



**Regular Meeting of the Library Board of Trustees
Tuesday, August 19, 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, Kendra Bradford, and Deborra Garrett

City Council Library Liaison: Hannah Stone

Library Management Staff: Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Madeline Rosenvinge

FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison

Guest Presenter: None

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, Rebecca Craven.

Approve/modify agenda: Deborra Garrett moved to approve the agenda. Kendra Bradford seconded. Motion carried.

Public comment: One member of the public submitted contact information; no public comment.

Consent agenda: Deborra Garrett moved to approve the July 15, 2025 Regular meeting minutes and the July 2025 performance and activity measures and financial reports. Kendra Bradford seconded. Motion carried.

Board Chair report:

- Nothing to report.

Board member reports:

- Nothing to report.

City Council liaison report:

- Hannah Stone reported that City Council recently discussed the need for more library space at Barkley. In a follow-up conversation, Talbot Group representatives noted that negotiations/discussions are underway to move forward with this.

Friends of BPL report:

Carol Comeau reported:

- The Wander Brewing fundraiser raised \$870.
- A \$250 donation will be given to the Whatcom Community Foundation for the Renovation Fund.
- The 2026 book sales will include a January sale for certain, a likely May sale, and a probable cancellation of the September sale due to the Central Library renovation.
- The Friends continue to encourage donations to the Renovation Fund.

Library Director report:

Rebecca Judd reported:

- A correction to last month's report: the Cascadia Daily News charge should have been \$108, and a Cascade Natural Gas charge of \$2,400 was omitted.
- Congratulations to WCLS on their recent levy success!
- Thanks to the Friends for attending the Parks Department PROS Open House in August.
- Board members are invited to attend a September 25 WCF nonprofit event from 4-6 p.m. at Kulshan Trackside; Bethany Hoglund and Annette Bagley will attend.
- As part of the City of Bellingham Comprehensive Plan, the Library has been asked to present the Bellingham Public Library Facilities Master Plan to City Council in September for formal adoption.
- The Talbot Group presented to City Council about the Barkley development. Councilmember Stone spoke to the need for additional library space.

Board questions and discussion:

- Kendra Bradford asked why recent events are being held at Hotel Leo instead of the Library. Annette explained that the Library could not accommodate the expected attendance. Hotel Leo can seat 160 people at tables. Registration for two upcoming events is nearly full.
- Kendra asked about "nonbillable client interactions with HEART" on page 35. Katrina Buckman explained that Lake Whatcom Center requires full names for billable interactions, but the Library asked them to include all interactions regardless of name.
- Deborra Garrett asked about the total number of staffed HEART hours. Katrina Buckman will follow up with more detail.

Policy Retirement Discussion: Rebecca Craven noted that Deborra Garrett and Shirin Deylami were emailed the policy documents for review. Due to their straightforward nature, a Policy and Personnel committee meeting was not scheduled. There was no further discussion about the retirement of the policies. They will be presented as an action item at the next Board meeting.

Board training schedule and outreach calendar draft: Rebecca Judd outlined the Board training and Outreach calendar draft schedule in the packet. There was no further discussion. Rebecca will bring a draft 2026 training schedule to the Board at year-end. She noted that Madeline Rosenvinge and Kate Dunphy will be revising the onboarding procedure for new Board members in 2026, in consultation with the Board.

Staff safety and mental health/welcoming space update

Rebecca Judd reported:

- The survey work of Library property is complete. Thank you to Public Works for their help on this project. The final report will be filed with Whatcom County.
- Rebecca Craven asked if there is a formal agreement between the Library and the Parks Department regarding oversight of Lee Memorial Park. Rebecca Judd said there is not an official agreement, but discussions are ongoing. Deborra Garrett asked about trespass enforcement. Katrina Buckman explained that Library exclusions and trespasses can extend to the park, and Parks has authorized security to extend park exclusions and trespasses to the Library if necessary.
- Due to the number of after-hour incidents in Lee Memorial Park and the Library grounds, the Library is in conversation with Parks and Public Works about restoring overnight security coverage. In addition, we are exploring whether it might be necessary to turn off the external Wi-Fi boosters that were added during COVID.
- Library Incident Report data is being collated to support conversations in the community about shelter-related needs, such as camping and storage.
- A cleanup of Lee Memorial Park is scheduled for September.

Central Library Renovation update

Rebecca Judd reported:

- Design work is moving forward with \$8.5 million in secured and pending funding.
- The existing contract with Miller Hull will be revised.
- Two state grants will be presented to City Council in September.
- Graphic designer Katrina Lyons will be working on pieces to support fundraising, based on a scope of work approved by the Fundraising committee.

Budget Planning: Rebecca Judd noted that if service reductions are necessary in 2026 due to budget constraints, a Sunday closure is the preferred option, over Saturday afternoon. A Sunday closure allows better coverage on the days we are open, and is a safer option with limited staff.

New Business:

- None

Agenda items for next meeting:

- Policy retirement vote
- Katie Bray's Libby Level-Up presentation

Executive session:

- The Board went into Executive Session at 4:25 p.m. to discuss a potential lease agreement at the Bellis Fair Mall. The executive session was for information only and no action was taken. Board Chair Rebecca Craven called the meeting back to order at 4:45 p.m.

Meeting adjourned at 4:45 p.m.

Next Regular Library Board Meeting: September 16, 2025 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees