

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, October 20, 2015 – Fairhaven Branch Library Fireplace 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, Rachel Myers, Marilyn Mastor and Tom Barrett.

**Library Staff:** Pamela Kiesner, Madeline Sheplor, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins.

**Others Present:** Faye Hill, Friends of BPL President.

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**Call to order and introductions:** Regular session was called to order at 3:35 p.m. by Chair, J. Gordon.

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

**Public comment:** No comment.

**Consent agenda:** Marilyn Mastor moved to approve the September 15, 2015 minutes and the September 2015 performance & activity measures and financial report. Rachel Myers seconded. Motion carried.

### **National Friends of Libraries Week October 18-24, 2015:**

- J. read aloud the Library Board's *Resolution Commending the Friends of the Bellingham Public Library*. Tom Barrett moved to approve the resolution as written. Rachel Myers seconded. Motion carried.
- Pam presented Mayor Kelli's *Mayoral Proclamation* to Faye Hill as well as a bouquet of flowers from the Library Board.

### **Reports:**

- Board member reports: Tom praised the article, *Betting on the Book*, by Steve Coffman, that was included in the WCLS board packet. The article stressed that books are the core mission of libraries. Rachel mentioned an NPR piece on print v.s. digital which stated that both had plateaued and that one of the reasons for the rise in digital is that people are able to purchase self-published books in addition to the large publishing house books. Pam added that Christine chose

to put the *Betting on the Book* article in their packet because, with the WCLS Strategic Planning, they are coming back to the book as their mission. We also discovered this with our Strategic Plan which leads off with READ.

- Friends of Bellingham Public Library: Faye thanked the Board for the wonderful recognition and reported that the Friends were doing what they do best – preparing for the upcoming sale that starts December 2. This hard-working group put in 355 volunteer hours in September.
- Library Director's report: Pam shared a Wall Street Journal article that mentions Bellingham, *Taking the Pulse of a Blue State Town*. The article, which ran October 10 and 11, stated Bellingham has the highest percentage of library card holders in the nation – 70%. Pam pointed out we are close to the top in communities our size, but not the highest, with actual card holders at 45-50%.

### **2015/2016 Budget:**

- The Mayor presented her mid-biennium budget changes to City Council on Monday. The changes include \$28,000 for digital media (the majority of this was for funds that should have been re-appropriated from the 2014 budget to 2015) and \$12,000 for pre-processing (purchasing items "shelf ready" so that technical services staff can be re-deployed elsewhere). A 3% increase in supplies, including materials, is built into the budget as well.
- City Council has a budget work session on Monday, October 26, that Pam will attend.
- Jack offered, at last month's meeting, to put forward a Library budget request. Pam passed out a handout listing 2 possible ideas for the Board's consideration:
  - Restore four more hours to Saturday at Barkley and Fairhaven Branch libraries, bringing the total open hours for each branch to 28 per week. This would cost approximately \$40,000.
  - Restore \$40,000 to the library's materials budget – we are currently at 9.7% of the total library operating budget, well below the 15-20% goal. Materials are increasing in cost and the library is not keeping pace with inflationary increases.

The Board unanimously supported restoring Saturday hours to the branches – this is one of the most-asked-for patron requests.

### **Personnel update:**

- Pam received permission to do an internal posting for a full-time Librarian 2 position to fill the vacant half-time Librarian 1 position.
- The half-time Children's Specialist position should post soon.
- The classification for Madeline's position (the job description has been rewritten) is still being worked on.
- We hired an additional Adjunct Librarian to fill Margaret Ziegler's vacated position – Abby Koehler.
- We now have 3 new babies on staff.
- Nicky Andrews, one of our Pages and a Library Science graduate student, has received an ALA Spectrum Scholarship – she was one of three University of Washington students that received the scholarship, and one of sixty nationwide.

**2016 Interlocal Agreements for Connections:** Included in the packet are copies of the Interlocal Agreements for our Connections:

- Bellingham Public Library – Bellingham Technical College Library Establishment and Maintenance of the BTC Connection
- Bellingham Public Library – Whatcom Community College Library Establishment and Maintenance of the WCC Connection
- Bellingham Public Library – Western Washington University Library Establishment and maintenance of the WWU Connection

Rachel Myers moved that the three Interlocal Agreements be approved as written. Tom Barrett seconded. Motion carried.

**Integrated Library System migration and upgrade:** Madeline Sheplor, Head of Technical and Network Services, provided an update on the Integrated Library System (ILS) project. We have been using the same system, which we share with WCLS, since 1985, with a platform upgrade in 2004. Our IT department has had money set aside for a new system for many years. The committee has been watching the market and decided to post an RFP earlier this year. After receiving proposals, they decided that vendors weren't offering any products that were worth the effort to migrate and recommended to the Directors that the RFP be cancelled. We are now fully committed to moving forward with our current vendor, SirsiDynix, and are looking forward to upgrades such as off-site hosting, 24/7 support, disaster recovery and automatic upgrades, which will save staff time.

We are also moving forward with self-check software upgrade which will allow renewals, email receipts and, eventually, fine payment.

Madeline outlined the primary migration documents which have been vetted by both library systems' legal departments:

- Bellingham Public Library and Whatcom County Library System Migration to and Operation of a Hosted Integrated Library System Interlocal Agreement. Tom Barrett moved to approve the Interlocal as written. Marilyn Mastor seconded. Motion carried.
- Services Agreement, City of Bellingham and Long Term Agreement Between Bellingham/Whatcom County Library Consortium and SirsiDynix. Rachel Myers moved to approve the Services Agreement as written. Tom Barrett seconded. Motion carried.
- Long Term Agreement Between Bellingham/Whatcom County Library Consortium and SirsiDynix. This document does not require board approval.

**Trustee education:**

- Pam shared the 2015 Library work plan update that she shared with Department Heads on October 8, 2015. The work plan lists ten priority projects:
  1. Integrated Library System (ILS)
  2. Single point of service
  3. "Shelf-ready" library materials
  4. Early Learning
  5. Youth Safety policy

6. Lifelong learning
  7. Reorganization
  8. Security cameras, Central Library
  9. Comprehensive Plan: Chapter 5 (Facilities Chapter), Part 6 (Public Library & Museum)
  10. Central Library study
- The Board viewed one of the Early Literacy Videos, *Talk*, that Bernice Chang and Janice Keller produced with BTV10. The videos are available for viewing on our website and on BTV10.

**Committee reports:**

- Facilities Committee: J. reported he touched base with the Zervas Group who said they are still working on the Facilities Plan and would be presenting their results at a City Department Head meeting in the future. The committee can decide how to proceed once there is more information available. Pam added that the Mayor confirmed the \$50,000 Feasibility Study fund will still be available in 2016.
- Outreach Committee: Tom spoke to the Puget Neighborhood Association on September 15 – all but one attendee had library cards and they asked many questions. Tom also spoke at the September Birchwood Neighborhood Association meeting. Marilyn attended as well. Tom followed Jack's suggestion to contact Council members – he is meeting with Michael Lilliquist on October 29 and will also be contacting Roxanne Murphy. Rachel will try to touch base with Dan Hammill.

**Board discussion:**

- Washington State Library is hoping to do a series of training sessions for trustees in 2016 and is requesting topic ideas. Proposed ideas were:
  - Hear about libraries that are doing innovative things with community engagement
  - Early childhood education
  - Building or renovation
  - How are municipal library systems faring?
- Seattle Public Library is gathering responses to the question, "How would you characterize interest among your library trustees and city leaders in creating a district option for municipal libraries in Washington?" Pam suggested having Marcellus Turner speak to the board – SPL is a bigger system, but there are similar issues. Municipal library legislation would offer another tool to use in funding libraries, but taxing fatigue could be an issue. Pam can gather information from *Library Journal* about how library levies are doing nationwide.

**New business:** Rachel suggested that we consider shortening the DVD check-out time. Current inventory is usually low; this could expand the DVD collection by allowing more circulations.

**Action items for next meeting:**

- 2016 Library Board meeting dates/times
- 2016 Holidays and other library closures
- Bellingham Public Library – Whatcom County Rural Library District Mutual Extension of Borrowing Privileges and Services
- 2016 Rates and Fees

**Meeting adjourned** at 5:30 p.m.

**Next regular Library Board meeting:** November 17, 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