

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees

Tuesday, March 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, Bethany Hoglund, Janice Keller, Jen Vander Ploeg and Wendy Jenkins.

**Others Present:** Jack Weiss, City Council Liaison; Faye Hill and Karen Hannah, Friends of Bellingham Public Library representatives; Julie Guy and Beverly Jacobs, Cordata Neighborhood Association.

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**Call to order and introductions:** Regular session was called to order at 3:33 p.m. by Chair, J. Gordon.

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

**Public comment:** Julie Guy, from the Cordata Neighborhood Association, commented that the association was formed 10 years ago and the first order of business was a request for a north side library presence. She has been working towards this ever since. There has been a lot of communication over the years and she wants to again impress upon the board how important a small satellite library presence is. There is available space to rent or possibly be donated if the library can provide a budget for a small staff and equipment.

Beverly Jacobs, also from Cordata, commented that her grandchildren go to the Fairhaven Branch Library, but she is an advocate for all city children, as well as for all citizens of the fastest growing neighborhood in the city; she pleaded for the board to consider a north side branch.

Karen Hannah handed out copies of the 2015 Friends' Newsletter and bookmarks advertising the upcoming Ski-to-Sea book sale May 20-23. She added that this will be her last board meeting as a Friends representative. She was thanked for her loyal service.

Faye Hill shared a pamphlet and information about her tour of the new San Diego Public Library – a 9-story structure that includes a charter high school on 2 of the floors. No General Funds were used to build the 185 million dollar library: 65 million came from private donations – individuals and corporations (with named pavers on the first floor); 80 million came from San Diego's former Downtown Fund (previously earmarked for a new library); 20 million from the California State Library; and 20 million from the San Diego school board (which bought them a 40-year lease for their charter high school). The building also houses a health center, a small police precinct and a top floor "people's penthouse," (which is already booked-up for 3 years of weddings).

**Consent agenda:** Wendy passed out corrected copies of the February Library performance & activity measures – Tom had alerted Wendy to a calculation error in the Total Holdings column. Jack Weiss pointed out that, in the Board minutes, his name was missing from the "Others Present" list though he was present. Tom Barrett moved to approve the February 17, 2015 minutes and the February 2015 performance & activity measures and financial report as amended. Marilyn Mastor seconded. Motion carried.

**Board members' report:** Rachel announced that the Whatcom County Library Foundation's Gala Fund-raising Dinner and Program will be held April 17, from 5:30-8:30 p.m. at the Shuksan Golf Club.

Rick thanked Pam and Janice for taking him on a tour of the library. He also mentioned he was recently interviewed for a spotlight feature in the upcoming issue of the Herald's Prime Time supplement.

**City Council liaison report:** Jack announced he would stepping down as a City Council member after completing this term (year end).

He informed the board that the County Executive and Sheriff have requested that the City Council come up with a recommendation about the jail bond that the County wants to put forward – possibly as soon as the primary election, August 4<sup>th</sup> or at the general election in November. This could limit the available bond capacity. This jail is the largest expenditure ever for the County and they do not have enough bonding capacity, so they are requesting all Whatcom County cities help with the 521 bed facility. They are proposing a 0.2% sales tax increase for 30 years to raise 7-8 million per year. A Special Meeting is scheduled for tomorrow night, March 18, in the Mayor's Board Room.

Jack shared a picture of a Free Little Library he constructed for the Geneva neighborhood.

**Library Director report:** Pam handed out copies of the Bellingham City Council Annual Report (also in the packet) which mentions the approved funding to expand the hours at Barkley and Fairhaven branches under the Access to Quality of Life Amenities legacy.

Patrons can now pay for fines online via our website (Bibliocommons) or the City's website.

Pam chaired the Library Council of Washington meeting in Olympia; the Deputy Secretary of State stopped in at the meeting.

She also spent two days of the past month in 114 AFSCME union negotiations.

The RFP for a new Integrated Library System (ILS) closed; five responses were received, which are currently being reviewed.

Pam met with Myron Carlson, Facilities Manager, concerning 3 items:

- Pam suggested that, rather than re-carpeting the whole building (at a high estimate of \$400,000), we only do high traffic areas (such as the Lecture Room and in front of the self-checkout area).
- Myron proposed re-roofing the building in 2015 or 2016, rather than in 2017 as a preventive measure.
- Facilities is ready to install security cameras (doorways and lower level hallways). We can activate them when we are ready; we are working on a policy.

Eleven candidates were interviewed for the two vacant Library Clerk positions; a decision is expected in the next week. We can then set a date for the extended hours to begin at the branches – end of April or early in May.

Rick will be attending one day of the WLA conference in Tulalip in April.

Thanks to Tom's communications with Jeff Kochman about the empty office space at the Barkley Branch, the space is now available for our use during open hours. The next board meeting will be held at Barkley.

**WCLS Trustee report:** No trustee in attendance.

**Whatcom Community Foundation:** We received the biannual activity statements for our endowed and non-endowed funds at WCF along with a letter from President Mauri Ingram and a check for \$8,900 – the distributable amount from our endowed fund. After discussion, Marilyn moved that the distributable amount be put into the Bellingham Public Library Gift Fund to be available for planning purposes. Tom Barrett seconded. Rachel Myers abstained. Motion carried.

**Budget update:** Pam pointed out the Library Department pages in the packet that were copied from the City of Bellingham 2015-16 Adopted Biennial Budget. The pages include a simplified organization chart, our mission statement, a description of services we provide as well as expenditure and revenue spreadsheets.

**Policy review:** There are two versions of the updated draft of the Confidentiality Policy in the packet – one showing marked-up changes and a clean copy. Jen explained the primary changes:

- A definition was added for 'Records': Information maintained in order to conduct operations of the library. Records include, but are not limited to: registration records, circulation records, materials request lists, financial information and computer booking records.

- A new section was added to Policy/Conditions: 5. Library encourages patrons to become familiar with the privacy policies of library partners and external websites.
- Under section 6: Patrons have access to their records, wording was added that patrons can allow others to access their record by "providing their physical card to the person they wish to have access."

Jack suggested reviewing the use of the word 'reputable' in the new section 5. Tom asked for clarification concerning allowing others access to an account – Jen responded that giving a person your library card gives them full access to your account. Placing a note on a person's account only allows for pick-up of holds. Rick suggested that new borrowers be made aware of the Confidentiality Policy. Pam will make the final edits for next month's board meeting.

**Strategic Planning:**

Outreach Committee: Tom has not been able to make contact with the King Mountain Neighborhood Association and suspects they are not functioning at this time. He plans to contact the Birchwood Association next.

Facilities Committee: Pam reported that Ted Carlson, Public Works Director, requested Department Heads forward any studies that have been done on their space. Pam put together a packet of information including the Strategic Plan, the old Facilities Needs Assessment and other documents. Ted is gathering the studies to give to a consultant.

**Building next to Fairhaven Branch:** Pam provided, in the packet, a draft memo to the City Planning and Community Development Department concerning the building planned next to Fairhaven Branch Library and she requested the Board's input. It was suggested the wording, "The trustees look forward to reviewing the final development plans... once the plans have been reviewed and approved by the city," be altered to offer an opportunity for the board to review prior to final approve – perhaps "prior to approval by the city," or "request to review the conditions that will be imposed." Pam and J. will finalize the memo.

**Operations update:** Janice reported Whatcom READS! was a huge success and thanked everyone, especially the Friends, for their involvement. There were 942 people at the main Mount Baker Theatre event. Daniel James Brown was a fabulous speaker. There were also overflow crowds at the Jansen Art Center in Lynden and the Fairhaven Auditorium. Janice gave special thanks to Katie Bray for spearheading the planning and to Rachel Myers for hosting the main event. A filmed clip is airing on BTV10 and is available to see on the library's Facebook page and YouTube.

Bethany reported the Whatcom READS! Teens and Kids events, featuring Eugene Yelchin, who wrote *Breaking Stalin's Nose*, went very well. There were over 100 attendees at the Whatcom Middle School event and Eugene also made three other visits to Whatcom County schools. She also thanked the Friends, whose donation made these events possible.

Pam announced the Whatcom READS! 2016 title is *A Tale for the Time Being* by Ruth Ozeki.

Janice handed out publicity materials for the April 27 Timothy Egan presentation, *Indiana Jones with a camera*. This event is co-sponsored with Village Books, Whatcom Museum and the Friends of BPL.

Janice also handed out a flyer for a series of three events, titled *Injustice & Intolerance, Where we've been, what we've learned*, that will be happening in April.

Library Snap Shot Day is also happening this April – a great opportunity to take photos and talk about what we love about the library.

**New business:** None.

**Action items for next meeting:**

- Confidentiality Policy final review
- Next meeting is at the Barkley Branch

**Executive session:** The board went into Executive Session at 5:06 p.m. to discuss the annual review of the Library Director. No action was taken as a result of the Executive Session and the meeting was called back into regular session at 5:47 p.m.

**Meeting adjourned** at 5:47 p.m.

**Next Regular Library Board Meeting – April 21, 2015 at the Barkley Branch Library, 3111 Newmarket Street, Suite 103, Bellingham, Washington – at 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees