

Bellingham Public Library



Regular Meeting of the Library Board of Trustees Tuesday, July 19, 2016 – Central Library 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: Rachel Myers, Marilyn Mastor, Tom Barrett and Rick Osen

Board Members Absent: J. Gordon

Library Staff: Pamela Kiesner, Lola Estelle, Beth Farley, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: Faye Hill, Friends of Bellingham Public Library

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Vice-Chair, Rachel Myers.

Approve/modify agenda: Pam requested adding an item to #7 under Facilities Committee: Proposed street/landscaping changes at Fairhaven. Marilyn Mastor moved to approve the agenda as amended. Tom Barrett seconded. Motion carried.

Public comment: No comments.

Consent agenda: Tom Barrett moved to approve the June 21, 2016 minutes and the June 2016 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

Board member's report: Rick, reflecting on an item from the Mayor's discussion with the board last month, is under the impression the Mayor sees the north-side branch/satellite and Central build/renovation as an either/or situation, but they are two different issues. Rachel talked with April recently and they both also got that impression. April intends to clarify if that was the Mayor's intent at their next meeting. Tom suggested trustees broach the subject with the Mayor if an opportunity arises.

Rachel shared (in April's absence) that April also plans to reach out to Ted Carlson concerning the Zervas report. They also think it would be useful to put north-side outreach on the agenda; perhaps have Bethany report on current Youth Services programs around the north-side, for instance in the schools and at the Madrona Clinic. A summary could be developed for sharing with the community. Pam suggested start-up and operational costs for a facility similar to Barkley could also be shared.

April also shared with Rachel that she met recently with WCC; one topic was the Learning Commons – WCC is waiting on state funding for this project to move forward. It was suggested it might be helpful if trustees contacted our state representatives about the WCC project. Rick offered to find out where the legislature budget process stands at this point.

Friends of BPL report: Faye gave greetings to the board from the Friends and reminded everyone of the next upcoming book sale: August 18-20.

Library Director's report: Pam sent information to trustees about the Washington State Library Trustee Training workshop that is scheduled for September 20 in Everett. This conflicts with our board meeting; trustees will take a look at the workshop details and determine if they would like to reschedule our board meeting.

Trustee recruitment: Pam passed out applications for trustees to share with interested/interesting candidates. The process starts with a recruitment – a news release and posting on the library and city websites. The Mayor receives and forwards the applications to Pam. We will review the applications, then interview candidates. The board makes a recommendation to the Mayor, followed by City Council approval and Mayoral appointment.

Pam met with WCLS Executive Director Christine Perkins. They suggested the two directors and board chairs meet in September to discuss our interest in studying sustainable funding strategies with annexation as one strategy. We will also invite WCLS representatives to our fall retreat. Tom commented that the word 'annexation' bristles many people and suggested the board use the word 'combination'. Pam pointed out that annexation is the state law wording, but another option may be combining into a regional library.

Pam invited Faye to speak about the new Ben Mann painting. Faye explained that the Friends decided to use donations received in memory of Vicky Marshall to commission a painting from Ben Mann for the Children's Library depicting Vicky reading to a group of children. The 4 ft. by 5 ft. painting is now hanging in the Dodson Room for all to enjoy. The Friends are working with Janice to schedule an unveiling event.

2017-2018 Budget: Pam reported the budget hasn't been released yet to departments, but that department heads did receive verbal instructions from the Mayor:

- It will be a status quo budget, which could impact our Level of Service
- When the budget is released it will include Interfund charges as well as negotiated salary increases
- We can move funds around, but do not plan on new funding
- Public safety (Fire and Police) is priority for any increases
- We still have a deficit and we won't know the impact yet of the levies going to the voters in November: EMS and Greenways
- Do not include new staff or program increases in our proposed budgets. The Mayor will meet one on one with department heads to discuss proposals for any increases.
- All of that being said, possible requests for increases include:
 - Increase pre-processing budget by \$25,000 to cover actual costs now that we have a year's experience

- Library materials – amount depending upon the Standards we adopt
- Staffing to support community outreach/programming efforts

Committee reports:

- Outreach Committee: Tom met with Dan Hammill to discuss the library and other issues.
- Facilities Committee:
 - City of Bellingham 2016 Comprehensive Plan Update: next review by City Council of Capital Facilities Chapter is August 1, 1:00-2:30 p.m.: Pam will attend this meeting and encourages trustees to attend as well. On July 27, Greg Aucutt, Assistant Planning Director, provided an overview of the chapter that includes the library; he mentioned the library's new facilities LOS standard. Pinky asked if City Council is being asked to choose low, medium, or high. The response was that there will be a rigorous review of all Level of Service standards in the document. April made a motion to include an addition to Policy CF-55: "The Central Library is a positive asset for Downtown, contributes to economic development and community well-being in the area, and should remain in the City Center." Michael Lilliquist seconded the motion and it was approved by Council. Other dates the Committee of the Whole will be discussing the Comp Plan are August 8 and 29, and September 12 and 26. A Public Hearing is scheduled for October 10 and the final work session to adopt the plan is October 24.
 - Proposed street/landscaping changes at Fairhaven Branch: Pam was contacted by Sam Shipp, Public Works Project Engineer, about proposed changes to the street and landscaping to correct the very difficult intersection at the end of 12th Street. Pam and Jennifer Vander Ploeg met with him at Fairhaven and both liked the proposed changes. Pam showed the board drawings of the changes and the board enthusiastically supported the proposed changes.

Library Board Retreat: A Doodle poll has been sent out with possible dates for a Sustainable Funding Retreat with Marcellus Turner from Seattle Public Library and Andrew Chanse from Spokane Public Library. Pam sent out 2 documents in preparation for the retreat: the 1977 *Holt Report* and the 2009 *Study Committee Report Regarding the Potential for Annexation*. Marcellus also asked if we have an interest in being invited to hear the Director of Multnomah talk to his board later this year about how they moved to a district.

The board explored ideas for the retreat agenda:

- Goals – what are the outcomes we are seeking?
 - Help educate city leaders and ourselves about other options for funding
 - Explore arguments for and against each option
 - Lessons learned from Seattle and Spokane libraries' explorations
 - Uncover related issues that could impact options
 - Set the stage for further conversations and a 2017 study – the retreat will be the first of many conversations
- Matrix of options (including no change)

- Seattle and Spokane – why did they decide against annexation?

Rachel volunteered to help structure the agenda to provide engagement, interaction and help build relationships with our colleagues.

Level of Service: Bellingham Public Library Standard for Library Materials: Pam gathered a variety of quantitative and non-quantitative standards which Rick, Beth and Pam met to discuss. Rick explained there are different ways to measure standards for materials, but not all are useful. Some standards are based on materials as a percentage of total budget, but if the budget is inadequate, the materials budget will also be inadequate. Likewise, some places look at percentage of total materials spent on digital items, but that is a collection development policy, not a level of service. He found two approaches interesting:

- Materials budget per capita – we used "per capita" for our space standard, so it is consistent and then as a community grows, the materials budget also grows.
- Collection size combined with collection age – if a collection grows because it is never weeded it is not useful. A percentage of the collection should be a certain age, for example 3-5 years.

The small group also felt it was important to note the high community usage of our library in comparison to state and national averages. More information will be gathered for the next meeting, including from the national database of statistics – the Public Library Data Service (PLDS).

New Business:

- Pam invited Janice to share information about recent and upcoming programs. Janice distributed a handout highlighting Pokemon Go (we have PokeStops and more), Summer Gymnastics in the Lecture Room, Bellingham Pride Parade, and the 48th annual Children's Craft Fair scheduled for Friday, July 29.

Action items for next meeting:

- BPL/WCLS Interlocal Agreement, Overview of History, 1986-2016
- North-side services: current offerings
- In-depth budget discussion
- Whatcom Community Foundation representative to advise us on Non-endowed Funds. Possible options are liquidate or invest all or part in a mid-term fund. It was also decided that Pam will include notice of donations and acknowledgements in her monthly Director's report.

Meeting adjourned at 5:04 p.m.

Next Regular Library Board Meeting – August 16, 2016 at the Central Library, 210 Central Ave, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees