

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, August 16, 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.

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**Board Members Present:** J. Gordon, Rachel Myers, Marilyn Mastor, Tom Barrett and Rick Osen

**Library Staff:** Pamela Kiesner, Lola Estelle, Beth Farley, Bethany Hoglund, Janice Keller, Jennifer 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 3:32 p.m. by Chair, J. Gordon.

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

**Public comment:** No comments.

**Consent agenda:** Marilyn Mastor moved to approve the July 19, 2016 minutes and the July 2016 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

**Board member's report:** Rachel commended Bethany and Youth Services staff for a fun, successful Craft Fair.

Rick and April both viewed the Ben Mann painting installed in the Dodson Room and they thanked the donors and the Friends for commissioning the painting.

J. met with Mayor Kelli last week. She has requested to meet monthly with the Chair of the Library Board as it is a governing board. The Mayor also requested a new Central Library agenda not be developed at this time, considering the annexation issue is to be explored and the Capital Facilities Plan is still in draft form. The Board clarified they are a governing board and feel it is their responsibility to put forth what the community asks for and they will attempt to meet the objectives in the Strategic Plan. The Mayor asked to be kept informed about the funding strategies study and J. requested the feasibility study funds

remain available (Pam commented that the Mayor will be invited to the Fall Board Retreat).

**City Council liaison report:** April reported she is on the Emergency Management Services (EMS) committee. If the EMS levy passes it will free up General funds. The new Greenways levy could also free up General funds. April also continues to work on adding language and census data to the 2016 Comprehensive Plan Update to boost inclusivity for marginalized community members.

**Friends of BPL report:** Faye distributed copies of the Friends' new Mission Statement and Funding Guidelines. Their new Mission Statement is:

The Friends of the Bellingham Public Library is a non-profit organization of volunteers that support and advocate for our library.

The statement is short, lively and captures the essence of what they do. The concise funding guidelines support their Mission. Faye also reminded everyone of the swiftly approaching Summer Book Sale – August 18-20.

**Library Director's report:** Pam has invited Jen Vander Ploeg, Head of Circulation Services, to the September board meeting to share a presentation of statistics that covers a 10-year period – the long view to add perspective to the monthly statistics presented in the board packet.

Rick will be attending the Washington State Library Trustee Training in Everett on September 20. He will attend the morning and lunch sessions, then report on the training at our afternoon board meeting.

Pam asked the WCC Library Director about funding for the WCC Learning Commons. He is unsure of the project being funded, nor does he know if there would be room for a public library presence. April suggested now would be a good time to advocate with state elected officials for WCC, including our presence there – the library is a good resource for the community.

The Summer Reading Recognition Ceremony is this Thursday, at 2:00 p.m. Pam and the Mayor will be there to shake hands with the finishers.

Pam reported the Library Trustee recruitment will be posted soon on our and the City's websites. The application is online.

Pam mentioned the four-part MRSC webinar the Management Team is participating in. The first segment was titled *Inspiring a Performance Culture*.

Donations/acknowledgements report:

- Laurie McClain, a long-time library user and Friends member, has passed away. We have received two donations, in memory of her, from Oregon, plus we received notification that Laurie designated the Library as a beneficiary of an IRA.
- David and Peggy Kehe made a donation to our endowment fund at WCF.

**Level of Service Standard:** Rick, Beth and Pam met to review national data on Standards for Library Materials and realized they have more work to do – it will take some time to be thoughtful and come up with the right recommendation. Beth commented that they are looking at additional factors, for example our collection is aging, particularly our non-fiction collection – 43% is eleven years or older. We are not getting the old materials out of the building, nor do we have the funds to replace them. Rick added that they are also still looking at the elements discussed at last month's board meeting, per capita and the high rate of users in the community.

**Trustee education:** Library services to Bellingham's north side: Bethany Hoglund, Head of Youth Services, provided detail to the *Services to north Bellingham during 2015/2016* document that is in the packet. We offer a large variety of services for all ages in the community. Pam noted that our outreach is limited by our staff budget. If we were directed to increase our presence, we would need staff, materials and a vehicle. April suggested developing a more visual, concise document we could use to let the community know all that is available.

**2017-2018 Budget:** Included in the packet is a 2017-2018 Library Budget Memo and a Preliminary Work Plan. The budget deadline is August 31. The presented budget is static (copied from the 2016 Approved Budget) with no new staff, services, or programs. We are allowed to move line item funds around, but cannot increase overall. Requests for increases are to be presented to the Mayor at Department Head one-on-one meetings. Pam's meeting with the Mayor is scheduled for Friday, August 26. Pam will develop a document that combines the Work Plan with budget increase requests (such as adequate funding for the pre-processing of materials and computer software maintenance as well as a much-needed increase for materials). By consensus the trustees approved the Library's 2017-2018 Work Plan.

**BPL/WCLS Interlocal Agreement, Overview of History, 1986-2016:** Pam offered a quick update from last month's meeting. She hasn't had the opportunity to look at the numbers and also did not request the Finance department look at the numbers (they are understaffed and currently working on the budget). Pam reported that WCLS staff is reviewing the numbers.

**Whatcom Community Foundation - Library Funds:** Pam shared with WCF President Mauri Ingram her concern that the non-endowed funds were shrinking and invited Mauri to the board meeting. Mauri could not attend, but she sent a letter proposing a solution for Pam to share with the board. WCF is offering to suspend the 2% maintenance fee on existing funds; the fee would still apply to new donations to cover administration costs. This offer would be in place until the funds have increased. The board felt this was a generous offer; Pam will accept the proposal and convey the board's gratitude. Best use of the non-endowed funds will be put as a topic on a future board meeting agenda.

**Committee reports:**

- Outreach Committee:
  - Rachel met with Faye Hill and Kathie Wilson from the Friends to discuss how to effectively get messages out to the community and elected officials.

Many people love the library and want it to fulfill its potential, so how do we connect with those people? A donation campaign was suggested. The topic for the Fall Board Retreat is Sustainable Funding Strategies; the agenda committee will determine if there is time for a fund-raising campaign to be discussed as well.

- Tom met with Stowe Talbot who has taken on Jeff Kochman's duties at the Barkley Company.
- Facilities Committee:
  - 2016 Comprehensive Plan Update: Pam attended the August 1 City Council meeting that discussed the Facilities Chapter. April's proposed wording change concerning the Library was approved. The next City Council Committee of the Whole discussions will be August 29 and September 12 and 26. The Public Hearing is scheduled for October 10. The final work session, to adopt the plan, is scheduled for October 24.
  - Pam thanked April for requesting a copy of the Zervas Study draft. There is interesting information in the study, but it is an independent study that was developed with constrained guidelines.

**Library Board Retreat:** The retreat is confirmed for October 14, from 1:00-5:00 p.m., in the Encore Room at Mount Baker Theatre. Marcellus Turner, from Seattle Public Library, and Andrew Chanse, from Spokane Public Library, will be our guests. J., Rachel, Pam and Janice will meet to develop an agenda.

**New Business:** none.

**Action items for next meeting:**

- Washington State Library: report on Trustee Training on September 20:

**Meeting adjourned** at 5:50 p.m.

**Next Regular Library Board Meeting – September 20, 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