



Regular Meeting of the Library Board of Trustees
Tuesday, January 20, 2026 – 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: Daniel Hammill

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 3:34 p.m. by Chair, Rebecca Craven.

Approve/modify agenda: Shirin moved to approve the agenda. Deborra seconded. Motion carried.

Public comment: One member of the public provided public comment.

Consent agenda: Deborra moved to approve the December 16, 2025 Regular meeting minutes and the December 2025 performance and activity measures and financial reports. Kendra seconded. Motion carried.

Board Chair report:

- None.

Board member reports: Shirin Deylami noted she is preparing questions for the Library Director review.

City Council liaison report: Chair Rebecca Craven welcomed Dan Hammill as the new City Council Liaison. Dan introduced himself, sharing his background and experience, including 12 years on the Council and a focus on human services, housing, and homelessness.

Friends of BPL report: Carol Comeau reported that the Friends book sale is scheduled for next week. The Friends Board meeting will be held tomorrow to vote on Library funding requests, with more details to follow next month.

Library Director report: Rebecca Judd reported that both upcoming Library events are expected to be at full capacity. She highlighted December statistics, noting significant activity at the Barkley branch in 2025. Kendra Bradford asked about Fairhaven Auditorium fees listed on page 12 of the report; Rebecca confirmed these should be removed in 2026 reports. Shirin Deylami inquired about the Fairhaven elevator repair. Jennifer Vander Ploeg explained that the missing part is difficult to source, and there is no timeline yet for completion.

2026 Action Plan – Action Item Rebecca Judd noted an addition to the last bullet under “Inform and Involve” to include 1% for the Arts and centering youth voices. Kristy Van Ness moved to approve the 2026 Action Plan. Shirin Deylami seconded. Motion carried.

2026-2027 Bridge Strategic Plan (see packet materials) – Action item Kendra Bradford moved to approve the Bridge Strategic Plan. Deborra Garrett seconded. Motion carried.

Incident and Behavioral Health Data: Nov/Dec 2025 (see packet materials): Katrina Buckman reported a decrease in incident reports during November and December, compared to October. Kristy Van Ness noted that the Library system recorded approximately 1,400 incidents in 2025 compared to 54 at Whatcom County Library System. Deborra Garrett confirmed that the excerpts presented accurately reflect routine occurrences and invited Trustees to look at a detailed report if interested. Katrina added that aggravated behavior increased in 2025 compared to 2024. Shirin Deylami asked about monitoring outside areas during renovation; Katrina stated discussions with the security team are ongoing.

Mayor’s Office update (see packet materials): Janice Keller, Deputy City Administrator, provided updates on the Mayor’s priorities, including plans for a long-term day shelter to coincide with the Central Library renovation closure. She emphasized collaboration across departments and improvements to agenda processes for better community engagement. Janice also shared updates on legislative advocacy and funding efforts, including requests for earmarked funds for the day shelter. Rebecca Judd noted that federal funding requests for capital improvements to the exterior of the Central Library remain active.

Central Library Renovation Update: Rebecca Judd, with Jennifer Vander Ploeg and Caleb Savage, presented the latest schematic design plan, including bid alternates and additional projects (*See attachment #1 at the end of the minutes*). They discussed cost considerations, HVAC limitations, and fundraising strategies. Kristy Van Ness moved to recommend continuing with the schematic design plan, bid alternates, base scope, and additional projects as identified by Library staff. Shirin Deylami seconded. Motion carried.

Fundraising Committee Update: Kristy Van Ness reported that Library Giving Day is scheduled for April 1. She moved to allocate Library Giving Day funds and 2026 Muldrow Bragg spendable funds

toward the renovation project. Kendra Bradford seconded. Motion carried. Bethany Hoglund summarized the Capital Campaign Committee kickoff meeting, emphasizing relationship-building and community engagement.

Day Shelter Advocacy Committee Update: Deborra Garrett reported ongoing collaboration with City and County officials to explore solutions for a day shelter. Carol Comeau added that she met with the County's Emergency Services Manager, Deborah Arthur, and will continue outreach efforts.

New Business:

- None

Agenda items for next meeting:

- The Lifecycle of a Library Item presentation from Jenni Johnson, Community Relations Specialist

Meeting adjourned at 5:04 p.m.

Next Regular Library Board Meeting Tuesday, February 17, 2026 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Central Library Interior Renovation – Project budget estimates as of Jan 20, 2026

BUDGET OVERVIEW

PROJECT FUNDS	\$5,500,000.00	
GRANTS (after admin fees)	\$2,949,100.00	
TOTAL AVAILABLE FUNDS		\$8,449,100.00
A&E (Miller Hull Architects)	\$1,149,726.00	
OTHER SOFT COSTS:		
TEMP SPACES/MOVES	\$95,000.00	
PW PROJECT MANAGEMENT	\$100,000.00	
COMMISSIONING, PERMITS, ETC	\$38,000.00	
TOTAL SOFT COSTS		\$1,382,726.00
ADDITIONAL CONSTRUCTION COSTS:		
1% ARTS	\$85,000.00	
WSST (9.1%)	\$660,000.00	
TOTAL ADDITIONAL CONSTRUCTION COSTS		\$745,000.00
AVAILABLE FOR CONSTRUCTION		\$6,321,374.00

Cost Estimate at 100% Schematic Design

			General Construction	HVAC	Total	
Floor	Area	Description				
Base Scope	All	All	Tune up boiler, replace pumps, replace heat pump, tune up ventilation system		\$948,907.00	\$948,907.00
	Ground	All	Reconfigure ground floor	\$2,774,150.00		\$2,774,150.00
	Ground	Program Room, Staff work area, Break room/FOBPL	Update ground floor heating and add A/C where possible within electrical constraints (smaller/enclosed areas only)		\$595,728.00	\$595,728.00
	Closed stacks	All	Abate asbestos tiles in Children's public stacks, encapsulate all other tiles	\$31,828.00		\$31,828.00
	Upper Mezz	All	Reconfigure upper mezz	\$1,963,958.00	\$15,168.00	\$1,979,126.00
	Total Base Scope - Construction					\$6,329,739.00
	Target MACC (Maximum Allowable Construction Cost)					\$6,325,000.00
Bid Alternates	First/Main	Restrooms	One of existing restrooms replaced with two gender-neutral restrooms	\$145,534.00		\$145,534.00
	First/Main	Skillshare space	Enclose Skillshare space with glass wall and door (addition of separate HVAC)	\$58,819(est.)	\$41,181.00	\$100,000.00
	Bid Alternates					\$245,534.00
Total with Bid Alternates					\$6,575,273.00	

Additional Projects – Managed Separately

	Floor	Description	Funding Source	Budget	Project Lead	Notes
Additional Projects	First/Main	Relocation of Help Desk and Public Computer Stations	Jan. 2027 Muldrow Bragg Distribution	\$250,000	Library, Jen Vander Ploeg	Coordinate work/timing with Base Scope project
	All	FF&E (Furniture, Fixtures, & Equipment) Design and Procurement	Jan. 2028 Muldrow Bragg Distribution	\$250,000	Library, Jen Vander Ploeg	Budget to include Miller Hull design allowance