



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

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**Board Members Present:** Rick Osen, Jim McCabe, Rebecca Craven, and Kendra Bradford  
**Board Members Absent:** Kristy Van Ness  
**City Council Library Liaison:** Absent  
**Library Staff:** Rebecca Judd, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins  
**FOBPL Representative:** Carol Comeau, Friends of BPL Board Liaison

**Call to order and introductions:** Regular session was called to order at 3:32 p.m. by Chair, Rick Osen. In recognition of National Native American Heritage month, Rick read our Land Acknowledgement from the agenda.

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

**Public comment:** no comments.

**Consent agenda:** Rick commented that he was glad to see the Western Front article (in packet) promoting use of the library.

Rick mentioned, as noted by Rebecca Craven at last month’s meeting, there has been a sharp shift in circulation from physical to digital resources. Our year-to-date circulation totals are down over 4% from 2019 to 2023, with digital circulation up by about 160,000 items while physical circulation is down approximately 209,000. He added that another perspective is that in 2019 digital materials were 16% of our total circulation whereas in 2023 they are 28% of our total circulation. This helps to explain the drop in library visits. Total holds are up 7% from 2019. Jim McCabe moved to approve the October 17, 2023 Regular meeting minutes and the October 2023 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

**Board Chair report:**

- Rick noted that the Board committed to reviewing the Land Acknowledgement annually. It was decided no changes to the Acknowledgement are needed at this time.

- Concerning the upcoming renovation, Rick reported an official notice to proceed was sent by the City to Miller Hull. It is expected that meetings will be scheduled starting in December to begin the design process. We are expecting an accelerated design process, since the majority of funding for this project is from ARPA funds which must be encumbered by the end of 2024. The project must be bid and under contract by 12/31/2024.
- Concerning the Planned Giving initiative, Rick reported that consultant Rachel Myers has been drafting documents related to this initiative and has reviewed them with Kristy and Rick. Updated versions of these documents will be brought to the Board as a whole for discussion at the December board meeting, which Rachel will attend.
- Rick shared that Seattle Public Library, along with Boston, LA County and San Diego Public Library, has joined Brooklyn Public Library's [Books Unbanned](#) initiative offering free e-cards and access to banned or restricted titles in ebook or digital audiobook form. More than 6,000 young people across the U.S. have signed up, checking out books more than 55,000 times.

#### **Board member reports:**

- No reports.

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

- Carol announced the Friends are preparing for a full-size January book sale. It will be a 3-day sale with longer hours.
- The Friends are working on their 2024 budget. Rick and Rebecca Judd attended the last Friends' board meeting. At the meeting, the Friends immediately approved funds to purchase light therapy lamps for circulation. Rebecca Judd added that Jon and his staff have been researching models and packaging. Kendra asked how we will let patrons know these are available to check out. Rebecca Judd and Bethany answered that outlets would include the e-newsletter, a tile on our website, and social media.
- Carol commented that the Friends are thrilled the freight elevator is working.

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

- Rebecca announced that Katrina Buckman will be joining us on December 1, as our new Head of Public Services.
- Cascadia Daily News is doing a year-long series on homelessness. One of the segments is an article on services for those experiencing homelessness at the library.
- Rebecca said that she will be bringing a draft 2024 Action Plan to the Board at the December board meeting with the hope of approving it at January's meeting. She added she is working hard to keep the plan short and reasonable considering renovation design will be under way.

#### **2024 Regular Library Board Meeting Schedule:**

- Rick pointed out this is our typical schedule. All meetings will be in the Lecture Room, except for May. We will decide the location for the May meeting down the road, perhaps at the Bellis Fair branch. Kendra Bradford moved that the 2024 schedule be approved as written. Rebecca Craven seconded. Motion carried.

### **2024 Closure Days:**

- Rick said that, based on his experience, he strongly supports an All-Staff Training Day, not just for the training but also for developing staff interactions and morale. Rebecca Judd added that the document in the packet notes Christmas Eve as pending, but this has since been approved. She also mentioned that on December 31, 2024, which falls on a Tuesday, the library will close at 5 p.m. rather than 7 p.m. Rebecca Craven moved to approve the 2024 Closure Days. Jim McCabe seconded. Motion carried.

### **Trespass Appeal:**

Rebecca Judd began the discussion by noting that the Library had received its first Trespass appeal in a long time. Library procedure states that after a person has requested an appeal, the Library Director and Library Board will review the incident and reason for the appeal request.

Rebecca described an incident that occurred between 2 men on the plaza on September 23, 2023 that resulted in both men being trespassed for 1 year. She reviewed the appeal request by one of the men, Johnathan Roberson. After discussion with the Security and Information Attendants who responded to the 9/23/2023 incident, she recommended a reduction of the trespass for Johnathan Roberson from 1 year to 6 months.

The Board discussed the recommendation and also the trespass appeal procedures. Jen Vander Ploeg noted that the Library Rules of Conduct state:

A person trespassed from the library may appeal the trespass. Written trespass appeal procedures are available to the public. The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all trespasses that are issued for five years and over.

Rebecca Judd noted that the trespass appeal procedures would benefit from a review. The Board supported this direction. Rebecca Judd will work with Legal and bring a discussion back to the Board in early 2024.

Rebecca Craven moved that the Board accept the Director's recommendation to reduce Johnathan Roberson's trespass from 1 year to 6 months, ending 3/23/2023. Kendra Bradford seconded. Motion carried.

### **Trustee Training: An Overview of Library Collections:**

- Bethany provided a PowerPoint presentation, *Collection Development (see attachment #1, all attachments are at the end of the minutes)*.
- Jon added, in reference to Withdraw and Weed, that we are a one in/one out collection framework because we are at 100% capacity.
- It was also added that the Board intends to update our Level of Service standard for Materials. The current standard was developed in 2017 and since that time inflation with publishers has been high.

**New Business:**

- No new business

**Agenda items for next meeting:**

- Planned Giving initiative with Rachel Myers
- Draft 2024 Action Plan
- Election of officers.

**Meeting adjourned** at 4:50 p.m.

**Next Regular Library Board Meeting – December 19, 2023 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

**Attachments:**

- Attachment #1: Collection Development

# Collection Development

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LIBRARY BOARD MEETING  
NOVEMBER 2023

1

## The life cycle of physical materials:

- Selection
- Acquisitions
- Cataloging & Processing
- Circulation & Collection Maintenance
- Weeding

2

## Selection, briefly

- Selection conducted by librarian team
- Selectors use the Collection Development Policy to guide their selections and build collections
- Tools to assist in selection:
  - Professional, critical reviews
  - Baker & Taylor curated carts
  - Community interest/need
  - Patron suggestions (Can't Find It? Form)

3

## Acquisition & Processing

- Purchasing items from our vendors
- Cataloging
- Processing

### Unique Collections

- Book Club Kits, Check Out WA Kits
- Local Author collections
- Community Voices and Since Time Immemorial kits

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## Circulation

- Conversions
- Moving to branches
- Collection Review, repair

## Withdraw and Weed

- De-selection just as important as selection
- Helps keep collections clean, current, relevant and provide space for new materials
- Discarding books can be mentally & emotionally hard

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## Community Input and Feedback

### **Purchase Suggestions**

Patron wants an item not in the collection

1. Can't Find It? Form completed
2. Form submitted
3. Item either purchased, requested through Interlibrary Loan, or declined.

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**Materials complaints and challenges:**

- We are committed to serving everyone in our community with collections that are inclusive and meaningfully responsive to a wide variety of interests, experiences and viewpoints.
- We do have a formal Request for Reconsideration process and form. We take all formal requests seriously.