

Bellingham Public Library



Regular Meeting of the Library Board of Trustees Tuesday, August 18, 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.

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

Library Staff: Pamela Kiesner, Bethany Hoglund, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins.

Others Present: Faye Hill, Friends of Bellingham Public Library representative.

Call to order and introductions: Regular session was called to order at 3:34 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 Barrett suggested the draft minutes be line numbered in the future so they are easier to reference in discussion. After discussion it was decided this wasn't necessary at the time, but could be revisited in the future. Tom Barrett moved to approve the July 21, 2015 minutes and the July 2015 performance & activity measures and financial report. Marilyn Mastor seconded. Motion carried.

Board member reports: Marilyn announced that the Rotary Club of Bellingham has approved a \$1,000 grant to the Library to create an early learning space at Barkley Branch and to refresh the items at Central Library and Fairhaven Branch.

Rachel has a work conflict and will not be able to attend the September Board Meeting.

Friends of Bellingham Public Library report: Faye mentioned that the Friends' Summer Book Sale starts on Thursday with more books than they have ever had. She also reported that BPL, in conjunction with the Friends, handed out free books at the Project Homeless Connect event that was held at Bellingham High School on July 24.

Library Director's report: Pam talked with Howard Fuller, the new WCC Library Director, and found out that the planned Learning Commons, which included a 500 square foot public library space, was not funded by the State for the biennium. We had hoped this would help serve the north side. Rick pointed out that it might be funded in the next biennium – typically if the State has funded the pre-design and design phases, they eventually fund the construction phase.

A union negotiation update for the Library Board with Angela Beatty, HR Analyst, was postponed until September because the mediation process is still in progress for both 114 and 114L.

Personnel updates include:

- Bethany will be on leave soon for 3 months.
- Mande, one of the Children's Specialists, will be on leave at the same time. She will return as a half-time specialist, so her position is being split into 2 half-time positions and we will recruit to have someone on board in January.
- Jen Vander Ploeg will oversee Children's in Bethany's absence.
- A new job description for Madeline's position has been completed: Head of Information and Digital Services. It is being reviewed by HR for appropriate classification. Madeline will continue to work part-time through the end of the year. We hope to start recruitment soon and have someone hired by year end.
- A new job description has also been completed for Beth Farley: Head of Collection Services. She now oversees all collection development from acquisitions to circulation. HR is reviewing this job description as well.

Pam attended an Open House at FaithLife, formerly Logos Bible Software, and met Bob Pritchett, CEO.

The Children's Craft Fair was a highlight of the summer and the Summer Reading Recognition Ceremony is this Thursday. Pam and Mayor Kelli will be shaking hands with all of the finishers.

Pam and Janice met with representatives from OrangeBoy, the firm that is facilitating WCLS's retreats on Wednesday and Thursday. They called on us so they could let us know what kind of work they do.

WCLS's Wednesday retreat will be attended by all of our trustees, so we noticed it as a Special Meeting.

Janice, referring to the Project Homeless Connect that Faye mention earlier, added that the Library Display was staffed by Deborah Brewer and Jenni Johnson, who did a great job offering free books (from the Friends) and information about services we offer. The event was amazing and uplifting and we will do it again next year. Janice mentioned we also host a Library Pop-up every other month (trading off with WCLS) at DSHS – another great place to connect with people who can benefit from our services.

Janice handed out two items:

1. A copy of the front-page article that was recently in the Herald, *Why stay in the 'Ham?*, that mentioned our "well-run and well-used" libraries.
2. A copy of the guest editorial Janice submitted to the Herald, *Our Friends: Key to Bellingham Public Library success*. The article is already posted on the Herald website and should be in the paper soon.

Pam referred to the pictures in the packet, provided by Janice, showing the new truck graphics – something we have wanted to do since we got the truck. Also included is a picture of the new sign that the Barkley Company provided for the Barkley Branch.

Pam mentioned the Library Journal article about Rick Osen that is included in the packet. Tom brought in a copy of the Edgemoor Chuckanut Life magazine which featured an article about him.

Policy review:

- Unattended Children Policy: this is an old policy (last updated in 1997) that we would like to retire.
- Youth Safety Policy: this is the new policy that would replace the retired one. Bethany Hognlund drafted this policy working closely with the Brigid Collins Family Support Center. The old policy only addressed two issues – Child Left Unattended and Disruptive Behavior. The new policy has a more holistic approach; it acknowledges that there is a large parental role and that everyone that uses the library must abide by the Rules of Conduct Policy. Bethany stressed that we take safety very seriously. Jen helped with a survey of libraries and found that most libraries do not yet have a Safety Policy, only an Unattended Child Policy. Rachel added that Whatcom Community Foundation is now requesting Safety Policies as part of their grant process. Rick suggested a link to the Rules of Conduct Policy be added and that, under #8 which concerns background checks, the wording be changed from "Upon hire" to "Prior to hire," as is the case. Pam will put the revised policy on the agenda next month for final approval.

Committee reports:

Outreach Committee: Tom met with Terry Bornemann, City Councilman, who talked about the jail and suggested that the library was probably the best pre-diversion program available. There is funding available for pre-diversion programs; perhaps there is a way for the Library to be involved.

Tom will be speaking at the Puget Neighborhood Association meeting on September 15 and the Birchwood Neighborhood Association meeting on September 22. Tom is also going to talk with people who typically oppose new programs or bonds to find out what the opposition is.

Facilities Committee: Pam and J. met with Ted Carlson, Public Works Director. Ted had just received a draft of a portion of the Zervas Group report which needs further review by the City before sharing it with us. Ted and Rick Sepler, Planning and Community Development Director, are both invited to next month's meeting. Ted did share with Pam and J. that he sees a financial analysis as being the next step once the document is published.

2015/2016 Budget: Pam hasn't yet received the instructions and timeline for the mid-cycle 2016 budget adjustments; departments are cautioned that the current year is running at a \$1 million deficit, as is 2016. Pam is hopeful the Board can review any Library budget requests at the September meeting. One request will be to be reimbursed the \$22,000 for our digital content consortium invoice that did not get re-appropriated from 2014; in fact, with current increases, we need to request \$28,300 for 2016. Pam asked the Board to consider if they would like to ask for a 3% increase in materials (approximately \$11,000) to help with inflation costs and to attempt to increase the materials budget to what it used to be. Rick suggested, if there is money left over in the budget at year-end, to request a one-time ask to have it applied to materials. J. stated that, as a Board, they will do what they think is reasonable – it is their job to ask.

New business:

- Library Board of Trustees retreat: It was determined that the topic would be Facilities (other topics, like alternative funding and elevator speech, can be incorporated into regular meetings) and the date would be determined after they know more about Ted's capital facilities report. Rachel offered to facilitate an elevator speech/communications presentation at a future meeting.

Action items for next meeting:

- Youth Safety Policy – final review
- 2016 Budget
- Whatcom Community Foundation report
- Ted Carlson and Rick Sepler (based on feedback from Ted concerning timing)
- Possible debrief on the OrangeBoy presentation

Meeting adjourned at 4:52 p.m.

Next Regular Library Board Meeting: September 15, 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