



**Regular Meeting of the Library Board of Trustees
Tuesday, May 16, 2023 – Central Library Lecture Room
3:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

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

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

Others Present: Kristina Michele Martens, City Council Liaison; Carol Comeau, Friends of BPL Board Liaison; Rachel Myers, RM + Company

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

Approve/modify agenda: Jim McCabe moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: Robert Laessig mentioned that he has a meeting on Thursday with Rebecca Judd. Questions he is hoping to address with her include the monthly cost of supplemental security with Risk Solutions Unlimited (RSU), what is the monthly Interfund for Risk Management include, and details for a staff reimbursement for self defense training.

Consent agenda: Kristy Van Ness moved to approve the April 18, 2023 Regular meeting minutes and the April 2023 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick complimented the Friends' Board for their excellent annual meeting on April 22 and said he was privileged to take part in it. A new Friends Board and slate of officers was elected at the end of the meeting. Friends Board member Carol Comeau now joins us as the Friends' representative at the Board of Trustees meetings.
- On behalf of the Board, Rick congratulated the Library's project group for all their hard work to plan and implement the opening of the Bellis Fair branch, and also all other library and city

staff involved. The grand opening on April 26 was a joyous affair, topped by Julie Guy cutting the ribbon.

- State Librarian Sara Jones, who was in attendance at the Bellis Fair opening, has announced a new training and informational initiative for Directors, Boards and Trustees, entitled Third Thursdays Trustee Topics. It is beginning this week and will be a monthly event. Each session will be a half-hour (recorded) and will center on a particular topic. Rick volunteered to attend and share information when relevant.

Board member reports:

- Jim reported he attended the Cordata Neighborhood Association meeting on May 9, and the library was not mentioned. He saw many of the members at the Bellis Fair branch grand opening.

City Council liaison report:

- Kristina reported she is working on tenant protection and invited Trustees and library staff to let her know if there are any items to be brought to Council.

Friends of BPL report:

- Carol reported the first post-pandemic large book sale will start Tuesday, April 23, and run through Saturday, April 27.
- Wander Brewing reached out to the Friends to propose a children's book sale in August as a fundraiser.
- Another big book sale is planned for September.
- Carol had lunch recently with Julie Guy, who said she enjoyed the Bellis Fair celebration and is very excited for the north side.
- Carol, referring to a news release about Seattle Public Library and instant digital cards, asked if there has been talk of us expanding here. Jon responded that we use the same eBook vendor as SPL, but have a different platform structure, so we wouldn't be able to do this. SPL has a unique platform whereas we are on a shared platform (all 46 libraries would need to join, at a cost).

Library Director report:

- Rebecca mentioned that the City is beginning work on their Comprehensive Plan. The library will post information in our newsletter to help get the word out. Chris Behee, Long Range Planning Manager for the City, has mentioned that our Facilities Master Plan will have helpful information for the Comp Plan.
- At last month's meeting, Melissa suggested that we incorporate current Whatcom Community Foundation fund balances into the quarterly donation report to the Board. We will do this beginning with the next quarterly report in July.
- Library staff have been in conversation with the Parks department about taking over management of the Fairhaven Auditorium for recreation space. This change is in the beginning stages. Use of the space would not be allowed during open library hours due to noise concerns. Updates will be provided to the Board as this project progresses.
- Rebecca provided updates to Safety, Security and Ease:

- Chuckanut Health Foundation and the Whatcom County Health Department are arranging a 2-day Whatcom Opioid Summit scheduled for June 27-28.
- On August 1, Sam Quinones, author of *The Least of Us: True Tales of America and Hope in the Time of Fentanyl and Meth*, will give an in-person author talk. The library has been invited to help with this event.
- Rebecca acknowledged this is a complicated time in managing the shared space of the library. Over the last 4-6 weeks, there have been reports of people being harassed as they come into the library. To help keep the library a welcoming space, we will be temporarily closing the plaza, starting tomorrow.
- As previously reported, we have been working with the City to be able to administer naloxone on site. City Legal and BFD have approved the guidelines and now the unions are assessing the proposal. If all 3 unions approve, training will be set up for volunteer library staff. Jen wrote the guidelines with an eye for expansion and adoption by other City departments.

Policy revision: Use of Meeting Rooms Policy:

- Rebecca explained that we had a public request to review this policy. The Legal department has reviewed it and suggested we remove the language concerning religious use. Rebecca Craven mentioned that she has concerns about this and has discussed them with Rick, Rebecca Judd and Sarah Chaplin, Senior Assistant City Attorney. Kristy Van Ness moved that the policy be revised to remove the language concerning religious use. Jim McCabe seconded. Four Trustees approved; one abstained. Motion carried.

Facilities Committee update:

- Rick reported that, while the contract has not yet been signed, we have been authorized to say that The Miller Hull Partnership has been selected as the “preferred architecture firm” for the upcoming Central Library renovation. Miller Hull is based in Seattle and has substantial experience in the design and renovation of public libraries throughout the Pacific Northwest.
- Representatives of Miller Hull and their team consultants [mechanical, electrical, civil and structural engineers, and landscape architects] met with City, Library and Public Works representatives at the Central Library on May 5 for a site visit scope review.
- Miller Hull is designing an initial conceptual phase and master planning for the project to more clearly define the scope and how that may fit into the project’s current budget. We don’t yet have an agreed schedule for this project yet. Certainly, there will be no construction until sometime in 2024.

Planned Giving project:

- Rick welcomed Rachel Myers as a follow-up to the video she prepared for Trustees to view at the April meeting.
- Rachel provided a screenshared presentation (*see Attachment # 1 for Developing our Planned Giving Program. Attachments are at the end of the minutes*) that outlines the reasoning, steps and questions surrounding having an organized Planned Giving Program:
 - Gift Processing & Gratitude
 - Donor Stewardship

- Fund Development Strategy
- Questions to Answer, Action Items & Next Steps

Rachel met with Kristy, the Trustee's representative, and Jenn Daly, a representative from Whatcom Community Foundation. Together they are working to define the roles of each entity and to work toward an MOU.

Rachel invited the Trustees to give some thought to a name for the Planned Giving Legacy Society and aim to decide at the next board meeting.

New Business:

- None

Agenda items for next meeting:

- Facilities Committee update
- Meet & Greet with Police Chief Rebecca Mertzig
- 2023 City Revenue & Budget Outlook: Andy Asbjornsen, Finance Director
- Continue Planned Giving conversation

Meeting adjourned at 4:27 p.m.

Next Regular Library Board Meeting – June 20, 2023 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment # 1: Developing our Planned Giving Program



Gift Processing & Gratitude

Roles

Gift Processing:
WCF Receives Gift

Different process
Legacy versus
Annual gifts -
JD will look into

Thanking Donors -
Both WCF
and BPL?

Processes

WCF Records Gift and Sends TY/Tax receipt

Depending on gift size, donor is recognized in Annual Report or other?

Donor indicates whether WCF can share info with BPL?

WCF adds donor to Thrive list?

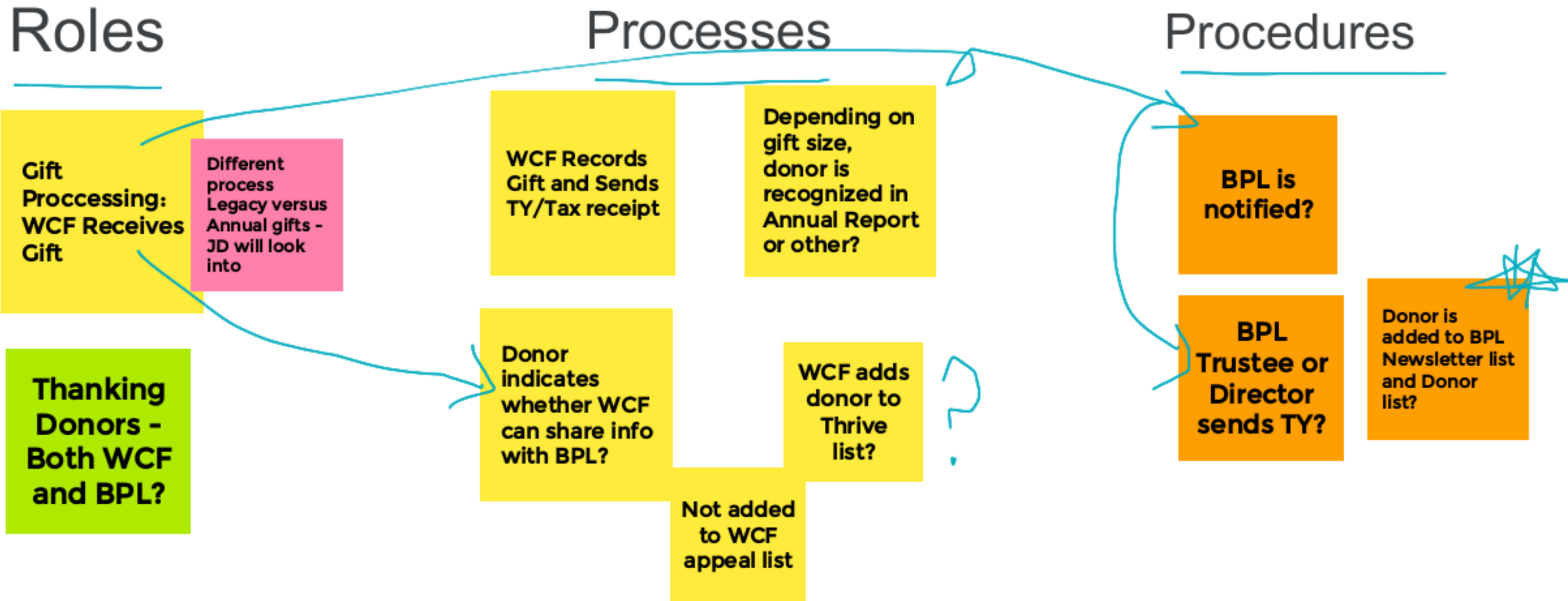
Not added to WCF appeal list

Procedures

BPL is notified?

BPL Trustee or Director sends TY?

Donor is added to BPL Newsletter list and Donor list?





Donor Stewardship

Roles

Maintain Donor Records - WCF Updates donor record with new info (address, etc)

Individual donor DBs or share quarterly the donor info?

Share donor info - WCF & BPL

Processes

WCF Includes Donor in Communications - events, newsletters, announcements

WCF Sends Donor Year End tax receipt?

How does BPL track and maintain the donor info?

Question for Wendy/ Rebecca

Stewardship Procedures

BPL invites donor to special library tour or ?

BPL Legacy Donors are recognized in a public way TBD

Depending on gift size, donor is recognized in WCF Annual Report or other?

BPL Staff/Trustees send a special "behind the scenes" update to legacy donors?



Fund Development Strategy

Roles

WCF and BPL meet annually to review funds, recent gift history and impact of fund dev strategies.

WCF staff and BPL Trustees meet annually to plan fund development strategies and tactics

Processes

BPL Trustee Philanthropy Liaison works with WCF to execute development strategies

WCF and BPL partner on Library Giving Day promotion and follow up

Procedures



Questions to Answer, Action Items & Next Steps

**Does BPL
receive info
about donors
who give via
Library Giving
Day?**

**How to share
info about
Planned
Giving with
the broader
community?**

**WCLF
collab?**

**There is limited
capacity on the side
of the Board of
Trustees and for the
WCF staff - where
do we want to focus
our time and energy
to make the biggest
impact?**

**If we are thinking
longterm about a
BPL Foundation,
what does that look
like now for the
interim as we build
towards that?**



Developing our
Planned Giving
Program



What roles does WCF play now?

What roles would we like them to play?

**What kind of
services and
support can
BPL expect
from WCF?**