

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, February 17, 2015 – Central Library Library Board 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:** J. Gordon, Marilyn Mastor, Rachel Myers, Tom Barrett, and Rick Osen.

**Library Staff:** Pamela Kiesner, Janice Keller and Wendy Jenkins.

**Others Present:** June Hahn, WCLS Board representative; Faye Hill and Karen Hannah, Friends of Bellingham Public Library representatives; Jack Weiss, City Council Liaison; Michael Lilliquist, City Council.

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**Call to order and introductions:** Regular session was called to order at 3:30 p.m. by Chair, J. Gordon.

**Welcome new library trustee, Rick Osen:** J. welcomed Rick and invited him to introduce himself. Rick has lived in Bellingham since 1976 and worked for the WWU libraries for 36 years. His primary responsibilities were in facilities management, budget and personnel.

**Approve/modify agenda:** Marilyn Mastor moved to approve the agenda. Rachel Myers seconded. Motion carried.

**Public comment:** Michael Lilliquist commented that he was attending the board meeting for three reasons: he is interested in the proposed new building going in next to Fairhaven Branch; he wanted to meet the new board trustee; and he believes this will be an interesting year for the library and wants to be involved.

Karen Hannah handed out flyers for the Friends upcoming Spring Book Sale scheduled for March 5-7. She added that it will be cramped with tax aid going on at the same time.

**Consent agenda:** Tom Barrett moved to approve the January 20, 2015 minutes and the January 2015 performance & activity measures and financial report. Marilyn Mastor seconded. Motion carried.

**Board member reports:** Tom contacted Barkley Company to follow up on the library being allowed to use the currently empty office space adjoining the reading area – he thinks this space will soon be available for library use. Tom took the opportunity to inform Jeff Kochman about all of the ways we promote the Barkley Branch.

Rachel announced she will be hosting this year's Whatcom READS! main event at the Mount Baker Theatre, and introducing Mayor Linville.

**City Council liaison:** Jack reported Council will soon be updating the City's Comprehensive Plan, including the Capital Facilities component. A public meeting is scheduled for March 17 at the Squalicum Boathouse.

**Library Director report:** Pam distributed the new board roster to the trustees.

WLA is scheduled for April 15-17 at the Tulalip Conference Center. We have about 17 staff members going, with at least 3 staff presenting. Detailed schedule information will be sent to the trustees.

Janice has prepared an Op-Ed for the Herald, *Library connects our community with each other and the world*, which should print this week.

Pam will schedule her performance appraisal by the board for the March board meeting – this will be in Executive Session. At Rachel's request, Pam will send out the city's appraisal form to trustees for their review.

Pam attended the State Directors' meeting last month, preceded by a day-long meeting of municipal library directors. Marcellus Turner, Director of Seattle Public Library, called the meeting of municipal directors to discuss sustainable funding. Seattle is half-way through their 7-year levy and Spokane's levy runs out at the end of 2017. It was a good discussion about potential funding options including state funds for capital projects once a project is "shovel ready."

Subjects covered at the all directors' meeting included:

- A marketing presentation, by OrangeBoy, on targeting young adults
- An attorney presentation about library legal issues
- Pam did a presentation on the Library Council of Washington
- The Secretary of State, Kim Wyman, discussed co-locating the State Library with Archives and possible legislation to keep kids safe in libraries

The Burlington Public Library Director is retiring.

We issued an RFP for a new Integrated Library System which closes on February 27.

Pam is meeting with Myron Carlson, Facilities Manager, about two maintenance items on the docket for facilities: carpeting and roof replacement.

Pam met with David Strauss, the architect who designed the new Ferndale Library, at his request.

Pam will be helping the YMCA with their annual fund-raising campaign.

**WCLS Trustee report:** June Hahn reported that their board discussed having their representative provide a report to the BPL board and agreed to the idea. South Whatcom Library will be re-opening soon in a temporary location. Their board is also working on a performance evaluation for the director, Christine Perkins. OrangeBoy is going to be hosting a webinar for them next week about marketing for libraries.

**Building next to Fairhaven Branch:** David Christensen, from Christensen Design Management, provided building plan information concerning the new building next to the Fairhaven Branch – they are calling it the Orca Building. The current design is for a 15,000 square foot, 2-story building. David proposed that, in exchange for a temporary building easement and a permanent footing easement, the builder will provide a terraced plaza with landscaping on the south side of the Fairhaven Library. David asked the Board for a recommendation supporting this design and the easement. After discussion, it was decided that Pam would draft a letter conveying that the Board supports, in principle, the idea of the design, subject to review from the city, including Parks and other appropriate city departments.

**Financial report 4<sup>th</sup> quarter 2014:** Pam reported that we spent 98% of a 4.1 million budget. The remaining balance was primarily in personnel costs due to vacancies; a portion of the balance is being re-appropriated to our 2015 budget.

**Whatcom Community Foundation:** Pam received from the Foundation the yearly Bayview Fund grant distribution totaling \$1,800.06. Tom Barrett moved the distribution be placed in the Library Gift Fund to be available for planning purposes. Marilyn Mastor seconded. Rachel Myers abstained. Motion carried.

**Personnel update:**

- 2014 Staff Development report: in the packet is an overview of staff continuing education. The first spreadsheet documents the trainings we paid for. The second spreadsheet documents free training that staff participated in. Including the Friends staff development funding, we spent nearly \$10,000 on continuing staff education. J. conveyed the Board's support for this critical training with the variety of new devices and formats in libraries.
- Vacancies update: Pam informed the board that testing will be happening at the end of February for the two open Library Clerk 2 positions, followed by interviews early in March. She hopes we can fill the positions, and following training, be able to expand open hours at both branches by the end of April.

Pam also updated the Board on Madeline's reduced schedule and the Acquisition Specialist's upcoming retirement. Anytime there is a vacancy, Pam and the management team review the job description and take a look at the overall organization of the library. Pam has been communicating with staff about reorganizations and cross-training that will provide more flexibility and back-up. She will present an updated organization chart review on the board's agenda soon.

**Strategic Planning:**

Outreach Committee: the committee is committed to reaching out to neighborhood associations and businesses so that when we ask for community support, they will know us. Tom reported that this past month he:

- Attended the City Hall birthday party where he met Roxanne Murphy, Councilwoman;
- Attended the Alabama Hill Neighborhood Association meeting;
- Met with Pam, Janice, Darby Cowles (Senior Planner) and Tara Sundin (Economic Development Manager) about joint planning opportunities. Darby's and Tara's current focus is on rehabilitating Maritime Heritage Park;
- Attended the Barkley Neighborhood Association;
- Will be attending the King Mountain Neighborhood Association at the end of March.

Facilities Committee:

- J. and Pam met with Rick Sepler (Planning and Community Development Director) and Ted Carlson (Public Works Director) about collaborating with the City on the Capital Facilities Plan and Feasibility Study for the Central Library.
- Rick Osen volunteered to be the 2<sup>nd</sup> board member on the Facilities Committee.

**New business:** Director/Board retreat: J. suggested that mid-year or fall would be a good time to hold a retreat, after the Comprehensive Plan is done. The Mount Baker Theatre Encore Room or Woodstock Farm were suggested as possible venues.

**Action items for next meeting:**

- Fairhaven Building (Orca Building) response
- Director's performance appraisal

**Executive session:** the board went into Executive Session at 5:11 p.m. for the purpose of hearing a labor negotiations update from Angela Beatty, HR Analyst and Pam Kiesner, Library Director. The Executive Session adjourned at 5:31 and the board went back into Regular Session. There was no action as a result of the Executive Session.

**Meeting adjourned** at 5:32 p.m.

**Next Regular Library Board Meeting – March 17, 2015** at the Central Library, 210 Central Avenue, Bellingham, Washington – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees