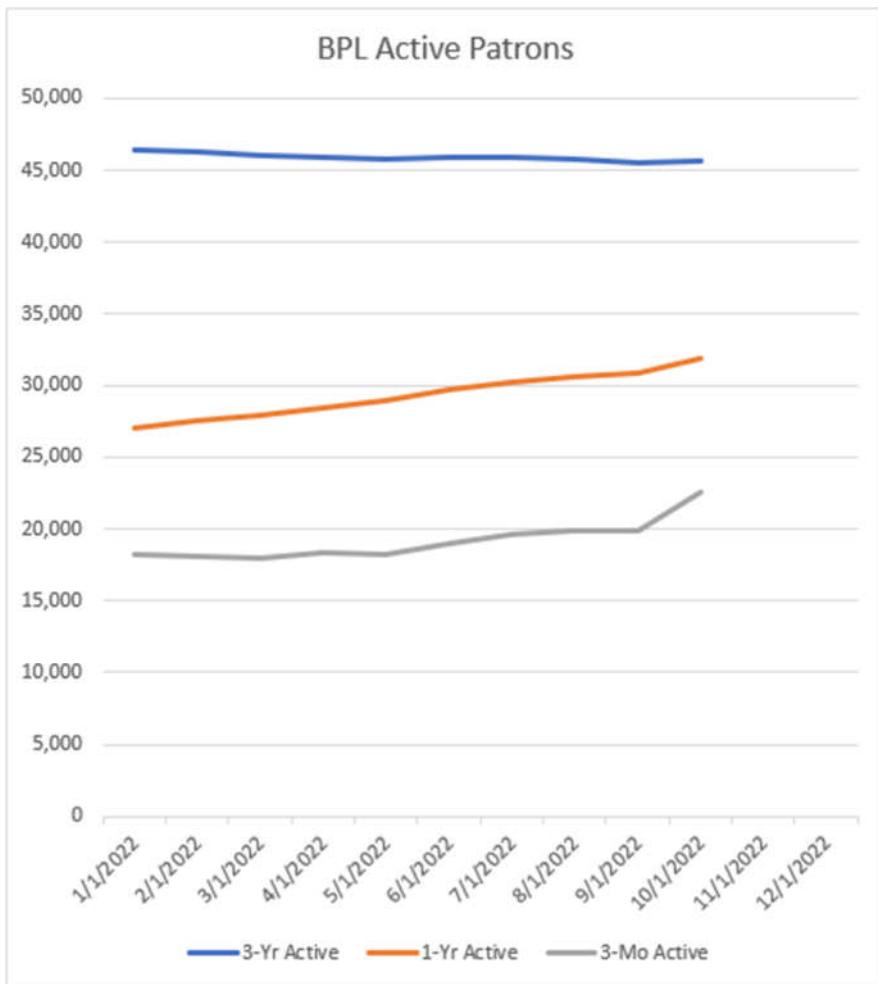
Facilities round-up: There are several facilities projects underway, including remedying the uneven pavers in the ADA ramp at the Central Library main entrance, installing security cameras at Fairhaven, upgrading the electrical and fire panels at Fairhaven, and adding features to the door access system at Barkley. (Jen Vander Ploeg, Head of Public Services and Operations)

Baker & Taylor ransomware incident: As of Oct. 11, our primary vendor for print items has reported that they are still not fully recovered from the late-August security breach. It took until Oct. 7 for their duplicate-order checking system to be fully operational again. While all of their systems are now working, there are still some delays, particularly with delivering catalog records. (Jon McConnel, Head of Digital Services)

Extending DVD loan period: WCLS recently decided to change the loan period for DVDs from two weeks to three weeks, and BPL has agreed to join in. The change will happen Oct. 19. DVDs had been two weeks due to high demand, but since we've reopened after pandemic closures, both systems have seen reduced demand for DVDs, leading to packed shelves. (Jon McConnel, Head of Digital Services)

Active Patrons: One of the numbers we report annually to the State Library is the count of 'Registered Users,' defined as library accounts used or created within the past 3 years. 'Used' refers to both borrowing physical items and authenticating an account to use digital services. Colloquially we call this 'Active Patrons'. Coming out of the pandemic, we have started tracking a monthly snapshot of 3-year active patrons, along with 1-year and 3-month active. In 2022 we've generally seen 3-Year Active counts drift down, while 1-Year and 3-Month counts have trended up. This suggests we're seeing an increase in new cardholders, while an increased number of long-term cardholders have not gotten back to our sites and services since the pandemic. Of note, the October uptick in 3-Month Active is due to the annual load-in of new

ConnectED student accounts. Student accounts are de-duplicated for the annual reporting, but not for these monthly numbers. (Jon McConnel, Head of Digital Services)



Respectfully submitted,
Rebecca Judd



Library Board
October 18, 2022
Item #6
National Friends of Libraries Week

A Resolution Commending the Friends of the Bellingham Public Library October 2022

Whereas, the Friends of the Bellingham Public Library is an all-volunteer non-profit organization, dedicated to their mission of supporting and advocating for our library; and

Whereas, the Friends raise money for library needs, sponsor programs for all ages, encourage community support for the library, and support literacy by making free reading materials available and offering inexpensive materials at regular book sales; and

Whereas, our Friends' long-time support of the Bellingham Public Library is an example of the vital role volunteers play in our community; and

Whereas, our Friends' dedication is a demonstration of their commitment to the library and the library's mission to connect our community with each other and the world; and

Whereas, our Friends provide funding for the Library's summer reading program, Whatcom READS, Books for Babies, and other programs, as well as new initiatives such as digital storytelling; and

Whereas, many improvements and enhancements in our library have only been possible because of the support provided by our Friends; and

Whereas, we join libraries across the nation in celebrating their strongest and most dedicated supporters -- their Friends organizations -- during National Friends of Libraries Week October 16-22, 2022 and throughout the year.

Now, therefore, be it resolved that the Bellingham Public Library Board of Trustees joins the library staff and the Bellingham community to commend our Friends of the Bellingham Public Library and urges everyone to join us thanking the Friends for all they do.

Passed by Library Board action this 18th day of October, 2022.

Rick Osen, Chair

Jim McCabe, Vice-Chair

Rebecca Craven

Kristy Van Ness

Melissa Morin

The OPMA Gets an Update from the Legislature

March 24, 2022 by [Flannary Collins](#)

Category: [Open Public Meetings Act](#), [New Legislation and Regulations](#)

Editor's notes:

- *This blog post was updated several times after publication (most recently on March 30) to clarify effective dates, what the OPMA defines as a "governing body," how public meetings can be adjourned, and remote meeting attendance.*
- *The emergency COVID-19 OPMA proclamation expires June 1, 2022. For details, see our blog post [OPMA/PRA Emergency Proclamation Will Expire June 1](#).*
- *We have received many questions related to HB 1329. We have answered the most common questions in a follow-up blog post [HB 1329: Answers to Your OPMA Questions](#).*

Changes have been made to the [Open Public Meetings Act](#) (OPMA) in [HB 1329](#), with some changes effective upon Governor Jay Inslee's [signature on the bill](#) (March 24, 2022), while others are effective soon after (June 9, 2022). Local governments should familiarize themselves with these changes, so they are prepared to implement them immediately upon the governor's signature.

The most notable change (which is really more of a clarification) is that meetings subject to the OPMA must have a physical location (with a few allowed exceptions). Another significant change is the requirement for public comment at regular meetings where final action is taken. This blog will review the physical location and public comment requirements as well as other notable changes made to the OPMA. Unless otherwise noted below, all of the changes highlighted in this blog are effective as of March 24, 2022.

Location of Meetings

Over the years, those in the municipal field have debated the question of whether the OPMA requires a physical location for a meeting of the legislative body. A 2017 Attorney General opinion concluded that it did, interpreting the OPMA language as requiring meetings be held at a physical location and allowing remote attendance by the legislative body (see [AGO 2017 No.4](#)). That position has now been codified into the OPMA.

Of course, during the COVID-19 pandemic, the governor's proclamations made an exception to the physical location requirement, mandating that meetings of the legislative body be held remotely. And, despite the [recent lifting of the mask mandate, Proclamation 20-28.14](#) (extended by [Proclamation 20-28.15](#)) remains in effect and requires meetings subject to the OPMA be held remotely, with an in-person component optional. Once the

proclamation expires, the new language in the OPMA will control. *Editor's note: On April 29, Governor Inslee announced that Proclamation 20-28 et seq. will be lifted on June 1. For more information, see our blog post [OPMA/PRA Emergency Proclamation Will Expire June 1](#).*

That new OPMA language requires that all meetings of a governing body of a public agency be held in a physical location where the public can attend, with two exceptions:

1. If a local, state, or federal emergency has been declared and the public agency determines it cannot hold an in-person meeting, the meeting can be fully remote.
 - o If required by the emergency, the public agency can either fully prohibit or limit in-person public attendance at the meeting.
 - o If the meeting is held remotely or the public attendance is limited or prohibited, the agency must provide a cost-free option to attend in real-time, either by telephone or another readily available alternative.
2. If a governing body held some of its regular meetings remotely prior to March 1, 2020, they may continue to hold these meetings remotely with no declared emergency so long as the public may also attend remotely.

This latter option will only apply to a small handful of public agencies, as the March 1, 2020 date precedes by approximately three weeks the governor's [Proclamation 20-28](#) requiring all meetings be remote.

Notably, it is encouraged but not required that a governing body provide a remote meeting attendance option when there are no limitations to in-person meeting attendance by the public.

Remote Meeting Attendance by Members of the Legislative Body

Again confirming the direction in [AGO 2017 No.4](#), the OPMA now specifically permits members of the governing body to attend the meeting by phone or other electronic means that allows for real-time verbal communication. So, while the meeting must be held in a physical location and must allow the public to attend in-person (absent an emergency), any or all members of the governing body can choose to attend the in-person meeting remotely. See section 5, subsection 5 of [HB 1329](#), which provides that "[n]othing in this section alters the ability of public agencies...to have members of the governing body participate in a meeting remotely with no declared emergency."

Online Posting of Regular Meeting Agendas

The general rule is that all public agencies must post their regular meeting agendas online no later than 24 hours in advance of the governing body's meeting. Previously, the OPMA allowed those agencies without a website or with fewer than 10 full time employees to opt out of online agenda posting. The bar for opting out of posting agendas online is now much

higher. The OPMA now only allows special purpose districts, cities, or towns that meet the following criteria to opt out of online agenda posting:

- Has an aggregate valuation of the property subject to taxation by the district, city, or town of less than \$400,000,000;
- Has a population of under 3,000; and
- Provides confirmation to the state auditor that the cost of posting notices on its website or a shared website would exceed one-tenth of 1% of the local government's budget

Posting of Special Meeting Notice

Special meetings are any meetings of the legislative body that are not a regular meeting, and they require different types of notice. [RCW 42.30.080](#). The rules for special meeting notice have changed slightly. The chart below details the new rules by looking at the type of notice required and whether there is an exception:

Type of Notice (required at least 24 hours in advance of meeting)	Exception
Personal notification to each member of the governing body	If a waiver is on file or they are present at the meeting
Notification to news media if there is a request on file	None
Agency website posting	If the agency: (1) does not have a website; or (2) does not share a website with another agency; or (3) employs no full-time equivalent employees (the previous language was “employs fewer than 10 full-time equivalent employees.”); or (4) does not employ personnel whose duty it is to maintain or update the website.
In print at the main entrance of agency's principal location for meetings held in person	If notice cannot be posted with reasonable safety (such as during a snowstorm or other hazard).

Notwithstanding the above requirements, special meeting notice is not required for the following:

- Special meetings called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage; or

- When the notice cannot be posted or displayed with reasonable safety.

However special meeting notice is required to be posted on the agency website for any special meetings that are being held remotely due to a declared emergency or where public attendance must be restricted, regardless of the number of employees or whether the agency employs personnel whose duty it is to update or maintain the website.

Receiving Public Comment and Recording Meetings

While the OPMA previously did not require governing bodies to receive public comment at their meetings, most public agencies did provide a set time on the meeting agenda for the public to comment on agency business. Effective June 9, 2022, public comment at regular meetings of a governing body of a public agency where final action is taken is now a requirement. Note that a governing body includes not just the city or county council or board of commissioners, but also planning commissions, civil service commissions, and other policy or rule-making bodies, and committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment.

Public agencies must allow for the public to orally comment at the meeting or submit written comment prior to or at all regular meetings. [HB 1329](#) doesn't expressly state at what point during the meeting public comment must be taken, so this is a policy decision of the agency. Public comment is not required in emergency situations and is not required (but is recommended) at special meetings, even when final action is taken. If oral comment is allowed and an individual who has difficulty attending the meeting in-person requests an opportunity to provide oral comment remotely, the agency must provide this opportunity when feasible.

Also, effective June 9, 2022, the OPMA encourages agencies to make an audio or video recording of the regular meetings and make those recordings available online for a minimum of six months.

Purpose of Executive Sessions

Effective June 9, 2022, the OPMA now requires the announced purpose of the executive session be entered into the meeting minutes. See our [Executive Session Basics](#) topic page and [Executive Sessions FAQs](#) for more on executive sessions.

Adjournment of In-Person Meetings

Under the OPMA, a regular or special meeting can be “adjourned,” or rescheduled, to a different time and place, so long as appropriate notice is provided. (While “adjourn” is commonly understood to mean simply ending a meeting, in the OPMA context it means to reschedule a scheduled meeting.) If an in-person meeting is adjourned (i.e., rescheduled), a copy of the order or notice of adjournment must be posted immediately after adjournment

on or near the door where the meeting was held. If the meeting was held remotely, no notice of adjournment is required.

Conclusion

As the reader can see based on the length of this blog, the legislature changed many details in the OPMA. While this blog highlights these changes, a careful read of [HB 1329](#) is recommended to ensure your agency's meetings are in compliance with the OPMA.

If you are interested in learning more about the OPMA, MRSC has a wealth of OPMA information available on its website, including:

- [Open Public Meetings Act Basics](#) topic page
- *The OPMA – Latest Issues and Case Law Update* on-demand webinar broadcast in February 2022. To access the webinar, visit [On Demand Webinars](#) and scroll down to Open Government (PRA and OPMA).
- MRSC Insight blogs
 - [Tips for Government Bodies Meeting Remotely](#)
 - [Working on Council Guidelines? What About Remote Meeting Attendance?](#)
 - [Technology and Open Government: Maximizing Participation and Transparency](#)

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Flannary Collins

Flannary Collins is the Managing Attorney for MRSC. Flannary first joined MRSC as a legal consultant in August 2013 after serving as assistant city attorney for the city of Shoreline where she advised all city departments on a wide range of issues.

At MRSC, Flannary enjoys providing legal guidance to municipalities on all municipal issues, including the OPMA, PRA, and personnel. She also serves on the WSAMA Board of Directors as Secretary-Treasurer.

HB 1329: Answers to Your OPMA Questions

May 19, 2022 by [Steve Gross](#)

Category: [Open Public Meetings Act](#), [New Legislation and Regulations](#)

The best laid schemes o' mice an' men

Gang aft a-gley

Robert Burns

As we've all seen over the last few years, no matter how well we've planned, something always comes along to make us question what we think we know. Currently, local government agencies are balancing the existing emergency rules under [Proclamation 20-28.15](#) and [Proclamation 20-28.14](#) — which expire June 1 — with the statutory provisions of [chapter 42.30 RCW](#) (the Open Public Meetings Act or OPMA) as modified by the Washington State Legislature in [ESHB 1329](#).

In this blog update we summarize some of your questions on what the new law means. A reminder that, as we noted in [OPMA/PRA Emergency Proclamation Will Expire June 1](#), the emergency restrictions on public meetings **will expire** at 12:01 AM on June 1, 2022.

Does ESHB 1329 allow an agency to hold fully remote meetings absent an emergency?

No. [Section 5 of ESHB 1329](#) clearly says an agency can hold a fully remote meeting only “after the declaration of an emergency by a local or state government or agency.” In order to do so, the agency must determine “that it cannot hold a meeting of the governing body with members or public attendance in person with reasonable safety because of the emergency.”

While the current OPMA-specific emergency proclamation will end on June 1, the governor's general declaration of emergency (Proclamation 20-05) is still in effect. This may provide a legal basis for local counties, cities, towns, and special purpose districts to continue to operate their meetings fully remotely. There may also be local declarations of emergency that are still in effect. At least one city (Port Angeles) is considering a [rule](#) that ties restrictions on meetings to the county's COVID-19 tracker. Check with your attorney to see if those declarations provide a sufficient basis to restrict access to meetings.

Can a member of the public be excluded from the in-person component of a meeting?

Yes, but only if the agency determines there are reasonable safety risks because of the emergency. The agency can “[h]old a meeting of the governing body at which the physical attendance by some or all members of the public is limited.”

Can we require people to provide their identifying information in order to provide public comment?

Yes, but...

An agency can *request* that a speaker identify themselves to provide public comment but probably should not *forbid* them from speaking if they decline. Board meetings are a limited public forum, and MRSC has previously said that absent some other statutory requirement to hold a public hearing, the OPMA did not require a governing body to take comment at all. Since it chose to do so, a governing body could place content-neutral restrictions on participation. Some examples of these restrictions include identifying the speaker, limiting comments to items on the meeting agenda, and limiting the time per speaker.

[ESHB 1329](#) does not change this analysis. It adds the requirement to the OPMA that an agency take comment at or before every regular meeting at which the board will take final action. But we believe the character of the meeting is still a limited public forum. The bill does not require that you allow verbal public comment during the meeting. It allows you to limit comments to written comments and to set a deadline by which they must be submitted. The [bill](#) also contains language making it clear that:

Nothing in this section diminishes the authority of governing bodies to deal with interruptions under RCW 42.30.050, limits the ability of the governing body to put limitations on the time available for public comment *or on how public comment is accepted*, or requires a governing body to accept public comment that renders orderly conduct of the meeting unfeasible.

(Emphasis mine.)

From a policy perspective, many of us at MRSC have been discussing the sign-in requirement with agencies for several years. We've heard agencies express their concerns about publicizing speakers' home addresses during a televised meeting, and about having those addresses become part of the public record because they are on a sign-in sheet.

We think there is a tension between the agency's statutory right to control public comment and a person's constitutional right to petition the government for redress. We suggest agencies look at the reason they want speakers to provide their name or address and see if they really need to keep that information. That is why we suggest that you can request identification but probably should not require it.

What is a “regular meeting” for purposes of the new public comment requirement?

ESHB 1329 did not change the requirement in [RCW 42.30.070](#) that agencies adopt a schedule of regular meetings. While there is no specific definition of “regular meeting,” a conservative interpretation of the statute is that any meeting that is on the adopted schedule is a “regular meeting.” It does not matter if you call the meeting a “business meeting” or a “study session,” if the meeting is on a schedule that is adopted by ordinance or resolution then it is a regular meeting.

However, not all regular meetings are subject to the public comment requirement – only those “at which final action is taken.” (See the next question.)

What is “final action” for purposes of the new public comment requirement?

ESHB 1329 did not change the definition of “final action” in [RCW 42.30.020\(4\)](#).

“Final action” means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

If a new matter is added to a regular meeting agenda during the meeting, does the agency have to wait until the next regular meeting to take final action on that matter (to allow for public comment)?

No. The new language in the statute says that the agency

...shall provide an opportunity at or before every regular meeting at which final action is taken for public comment. The public comment required under this section may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting....

While the stated intent of [ESHB 1329](#) is to increase transparency and public participation, and the bill *encourages* the use of technology to provide greater opportunities for public comment, the plain language of the statute only *requires* public comment before certain types of meetings, specifically meetings at which final action is taken. It does *not* require an agency to link the public comment with specific agenda items or to delay final action on a specific matter until it has received public comment on that matter.

If we’ve already held a public hearing on a matter but the governing body has not taken final action, do we still have to allow public comment on that matter?

No. The language requires public comment at or *before* every meeting at which final action is taken. It does not require public comment on every agenda item being considered at that meeting. Agencies can note on the agenda when comment will not be taken on a specific item because the hearing on that item has been closed. Presiding officers can also note this at the beginning of the public comment period.

Is the requirement to post agendas online (and the exceptions to that requirement) the same for regular and special meetings?

No. [RCW 42.30.077](#) (regular meeting agendas), as amended by [ESHB 1329](#), requires a special purpose district, city, or town post regular meeting agendas on their or another agency's website unless the agency can show that it:

- a. Has an aggregate valuation of the property subject to taxation by the district, city, or town of less than \$400,000,000, as placed on the last completed and balanced tax rolls of the county preceding the date of the most recent tax levy;
- b. Has a population within its jurisdiction of under 3,000 persons; *and*
- c. Provides confirmation to the state auditor at the time it files its annual reports under [RCW 43.09.230](#) that the cost of posting notices on a website of its own, a shared website, or on the website of the county in which the largest portion of the district's, city's, or town's population resides, would exceed one-tenth of one percent of the district's, city's, or town's budget.

Special meeting agendas are controlled by [RCW 42.30.080](#) (which was otherwise amended by [ESHB 1329](#)). That statute still says that notices of a special meeting are not required to be posted online if "it employs no full-time equivalent employees, or does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website."

The [legislative history](#) of ESHB 1329 does not provide any insight as to why these two requirements are now different. You should discuss with your agency attorney whether it makes sense for your agency to follow the more restrictive of the two requirements. It seems that if your agency qualifies for the exception to post regular meetings it would also meet the requirement for special meetings.

Do the amendments to RCW 42.30.090 in section 11 of ESHB 1329 mean that we must publish an order or notice of adjournment every time we conclude a meeting?

No. MRSC asked Ann Macfarlane, a noted parliamentarian and co-founder of [Jurassic Parliament](#), and she told us:

The customary language used in Robert's Rules of Order is to conclude the meeting by adjourning it. This means "this meeting is ended." This may occur in three instances:

- a. If the members move to adjourn by majority vote (non-debatable motion)
- b. If the scheduled business has come to an end, in which case the chair may say, "There being no further business, this meeting is adjourned." No motion required.

- c. If a riot breaks out and there is danger to safety, the chair may adjourn the meeting unilaterally.

However, Robert's Rules also uses the phrase "to adjourn the meeting" to refer to a situation where the meeting is not yet concluded, so it is "adjourned to another time." This is unfortunate. I wish that they had adopted the phrase "continue the meeting" for this situation.

MRSC believes that the term "adjournment" in the OPMA refers to rescheduling a regular or special meeting (e.g., because there isn't a quorum) and that no notice has to be posted when a regular or special meeting just comes to an end. We agree with Ann that agencies can continue to say, "This meeting is adjourned" when the agency has concluded the business on the agenda.

For more information on this and other OPMA issues, see our [Open Public Meetings Act](#) topic page.

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About Steve Gross

Steve Gross joined MRSC as a Legal Consultant in January 2020.

Steve has worked in municipal law and government for over 20 years as an Assistant City Attorney for Lynnwood, Seattle, Tacoma, and Auburn, and as the City Attorney for Port Townsend and Auburn. He also has been a legal policy advisor for the Pierce County Council and has worked in contract administration.

Bellingham Public Library Policy

Library Board
October 18, 2022
Item #10
Policy changes

Title:	5.201 ELIGIBILITY FOR LIBRARY SERVICE
Code:	5 Circulation Services
Chapter:	5.200 Eligibility for services
Type of Policy:	Departmental
Date Developed:	22 August 1997
Date Revised:	October 22, 2019 18 October 2022
Revised by:	Jennifer Vander Ploeg, Rebecca Judd Bethany Hoglund, Rebecca Judd
Developed by:	Pam Kiesner
Approved By:	Library Board of Trustees, November 19, 2019
Cancels:	Section VIII Subsection Circulation Policies and Procedures, Registration Rules and Routines

Scope

The Bellingham Public Library provides circulating materials for public use. This policy defines who is eligible for a Bellingham Public Library card and any limitations to borrowing privileges of physical or digital materials. The Library Board of Trustees authorizes the Library Director to develop and implement effective procedures and guidelines in accordance with the policy.

Policy/Conditions

Definition(s)

Resident: A person who lives, works, owns property or attends school in Bellingham.

1. The library offers services to the public without requiring a library card.

Anyone may visit the library to:

- Browse and consult the library's print and online collections
- Attend free programs open to the public
- Reserve community spaces
- Use library computers to access the Internet and/or other in-library online resources
- Sign on to free wifi
- Request assistance with answering informational or research questions.

2. Library card holders have access to additional services.

These services include:

- Borrowing and reserving library items
- Accessing online e-titles and subscription services

3. Library cards are available at no charge ~~to residents inhabitants of Bellingham with verification of identity and eligibility.~~

The following individuals and groups are eligible for full borrowing privileges:

- Individuals who live, work, own property, or attend school in Bellingham, with photo ID;

- Eligible individuals under the age of 18 need either the signature of a parent or guardian, or be demonstrably free of parental control.
- Individuals taking responsibility for the borrowing activity of an institution located in Bellingham, specifically a school, school classroom, daycare, or non-profit organization.

Limited borrowing privileges are available to:

- Individuals who live, work, own property, or attend school in Bellingham who:
 - Are under the age of 18 and unable to provide the signature of a parent or guardian, or
 - Are unable to provide identify verification

The Library Director or designee may create special classes of library privileges for special circumstances, including but not limited to book groups and public school students. The following individuals and groups are eligible for borrowing privileges:

- Individuals who live in Bellingham, their spouses and underage dependents.
- Individuals who work, own property or attend school in Bellingham, their spouses and underage dependents.
- Residents under age 18 with a parent or guardian signature. Residents under age 18 without a parent or guardian signature may apply for a limited use card. Residents under age 18 who are demonstrably free of parental control can apply for a full use card without a parent or guardian signature.
- Individuals taking responsibility for the borrowing activity of schools, day care, and non profit organizations located in Bellingham.

Applicants can obtain more specific information on verification of identity and eligibility on the Library's public website and/or by asking a Library staff member.

Appropriate arrangements will be made for those who are unable to sign for themselves or who are physically unable to come to the library.

Library card holders of the Whatcom County Library System may use their cards to access materials and services at Bellingham Public Library locations and vice versa.

4. Library cards are available at no charge to card holders of other public libraries within Washington State with verification of identity and eligibility.

Applicants must provide a public library card from their local jurisdiction and photo ID.

Borrowing privileges for interlibrary loans, electronic materials and/or access to online services may be limited.

5. Library cards may be purchased by those who do not meet the criteria in sections 3 and 4 above.

Visitors to the area may choose to either

- Pay a monthly fee that allows for short-term, limited borrowing privileges.
- Pay a renewable, annual fee to borrow physical materials. Access to electronic materials is limited.

6. Access to library services may be suspended.

Library services may be suspended if card holder has unpaid charges that exceed the established threshold.

Access to other library services may be suspended to those who are excluded or trespassed from the library.

7. Borrowers are normally expected to present their card for checkout.

Borrowers are normally expected to present their library card each time they wish to borrow materials from the library. In lieu of the library card, a borrower may check out on their account in person with ID. However, ifWhen the Library computer system is downunavailable, borrowers are required to present their library cards to borrow materials.

8. Library Board reviews this policy.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

Bellingham Public Library Policy

Library Board
October 18, 2022
Item #10
Policy changes

Title: 2.101 COLLECTION DEVELOPMENT POLICY

Code: 2 Library Collection Services

Chapter: 2.100 Selection

Type of Policy: Departmental

Date Developed: 19 February 2008

Date Revised: [07 October 2011](#) [18 October 2022](#)

Revised by: [Bethany Hoglund, Rebecca Judd](#)

Developed by: Beth Farley

Approved by: Library Board of Trustees

Cancels: 2.101 Materials Selection Policy

See Also: Library policy: 5.101 Confidentiality Policy
Library policy: 2.102 Donations Policy
Codes and laws: Bellingham Municipal Code 1.24.010
Other resources: Library Bill of Rights
ALA's Freedom to Read Statement
ALA's Freedom to View
ALA's Free Access to Libraries for Minors
ALA's interpretation of the Library Bill of Rights
United States Constitution, Bill of Rights
Washington State Constitution, Article I

Scope

This policy applies to the community of Bellingham, Washington.

Policy/Conditions

1. Library collections meet the diverse needs of the community.

The mission of the Bellingham Public Library is:

Connecting our community with each other and the world
READ · LEARN · MEET · DISCOVER

Our community is composed of individuals of varying ages, races, ethnicities, sexual orientations and faiths from diverse educational, cultural and economic backgrounds. The library is committed to providing meaningful collections that are inclusive, unbiased, and responsive to a wide variety of interests and viewpoints.

2. Library collections are developed using the principles of intellectual freedom.

The Library Board of Trustees supports an individual's right to read, listen, view, or otherwise experience a wide and varied expression of ideas and thoughts. Furthermore, the Library Board endorses the First Amendment of the United States Constitution, Article I of the Washington State Constitution, and the American Library Association's Bill of Rights and its Interpretations.

3. Library encourages parental participation in materials access for their children.

Individuals are free to select or reject materials for themselves or their minor children but may not restrict the freedom of others to use or access materials or information. Parents

and guardians are responsible for guiding and directing the reading, listening and viewing choices of their minor children. The Library does not stand *in loco parentis* (in the place of a parent).

4. Library sets these collection priorities:

- Children's materials and materials for people who work with children. Emphasis is on reading readiness, early learning, and promoting the joy of reading and learning.
- Lifelong learning for adults.
- Popular recreational reading, listening, and viewing for all ages.
- General research, information, and fact-finding sources.
- Occupational and vocational guidance materials.
- Supplemental educational materials for students.
- World languages and English language learning materials for existing and emerging populations of non-native English speakers in the Bellingham community.
- Genealogical research.
- Local and regional history, government documents, and the literature of the City of Bellingham, as well as Whatcom and Skagit Counties.

General subjects will be collected broadly to meet anticipated and expressed individual and community needs. Collections of local relevance to ~~the citizens of~~ Bellingham, specifically history, literature, and government documents will be collected in greater depth.

5. Criteria considered when selecting library materials are:

- Community relevance.
- Timeliness.
- Diversity of viewpoint.
- Authenticity and accuracy of factual material.
- Level of demand.
- Audience for material.
- Current or historical significance of the author or subject.
- Local significance of the author or subject.
- Existing subject coverage.
- Aesthetic considerations: literary, artistic, or social value; appeal to the imagination, senses, or intellect.
- Quality of writing and its readability.
- Popular appeal: reading, listening or viewing enjoyment.
- Favorable critical reviews.

6. Electronic collections have additional considerations for selection:

- Usability: the product is user-friendly, well indexed, and offers numerous points of access.
- Availability: to multiple simultaneous users 24 hours a day, 7 days a week.
- Accessibility: to retrospective information when necessary or desirable.
- Best Format: the electronic resource provides added value over other formats.

7. Collections are selected and maintained by qualified library staff.

Selection and maintenance of library materials is guided by the [Head of Information](#)

and Reader Services Deputy Library Director and will be assigned to qualified library staff based on their experience, training, expertise and interest. Final responsibility for the collection rests with the Library Director, under the authority of the Library Board.

8. Library collections are continually evaluated and maintained.

Withdrawing materials is a vital part of collection maintenance and ensures attractive, relevant, current, and responsive collections. The Library follows these withdrawal guidelines:

- This library is not a historical repository for last copies, hard-to-find materials or materials that have had limited use or checkouts
- Condition, currency, content, usage, and consistency with the library's mission are the primary criteria for determining retention in the library collections.
- Collection evaluation and maintenance is an ongoing process.

Withdrawn library materials or donated materials that are not added to the library's collection are given to the Friends of the Bellingham Public Library. The proceeds raised by the Friends from the sale of withdrawn or donated items are used to enhance library programs, services and collections.

9. Library welcomes collection suggestions and comments from the community.

Individuals are encouraged to submit suggestions for purchase of individual titles, the development of subject areas, and the addition of new formats.

If an individual objects to a title in the library collections, they are asked to complete a "Request for Reconsideration of Library Materials" form. The Library then reviews the item for inclusion in the collection in light of the library's overall objectives, this policy, the Library Bill of Rights, and ALA guidelines on intellectual freedom.

10. Library accepts materials donations for the library or its collections.

Donated materials in good condition and of value to library collections are gratefully accepted (see 2.102 Donations Policy for details).

The Library follows these donation guidelines:

- ~~Library reserves the right to make final disposition of all donations received.~~
- ~~Donations may be added to the collection or rejected at the Library's discretion.~~
- ~~Donations not added to Library collections are not returned to the donor.~~
- ~~Unused donations may be given to the Friends of the Library for public sale.~~
- ~~Monetary donations are accepted when the donors' intentions and the library collections objectives are consistent.~~

11. Library Board reviews this policy.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board.

2022 Annual Action Plan: Quarter 3 update, July-Sept 2022

WELCOME & INCLUDE: We offer welcoming, safe places and experiences, where connections and understanding flourish.

- COVID-19 Reopening: Sunday hours
- Coordinate priority trainings in CPR/First Aid, youth safety, individuals in crisis, EDI, and readers' advisory: De-escalation; WDRC sessions

ACCESS & OPPORTUNITY: We connect people with opportunities and resources to solve problems and help them achieve their aspirations.

- COVID-19 Reopening: Connections locations
- Hybrid vehicle: procedures
- Review and update Eligibility for Library service policy

READ & LEARN: We inspire a lifetime of reading, learning, curiosity, and discovery.

- Plan and implement Local Author collection at Central

INFORM & INVOLVE: We provide information and activities to stay abreast of community issues and events, fostering informed, active participation in civic life.

- Finalize Library Land Acknowledgement
- Develop calendar and staffing plan for community events

THRIVE & GROW: We are a valued community partner and trusted city service, playing a central role in Bellingham life.

- Finalize 2023-2024 Library capital budget request
- Complete Facilities Master Plan
- Start work on joint BPL-WCLS RFP in preparation for new ILS contract in 2024