



Regular Meeting of the Library Board of Trustees
Tuesday, February 18, 2025 – 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: Rebecca Craven, Kristy Van Ness, Kendra Bradford, Deborra Garrett, and Shirin Deylami
City Council Library Liaison: Hannah Stone
Library Management Staff: Rebecca Judd, Annette Bagley, Katrina Buckman, Jon McConnel, Jennifer Vander Ploeg and Madeline Rosenvinge
FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison
Guest Presenter: Jenn Daly, Marcus Warolin, and Brad Tuininga from Whatcom Community Foundation

Call to order and introductions: Regular session was called to order at 3:32 p.m. by Chair, Rebecca Craven.

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

Public comment: None

Consent agenda: Kendra Bradford moved to approve the January 21, 2025 Regular Meeting minutes and the January 2025 Performance and Activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

- Madeline Rosenvinge will investigate whether we can remove Fairhaven Auditorium fees from the Library budget since that is managed by the Parks Department now.

Board Chair report:

- Rebecca Craven submitted her first newsletter article to the Friends and had her first meeting with the Mayor last week. She enjoyed these meetings and the chance to build relationships.

Board member reports:

- None

City Council liaison report:

- While the State is in the midst of a legislative session, Hannah Stone wanted to express appreciation for our partnership and all the work Rebecca Judd is doing to keep library needs at the forefront of the conversation. It is a busy time, but the City is making a lot of progress despite the changing political climate and budget constraints.

Friends of BPL report:

- The next Friends annual meeting will be April 19, from 10am-12pm. Katie Bray will give a book talk, and Pat Holden from Public Works will speak about emergency preparedness. At the March FOBPL board meeting, the board will discuss how much funding they can commit to the Library renovation project.

Library Director report:

- Mayor Kim Lund communicated to all City staff procedures to follow if ICE enters a City facility.. ICE officers are not allowed in staff areas but are allowed in public spaces. Staff are advised to call the Mayor and the City attorney in the event that ICE officers appear. Rebecca Judd asked that Library staff call Rebecca as well.
- Library Legislative Day was held on February 5, and Rebecca Judd was able to meet with Rep. Joe Timmons, Rep. Alicia Rule, and Sen. Shewmake's legislative aide to talk about the Central Library interior renovation, and the request for \$1M in Local & Community Project funds. Following, Legislative Day, Rebecca met with Library Directors from across the state for a 2-day retreat in Tumwater. Budgets were a major topic at the retreat, especially proposed reductions to the WA State Library.
- Whatcom County Library System Trustees will be voting soon on a proposal to put a levy lid lift on the August 2025 ballot. If approved, Executive Director Christine Perkins would like to attend a BPL Board meeting to discuss the proposal. Rebecca will be reaching out to the State Library about the possibility of a regional retreat for Library Trustees which would allow an opportunity to meet with WCLS Trustees, as well as other Trustees from neighboring Counties.
- Kendra Bradford asked for a definition of "meeting in a bag" on page 32 of the packet. Jon McConnel responded that it was an initiative of the City's Planning Department and intended to be a way for people to give feedback on the Comprehensive Plan. The Planning Department team put together a tote bag with all the equipment needed to do the Comp Plan exercise and asked if the Library could circulate the kits to community members. Jon explained this was a good example of the One City endeavor.
- Rebecca Craven asked for an explanation of the One City concept. Rebecca Judd responded that Mayor Lund brought this vision to the City. Instead of each department working in silos separate from each other, we are all One City working together. With this in mind, we had a One City all-staff meeting in January for City employees to come together as a more unified City government.

Open Public Meetings Act and Public Records Act:

- Madeline Rosenvinge provided an overview of these laws and their requirements: "The Washington Open Public Meetings Act, codified in chapter 42.30 RCW, requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose district, be open to the public. The Public Records Act (PRA) is a law of the U.S. state of Washington requiring public access to all records and materials from state and local agencies."

Staff Safety and Mental Health/Welcoming Public Space update

- Rebecca Judd had an opportunity to contribute to a Bellingham Herald article about winter shelter, and to communicate the urgent need for daytime shelter in our community for those experiencing homelessness. We have felt the lack of daytime shelters acutely this winter, and the level of sheltering at the library is unsustainable.
 - Kristy Van Ness noted that the Herald article was well-rounded and the other articles in the packet were helpful in showing a wider range of thoughts on the issue.
 - Kendra Bradford asked whether there were more daytime sheltering options in the past and what has changed this year. Rebecca Judd explained that in the past, Lighthouse Mission allowed more people to stay at their facility during the day, but that daytime use is now restricted. On the coldest days of the winter, Lighthouse Mission did allow daytime use and the impact on the Library's public space was immediate. Katrina Buckman, Head of Public Services, noted that it was the first Sunday with no incident reports since she started working here. Annette Bagley, Jon McConnel, and Katrina Buckman are pulling together data about incident reports on days when there are other shelter options.
 - Carol Comeau mentioned that when she dropped a book off on Monday when the Library was closed, it was raining hard and a lot of people were camped out in front of the Library. This reinforced to her how much of a resource the library is and that it can't continue being the only place for people to go.
 - Hannah Stone noted that Whatcom County Health and Community Services is tasked with providing care for the community during severe weather events. This winter, County staff stepped in to help, often going into overtime. Finding providers to support operations is the biggest challenge everyone is facing.

Budget Planning Update

- No notes

Central Library Renovation Update

- No notes

2025 WCF Disbursement

- Whatcom Community Foundation 2025 annual distribution: Deborra Garrett made a motion that the 2025 annual designated distribution from the Bayview Fund, the Designated Endowment Fund, and the Dorothy and Harris Gonsalves Bellingham Public Library

Endowment Fund be deposited into the Bellingham Public Library's Gift Fund. Kendra Bradford seconded. Motion carried.

- Deborra Garrett made a motion to put the 2025 Muldrow-Bragg distribution into the spendable account at WCF. Kristy seconded, motion passed.

2025 Funding Presentation

- Jenn Daly, Marcus Warolin, and Brad Tuininga from the Whatcom Community Foundation came to discuss a fundraising plan for the Library's capital improvement project. After a review of the fundraising plan numbers (*see Attachment #1 for Bellingham Public Library – Capital Fundraising Effort Tracking handout*), and after Board discussion, Kristy Van Ness made a motion to authorize the Library Board of Trustees to borrow against the earnings of the Bragg-Muldrow endowment to support the Central Library's interior renovation. Specifically, the Board requested that WCF facilitate this by transferring \$1,589,093 (or the current value) from the endowment's earnings account into a short-term investment account, ensuring funds are available for project-related expenses if/when needed. Additionally, the Board requested that WCF prepare the necessary documents to formalize this borrowing arrangement, with the explicit understanding that any disbursed funds will be repaid through future fundraising efforts or by reinvesting annual disbursements until the full amount is restored to the earnings account. The BPL Board authorized the Board Chair to sign these documents once they have been prepared and approved by the WCF Board. Kendra Bradford seconded the motion. Motion passed.

Board Committees Discussion

- Postponed until next month

New Business:

- None

Agenda items for next meeting:

- Board committee discussion

Meeting adjourned at 5:02 p.m.

Next Regular Library Board Meeting Tuesday, March 18, 2025 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Bellingham Public Library - Capital Fundraising Effort Tracking

Sources	Funds in Hand	Funds Committed	Funds Estimated	2025		Notes
				Fundraising Goal	Fundraising Goal	
BPL 2024 Commitment (\$1M)						
Spendable in Bragg/Muldrow Endowment as of 12/31/24	\$657,176					Bragg/Muldrow spendable as of 12/31/2024 when the BOT committed these funds to the capital effort. unrestricted funds raised and on-hand in 2024 when the BOT committed these funds to the capital effort.
Funds BPL has on hand committed to capital in 2024	\$342,824					
Folli Estate Gift	\$100,000					
Friends of Bellingham Public Library						
Capital Pledge		\$5,000		\$250,000		Conversations ongoing. Decision expected 3/2025
\$5,000 Match for Library Giving Day						
Individual Major Gifts						
Celedo Fund (WCF)		\$100,000				
Major Gift (WCF)	\$15,000					
Major Gift (WCF)	\$5,000			\$600,000	\$400,000	
Other, to be identified						
Grants						
Jerry H. Walton Family Foundation	\$10,000			\$350,000		max capital request is 10% of fundraising goal
Norcliffe Foundation						
Public Fundraising Efforts (BPL)						
2025 Public Fundraising Campaign				\$105,000		
2026 Public Fundraising Campaign					\$125,000	
Other						
Bragg/Muldrow Endowment Earnings						
2025 Bragg/Muldrow Endowment Spendable		\$279,627				Applied to spendable in January 2025, not included in BPL 2024 commitment
2026 Bragg/Muldrow Endowment Spendable			\$200,000			Conservative estimate based on historic average of a 4% spending rate and fund balance of \$5M
TOTALS						
Total Funds Identified:	\$1,130,000	\$344,627	\$450,000			\$1,924,627
2025/2026 Fundraising Goals:				\$1,055,000	\$525,000	\$1,580,000
Philanthropic Fundraising Goal:	\$3,500,000					\$3,500,000

	1/31/2025
Corpus	3,440,727
Earnings	1,589,093
PY Spendable	657,176
2025 Spendable	239,628

Spendable taken on : 1/1/2026
 Loan taken on 1/1/2026
 What would be 1/1/26 spendable estimate
 estimated loan of \$1M

The Robert Bradd & George Muldrow Endowment for BPL

