

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, May 19, 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 Hogle, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins.

**Others Present:** Jack Weiss, City Council liaison; Lori Jump, WCLS Board representative.

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**Call to order and introductions:** Regular session was called to order at 3:32 p.m. by Chair, J. Gordon.

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

**Public comment:** No comment.

**Consent agenda:** Tom requested three changes to the April 21 minutes – all on page 3, under Strategic Planning, Outreach Committee:

1. First bullet: change "discussed the Comprehensive Plan" to "discussed the Library and the Comprehensive Plan"
2. Second bullet: change "Contacted April Barker" to "Met with April Barker"
3. Third bullet: change "Invited Jeff Kochman to the board meeting" to "The Outreach Committee invited residents of the Barkley condominiums and apartments to the board meeting"

Tom Barrett moved to approve the April 21, 2015 minutes as revised and the April 2015 performance & activity measures and financial report. Rick Osen seconded. Motion carried.

**Board member reports:** J. attended the Main Street 101 workshop at the RevitalizeWA conference. He reported that this is a national organization that provides materials and resources to bring more energy into downtown areas. Pam attended the Open Plenary session

which Mayor Kelli introduced.

**City Council liaison report:** City Council has been involved in ongoing discussion concerning the new jail being planned and the related sales tax vote that will most likely happen in November. So far, 6 of the necessary 7 cities have signed off on the sales tax option – Bellingham is the remaining city. City Council could be voting on this issue on June 15. The outcome will impact the ability to pass a bond for a new library.

Jack also reported that WTA is working on strategic planning. The first public comment opportunity is Wednesday, May 20 at 5:00 p.m. This plan will impact bus line routes to established and future libraries.

**WCLS trustee report:** Lori Jump reported that WCLS has hired a consulting firm, Orange Boy, to help with their Strategic Plan. They have also issued an RFP for a marketing consultant. Their board is discussing board development – are they doing the best they can with their responsibilities – and they are open to a joint session with the BPL board. They have a new Deputy Director and, as of this morning, a new Children's Director.

**Library Director's report:** Pam has scheduled Brian Henshaw, COB Finance Director, to provide a City finance update at the July board meeting.

The Friends Ski-to-Sea book sale starts tomorrow. Their Annual Meeting was held on April 25 with Christine Perkins, WCLS Executive Director, as keynote speaker.

Whatcom READS! 2016 is being organized. The featured book is *A Tale for the Time Being* by Ruth Ozeki. BPL is the lead agency for 2016; Janice is heading up the committee. As a glimpse into the structure, Pam explained there is a Whatcom READS! committee that meets monthly and also a Whatcom READS! Board of Directors made up of a representative from each partnering agency. This year Pam is the President of the board. A governing board was established so that they could become a 501c3 agency which is able to accept grants and gifts. This board meets quarterly.

Pam met with the Dean of Libraries for the Mongolian National University of Education, his interpreter and a representative from WWU. Pam led them on a tour of our facility. The Dean was very interested in our Connections.

Pam is involved in bargaining with two unions – AFSCME 114 and 114L.

At the Department Head retreat Pam recently attended, they discussed guiding principles and values that were developed years ago. Moonwater, from the Whatcom Dispute Resolution Center, facilitated.

Pam is one of several Department Heads that have been invited to attend a City Council retreat. She will provide a Library update.

Pam has been asked to be on the Board of Directors for the YMCA.

**Trustee education:** Summer Reading for kids, teen and adults – 2015

Summer Reading begins June 6 with the theme *Every Hero Has a Story*. Bethany handed out sample programs for each age group: birth to 5; 5-12; teens; and adults. Bethany thanked the board for their previous blanket approval for the teen fine forgiveness program. Rachel encouraged everyone to attend the Annual Craft Fair, calling it, "a phenomenal program."

### **Operations update:**

- New branch hours began May 4: Janice Keller reported the new hours launch has gone smoothly and we are receiving very positive feedback about the extra open hours as well as the newly adjusted open times for the branches. She reminded the board that Sunday closure will begin Memorial Day weekend and continue until after Labor Day weekend.
- Programs update:
  - The Timothy Egan event, *Indiana Jones with a Camera*, that was held at the Mount Baker Theatre on April 27, was a huge success with 1325 in attendance. People were thrilled that it was free of charge – that opened it up to everybody. It was filmed and should be available for viewing soon on BTV10 as well as our website, Facebook and YouTube pages. Pam added that the Mayor authorized the use of the Theatre as one of the City's free uses.
  - BA~CON 2015 was held this past Saturday, May 16, at the Syre Student Center. This event, which was created by Jennifer Lovchik, is in its' sixth year. It had 357 participants and over 30 vendors – it has blossomed into a wonderful community event.
- Single-point service desk: progress is underway for the move to a single-point desk that will be located in the space between where the current reference and circulation desks are. Facilities will start the remodel next Monday while the library is closed. The goals are to increase customer service (by not shuttling patrons between 2 separate desks), increase use of self-checkout stations, use staff more efficiently and improve the flow in and out of the building.
- Status report on staff vacancies: the posting for a Tech Services Specialist closes on Friday, May 22. With HR's new structure it has taken longer than anticipated to fill this vacancy. Madeline continues working part-time, telecommuting from home all days except for Wednesdays. Her job description is currently being worked on and will probably post in the fall. Interviews have just concluded for 5 open Page positions.

### **Strategic Planning:**

#### Outreach Committee:

- Tom reported he had a good talk with Gene Knutson (who is a big fan of Barkley Branch) and worked with April Barker to arrange attending Birchwood Neighborhood Association's September meeting.

#### Facilities Committee:

- Interview with Zervas Group on 4/27: J., Rick and Pam met with Sharon Robinson and went over the draft ideas discussed at the Board's last meeting. J. followed up with Sharon last week and, based on her analysis so far, she shared a few insights:
  - The current library building is not meeting the needs

- This building could be repurposed without a huge undertaking
  - Muni Court could use the main floor
  - Parks could use the lower level
- The Muni Court site would satisfy many of the library's assessed needs

Pam added that the Mayor recently asked her if we had started our feasibility study. Pam responded that we are waiting for the Facilities Master Plan to be completed. Pam suggested inviting Ted Carlson, Public Works Director, to the next board meeting.

**New business:**

- J. will contact Ted about the June board meeting.
- Rachel attended a planned giving training in Seattle – it is anticipated that in the next 5 to 8 years there will be the largest ever transfer of wealth through giving. Rachel suggested now is a good time to discuss promoting our Endowment Fund at the Whatcom Community Foundation. Rachel and Janice will meet and determine the best way for Rachel to share key elements and language with the board. Tom suggested all board members research planned giving in the meantime.

**Action items for next meeting:** The board will wait to arrange a retreat until after the Facilities Master Plan is complete, hopefully identifying if we will be staying in or leaving this building so we can proceed with our feasibility study. Some of the retreat time could be shared with WCLS.

**Executive Session:** The board went into Executive Session at 4:43 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 5:06 p.m. and the board went back into Regular Session. There was no action as a result of the Executive Session.

**Meeting adjourned** at 5:06 p.m.

**Next Regular Library Board Meeting – June 16, 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