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, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: Jennie Tuckerman, Friends of BPL Co-President; Carol Comeau, Friends’ Liaison

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

Approve/modify agenda: Rick suggested that we continue to print the land acknowledgement on each month’s agenda, but only read it aloud in November, during Native American Heritage Month. Trustees expressed agreement. Jim McCabe moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: no comments.

Consent agenda: Melissa Morin moved to approve the March 21, 2023 Regular meeting minutes and the March 2023 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Board Chair report:
• Rick reported that he and Rebecca Judd had their monthly meeting with the Mayor on April 3rd. The main topic of discussion was the upcoming opening of the Bellis Fair Branch.
• On behalf of all of the Board, Rick thanked the City Council and the Mayor’s office for their support of our budget request to supplement the Library’s security and information staff.

Board member reports:
• Kristy reported she participated in a presentation and discussion from the Library Support Network (led by the Seattle Public Library Foundation), regarding planned giving programs within libraries and library foundations. Staff from other libraries offered insight and answered
questions, also offering to share written materials they have used for their organization’s planned giving efforts.

- Kristy attended a library class visit with 30 third graders. She reported that Children’s Services Librarian Bernice Chang did a fantastic job, and it was wonderful to see kids getting their picture taken with their new library card.
- Melissa said that she would be out of town for the May board meeting and requested a virtual option. Rebecca Judd said this would be a good opportunity to test the new OWL technology.

**City Council liaison report:**
- Not present.

**Friends of BPL report:**
- Jennie reported that the Library Giving Day pop-up sale brought in $2,990. Bernice heard this and promptly donated $10 to bring the total to $3,000.
- The Friends will hold their Annual Membership meeting on Saturday, April 22. Jennie extended an invitation to everyone present.
- The first post-pandemic big book sale will be held in the Lecture Room May 24-27, 2023.
- Beginning next month, Carol Comeau will be attending the board meeting as the Friend’s Board Liaison.

**Library Director report:**
- Rebecca announced that next week is National Library Week, with our main celebration the opening of the Bellis Fair Branch. We’ll also be celebrating Library Snapshot Day throughout the week, taking behind the scenes, week-in-the-life photos.
- Tuesday is National Library Workers day – a time to celebrate staff. The Friends have plans to support staff on that day.
- Annette showed copies of the 2023 Summer Reading challenge cards (See Attachment #1 for samples. All attachments are at the end of the minutes). The Library will have Spanish, Vietnamese and Russian cards ready to print on demand.
- Rebecca thanked BTV for making the Community Voices Kits video, featuring Bernice.
- As mentioned in the Director’s report, starting this month, Jon will be providing a quarterly Database and Learning Resources statistics report. Rebecca noted that the Freegal music statistic will be removed from the Circulation/Online Services section of the Performance & Activities report and moved to the Database report (to match State reporting guidelines).
- Safety, Security & Ease:
  - Funding for the FTE increase for the Security & Information Attendant team will be available April 25, and the vacant positions are currently posted.
  - Guidelines for staff volunteer administration of naloxone are undergoing final legal review.
  - Micah Scheff, a library security consultant, will be contracted to do a building walkthrough at Central. We are excited to make this connection for future security training for the library.

**1st Quarter Action Plan report:**
- Rebecca Judd screenshared and explained the highlights listed on the document in the packet.
Facilities Committee update:

- Bellis Fair Branch pilot update:
  - Shelving will be delivered April 19.
  - Furniture will arrive the week of April 17.
  - A Public Services staff meeting was held at the branch on April 18 and there will be a second on Thursday, April 20.
  - Books are being boxed and delivered daily, which is great practice for delivery drivers.
  - Preparations are underway for the open house and grand opening.
  - The Mayor plans to announce the grand opening at Monday’s City Council meeting.
  - Signage: the entrance signs have been installed; the interior book drop has been wrapped (exterior drop will be wrapped soon); interior signage will go up next week.
  - Wiring, cabling, painting, carpet installation and cleaning, and drywall are complete, as is the installation of a cardkey system on the back door.
  - Mobile shelving units will arrive in May.
  - Flip-through picture book shelving is in place.
  - The early learning space is being set up.
  - State Librarian Sara Jones plans to attend.
  - Annette is working on social media for the event.

- RFQ update for Central Library remodel: Rick reported that the selection committee (Library and Public Works) has decided on an architectural firm to lead the design of Phase II of the Central Library renovation. Contract negotiation/clarification is under way, so we will wait to announce the firm until the contract is signed. The notice to proceed is expected in the next couple of weeks.

Fundraising update:

- Library Giving Day update and Burgeon Group Funding: Rick reported that Library Giving Day generated $8,755 in donations, just over a third of that coming from the $3,000 raised by the Friends at their book sale supporting the day. Thank you, Friends! Rick noted that the Seattle Public Library Foundation’s promotions for Giving Day did not mention specific projects and had matching funds for up to $25,000 in contributions. The Fundraising Committee will discuss strategies prior to next year’s Giving Day.

Expenditure decision: the Burgeon early childhood learning products for the Bellis Fair branch have a cost of $24,389. Subtracting the $8,755 raised from Giving Day, the balance is $15,634. Rick proposed that the Board authorize $15,634 for this purchase from the Library’s gift fund, which has a current balance of $285,128. The bulk of this balance comes from the recent transference of the Agency Fund from Whatcom Community Foundation to the library. The remainder comes from an accumulation of leftover funds allotted for the Library Master Plan [from the Bragg-Muldrow distributions], remainders of 2021 distribution funds from our other endowments held at WCF, and the 2022 distribution funds from those endowments as listed on the handout in the packet for this meeting. Rick moved that we proceed with purchasing the Burgeon early learning installation, using our current gift funds. Kristy Van Ness seconded. Motion carried.
• 1st quarter donated funds review: Rebecca screenshared the document included in the packet and thanked the Friends for their support. Rebecca Craven pointed out that the second section, for WCF donations, needed to be re-added – the total should be $1,105 rather than $1,045. Melissa suggested that, to provide context, we include a list of all WCF funds with current balances and funding designations in the quarterly report.

• Planned Giving project: Rick reported that Rachel Myers has begun work with the Board’s project leader, Kristy, on this initiative. Today’s video from Rachel, Transformational Gifts that Shape the Future, is to provide background on planned giving. She will be attending the Board’s May meeting.

• In the video Rachel pointed out that planned giving is so important right now – a Great Wealth Transfer is currently underway. She provided basic vocabulary as well as outlining systems, tools, and strategies to encourage planned gifts. She requested that Trustees be prepared to choose a name for the BPL Legacy Society at the May meeting.

• Questions raised by Trustees were:
  o Do we have conversations with potential donors about giving to the City/BPL-housed Gift Fund? From Rebecca: we steer potential donors to our website, where there is information about Library Giving Day and other funds held at WCF.
  o Concerning thanking donors, could there be a box to check that allows WCF to share contact information with the library?
  o Is WCF able to offer a deeper level of donor support?
  o Does WCF have staff to help with fundraising?
  o WCF manages many funds – do they have particular donors that can be tapped for specific needs or matching funds?
  o We would like to clarify the roles from the City’s perspective, WCF’s perspective and the Board’s perspective (public employees cannot be involved in fundraising).

New Business:
  • None

Agenda items for next meeting:
  • RFQ update
  • Rachel Myers, from RM+Company

Meeting adjourned at 4:49 p.m.

Next Regular Library Board Meeting – May 16, 2023 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees
ATTEST
Secretary, Library Board of Trustees

Attachments:
  • Attachment #1: 2023 Summer Reading challenge cards
<table>
<thead>
<tr>
<th>Play a game</th>
<th>Swoon-worthy</th>
<th>Great cover</th>
<th>From your TBR pile</th>
<th>Read outside</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Paint</strong> by Sasha La Pointe</td>
<td>Go digital</td>
<td>Graphic novel</td>
<td>Start a new series</td>
<td>Bingeworthy</td>
</tr>
<tr>
<td>Your favorite author</td>
<td>Legendary creatures</td>
<td>A classic retold</td>
<td>Recommendation</td>
<td></td>
</tr>
<tr>
<td>Set outside U.S.</td>
<td>Published in 2023</td>
<td>One word title</td>
<td>Short and sweet</td>
<td>Childhood favorite</td>
</tr>
<tr>
<td>Set in the past</td>
<td>Road trip</td>
<td>Thrills and chills</td>
<td>Cookbook</td>
<td>Cozy read</td>
</tr>
</tbody>
</table>
Adult SUMMER READING
June 1 – August 31

1. **Complete any five squares** this summer and enter to win fun prizes. Reading counts in all formats.

2. Bring your completed card to any Bellingham Public Library location by August 31 to be **entered in prize drawings**.

3. **Have fun!**

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**Bellingham Public Library Locations and Hours**

**Central Library**
210 Central Avenue
Bellingham, WA 98225

**Hours:**
Monday – Thursday: 10 am – 7 pm
Friday & Saturday: 10 am – 6 pm
Sunday: 1 – 5pm

**Fairhaven Branch**
1117 12th Street
Bellingham, WA 98225

**Hours:**
Monday & Tuesday: 10 am – 2 pm
Wednesday – Friday: 2 – 6 pm
Saturday: 10 am – 2 pm
Sunday closed

**Barkley Branch**
3111 Newmarket St.
Suite 103
Bellingham, WA 98226

**Hours:**
Monday & Tuesday: 10 am – 2 pm
Wednesday – Friday: 2 – 6 pm
Saturday: 10 am – 2 pm
Sunday closed

**Bellis Fair Branch**
Bellis Fair Mall, Suite 616
Bellingham, WA 98226

**Hours:**
Wednesday – Friday: 2 – 6 pm
Saturday: 11 am – 6 pm
Sunday: 1 – 5 pm
<table>
<thead>
<tr>
<th>Activity</th>
<th>Reading Type</th>
<th>Format</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read outside</td>
<td>Author you've never read</td>
<td>Picture book</td>
<td>Didn't finish / didn't like</td>
</tr>
<tr>
<td>Make a bookmark</td>
<td>Listen to a book</td>
<td>Folktale</td>
<td>Learn and tell a joke</td>
</tr>
<tr>
<td>Read with a flashlight</td>
<td>From a series</td>
<td>Make it YOURS!</td>
<td>Book you've read before</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Change any square you want.</td>
<td></td>
</tr>
<tr>
<td>Read to somebody</td>
<td>Read in bed</td>
<td>Biography</td>
<td>Graphic novel</td>
</tr>
<tr>
<td>Read on a Tuesday</td>
<td>Adventure</td>
<td>Your choice</td>
<td>Make a card for someone</td>
</tr>
</tbody>
</table>
Kids SUMMER READING
June 1 – August 31

1. Set your Summer Reading Goal. Make it yours!
My goal is: ____________________________

2. Once you’ve met your goal, come to any Bellingham Public Library location and receive a:
   • Mystery coupon
   • Free book
   • Summer Reading Superstar yard/window sign

3. Celebrate! You did it!

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<table>
<thead>
<tr>
<th>NÓI</th>
<th>HÁT</th>
<th>ĐỌC</th>
<th>VIẾT</th>
<th>CHỌI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nói về những gì bạn nhìn thấy ở bên ngoài</td>
<td>Sáng tác một bài hát về những hoạt động bạn đang làm</td>
<td>Ởm vào lòng và đọc</td>
<td>Xé giấy</td>
<td>Đi dạo ngoài thiên nhiên</td>
</tr>
<tr>
<td>Nói xin chào bằng các ngôn ngữ khác nhau</td>
<td>Hát và diễn “Row, Row, Row Your Boat”</td>
<td>Đọc ngoài trời</td>
<td>Vẽ một câu chuyện về bàn thần</td>
<td>Chơi với thia/mương</td>
</tr>
</tbody>
</table>
| Tạo tiếng động vật | Hát một bài hát nhanh, rồi chậm | HÃY LÀM THEO CÁCH CỦA BẠN! Thay đổi bất kỳ ở nào bạn muốn. | Lên danh sách những việc cần làm trong mùa hè này | Tổ chức một bữa tiệc kiểu khác vư
| Mô tả những người trong gia đình bạn | Hát danh sách mua sắm tập hóa | Tổ chức giới kể chuyện cho thú nhồi bông | Viết/vẽ một ghi chú đầy yêu thương cho ai đó | Chơi với nước |
| Tìm các hình chữ nhật trong nhà của bạn | Hát một ca khúc yêu thích | Tìm và đọc các biển báo | Dùng tay của bạn để hát bài “Itsy Bitsy Spider” | Làm điều bố khuôn mặt trông trong gương |
Tên: __________________________________________
Tuổi: ________________________________

Đọc Sách Mùa Hè

của Trẻ nhỏ
1 tháng Sáu – 31 tháng Tám

1. Nói, hát, đọc, viết và chơi trong mùa hè này.
   Thực hiện bao nhiêu hoạt động trên thẻ tùy thích. Đánh dấu hoàn thành chúng khi bạn xong hoặc vẽ một bức tranh.
   Thoải mái thay đổi bất kỳ hoạt động nào để phù hợp với nhu cầu của con bạn.

2. Khi bạn hoàn thành các hoạt động của mình, hãy đến bất kỳ địa điểm nào của Thư viện Công cộng Bellingham để nhận một:
   • Cuốn sách miễn phí
   • Giải thưởng đặc biệt
   • Bảng hiệu Summer Reading Superstar (Ngôi sao Đọc sách Mùa hè) đặt ở cửa sổ/sân vườn

3. Hãy ăn mừng! Bạn đã làm được rồi!

Các Địa điểm và Giờ làm việc của Thư viện Công cộng Bellingham

Thư viện Trung tâm
210 Central Avenue
Bellingham, WA 98225
Giờ làm việc:
Thứ Hai – Thứ Năm: 10 am – 7 pm
Thứ Sáu & Thứ Bảy: 10 am – 6 pm
Chủ nhật: 1 – 5 pm

Chi nhánh Fairhaven
1117 12th Street
Bellingham, WA 98225
Giờ làm việc:
Thứ Hai & Thứ Ba: 10 am – 2 pm
Thứ Tư – Thứ Sáu: 2 – 6 pm
Thứ Bảy: 10 am – 2 pm
Đóng cửa Chủ nhật

Chi nhánh Barkley
3111 Newmarket St.
Suite 103
Bellingham, WA 98226
Giờ làm việc:
Thứ Hai & Thứ Ba: 10 am – 2 pm
Thứ Tư – Thứ Sáu: 2 – 6 pm
Thứ Bảy: 10 am – 2 pm
Đóng cửa Chủ nhật

Chi nhánh Bellis Fair
Bellis Fair Mall, Suite 616
Bellingham, WA 98226
Giờ làm việc:
Thứ Tư – Thứ Sáu: 2 – 6 pm
Thứ Bảy: 11 am – 6 pm
Chủ nhật: 1 – 5 pm

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