

# Bellingham Public Library



**Regular Meeting of the Library Board of Trustees  
Tuesday, March 15, 2016 – 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, Bethany Hoglund, Janice Keller, Jen Vander Ploeg and Wendy Jenkins.

**Others Present:** April Barker, City Council Liaison; Faye Hill, Friends of Bellingham Public Library.

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**Call to order and introductions:** Regular session was called to order at 3:34 p.m. by Chair, J. Gordon.

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

**Public comment:** No public comment.

**Consent agenda:** Marilyn Mastor moved to approve the February 16, 2016 minutes and the February 2016 performance and activity measure and financial reports. Rachel Myers seconded. Motion carried.

**Board members' reports:** Rachel shared that she received glowing feedback about Whatcom READS! One person referred to the Mount Baker Theatre event as "a magical evening."

**City Council liaison report:** April Barker reported City Council is discussing providing closed captioning on all City video screens. They are researching how other cities are handling this accessibility issue.

Albertsons will be closing their north side store on May 7, creating a food desert for many low income people without transportation. Albertsons owns the land and April is hoping they do not plan to let it sit vacant.

**Friends of Bellingham Public Library report:** Faye Hill, President, reported that the March booksale earned over \$11,000. The Friends are busy – the Ski-to-Sea sale is only two months away.

**Library Director's report:** Troi, one of our Clerks, is starting his MLIS degree as one of the iSchool's top admits, receiving a Dean's Fellowship. There are 5 other staff members, primarily Pages, who are working towards their Masters in Library Science. The Friends offer yearly scholarships to staff who are furthering their education in Library Sciences.

Pam attended and chaired a Library Council of Washington (LCW) meeting last week that was held in Olympia at the Temple of Justice at the Law Library. The acting State Librarian attended.

Pam distributed an updated copy of the Planning gift fund account.

Pam reminded trustees that the April board meeting will be held on Monday, the 18<sup>th</sup>, at Barkley Branch Library.

**Personnel update:** The new Clerk position – to enable us to extend Saturday hours at the branches – has moved up in the queue so it should be posted soon. We are aiming to extend the branch hours when we switch Central to summer hours after Labor Day weekend.

Jen Vander Ploeg has hired nine new pages.

Interviews for the Head of Information & Digital Services position were held on Friday. The top candidate's references were checked on Monday and an offer was made. Lola Estelle accepted the offer this morning. She has a Bachelor's Degree in English from Indiana University, a Master's Degree in Library & Information Science from the iSchool in Seattle, and a Master's degree in English Literature from WWU. She is currently a Solutions Architect with Ex Libris Group, a global provider of library automation technology.

### **Committee reports**

- **Outreach Committee:** Tom met with Michael Lilliquist to discuss the library and other items and he shared that Michael is a great library supporter.
- **Facilities Committee:** Pam provided a Comprehensive Plan/Planning Commission update:
  - Peter Moy, From FCS, spoke with City Council, on February 22, about the financial situation going forward: "General Fund Forecast and Sustainability Strategies."
  - Rick Sepler and Moshe Quinn, from Planning, provided City Council with an overview of Level of Service (LOS). They mentioned that the library now has a Facilities LOS.
  - Last week city administration met with union leadership to discuss financial sustainability.
  - Department Heads have been asked to review past documents related to this discussion including the *FAST Report – Fiscal Alternatives for Stability Taskforce*, the *2010 Capital Facilities Taskforce* report, and a 2014 COB study about improving administrative functions.
  - Department Heads were also asked to review their services matrix, considering what services are required by law (essential) and what are traditional.
  - The city is starting a new biennium process for the 2017-2018 budget and wants to plan ahead for sustainability. Pam suggested trustees attend or view City Council meetings.
  - The Planning Commission has proposed a language change in policy 60, "develop a plan for ~~explore the provision of additional~~ library services in the northern area of the city, including consideration of a branch library." April added that this

language has been in the document for 10 years; she would like to see action instead of words. Tom added that this is a planning document; if the language is there, it can open up possibilities.

- o Peter Moy recommended development of a regional fire authority, a metropolitan parks district, and a library district among other options. Pam told Department Heads that there has been an internal study on annexing with the county library, but not an in-depth cost benefit analysis. Trustees considered if this would be the best use of the feasibility study funds at this time, or if a programming study to determine how a library is operated now compared to 2007 would be more appropriate. The trustees will track the current Planning Commission process and Pam and J. will reach out to WCLS in the coming weeks. Pam will invite Brian Henshaw, Finance Director to come to a meeting to talk about the implications of districts. Rachel suggested a board work session in September if there is some movement with the reports and districts discussion.

**Discussion and possible action:**

- Extending elimination of fines on youth materials to adult card holders: Bethany Hoglund, Head of Youth Services, provided background information on the January 2013 elimination of fines for youth materials on youth cards. The goal was to increase the number of youth card holders and youth check outs. It has been very successful. There has been very positive feedback and it eliminated one of the barriers to service. There has been confusion for patrons about which cards will and will not assess fines on youth materials. We and WCLS are jointly proposing that we extend the elimination of fines on youth materials to all card holds to avoid this confusion and get books into children's homes. After discussion, Rachel Myers moved to accept the proposal to eliminate fines on youth materials for all card holders. Rick Osen seconded. Motion carried.
- Bellingham Public Library Level of Service standards: Pam asked the board if they would like to discuss and ratify other LOS standards such as drive time, distance, weekly open hours, materials collection size, to add to the square footage per capita LOS recently put in place. Rick suggested they work on 2 or 3 critical standards and offered to help with this. Top suggestions were open hours, materials collection and wait times for holds.
- Reciprocity with other libraries: Pam clarified this has come up because Upper Skagit has asked WCLS and BPL if we are interested in reciprocity. WCLS has reciprocity with Frazier Valley, Sno-Isle and Timberland – we do not, yet our collection is shared through the WCLS. Our intent would be for in-person, physical materials reciprocity, not including digital services. If the board agrees, Pam will have a small group of staff members work out the details. April added that it would be nice to see a measure on how many reciprocity cards are issued.

**Whatcom READS! report:** Janice Keller, Communications, Community Relations and Programming Manager, pointed out the last page of the packet with photos from Whatcom READS! It was a magical series of events with over 1400 attendees. The Mount Baker Theatre and Jansen Art Center events will be on BTV10 and on our website.

**New business:** No new business.

**Action items for next meeting:**

- Put together documents for LOS and reciprocity.
- April commented that she is pleased to see the online library card application that is good for 45 days, but is concerned that parental permission is needed under 18. Bethany

responded that she has a call into Northwest Youth Services to discuss teen issues and will know more later. Our goal is to identify and hopefully eliminate barriers to service for youth populations.

**Executive Session:** The Board of Trustees went into Executive Session at 5:00 p.m. James Erb, Senior Assistant City Attorney, provided information and direction on a potential litigation matter. No action was taken. The Executive Session was adjourned at 5:29 p.m. and went back into Regular Session.

**Meeting adjourned** at 5:30 p.m.

**Next Regular Library Board Meeting: Monday, April 18, 2016 – 3:30 p.m. at Barkley Branch Library, 3111 Newmarket Street, Suite 103, Bellingham, Washington**

ATTEST  
Secretary, Library Board of Trustees

Chair, Library Board of Trustees