



**Regular Meeting of the Library Board of Trustees
Tuesday, November 17, 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, Rick Osen and Tom Barrett.

Board Members Absent: Marilyn Mastor, Rachel Myers

Library Staff: Pamela Kiesner, Jennifer Vander Ploeg, Janice Keller

Others Present: City Council Member Jack Weiss, Council Liaison Faye Hill, Friends of the Bellingham Public Library

Call to order and introductions: Regular session was called to order at 3:32 p.m. by Chair, J. Gordon. Janice Keller will take minutes.

Approve/modify agenda: Rick Osen moved to approve the agenda. Tom Barrett seconded the motion. Motion approved.

Public comment: No public comment.

Consent agenda: Tom Barrett moved approval of the consent agenda. Rick Osen seconded the motion. Motion approved.

Reports

Board member reports:

- Board members welcomed back Rick Osen, who just returned from Poland, brought and distributed Polish art bookmarks for all.
- J recently visited the Spokane Public Library and met with Library Director Andrew Chanse. He reported that they discussed various topics including library facilities planning, library technology needs, and funding via library districts.

City Council liaison report:

- City Council member and liaison Jack Weiss reported that although Council is winding down for the year, some key issues remain in progress, including revisiting jail funding, considering a paid sick and safe leave ordinance and considering various incentives to encourage development in urban village areas.

Bellingham Public Library

- Jack noted the smoking ban in city parks and trails – consistent with library rules – was approved by Council.
- Jack noted the Public Works Department recently moved from City Hall into the Federal Building, with the Parks Department scheduled to move into City Hall in the future.

Friends of Bellingham Public Library

- Faye Hill reported on the Friends Board meeting held Nov. 12. She also reminded the Trustees that the Friends Winter Book sale is scheduled December 2-5. Friends expect it to be very big, as they have more donated books than ever for sale.

Library Director

- Pam will be attending Library Council of WA, which she chairs, Monday, Nov. 23.
- Pam and Beth Farley recently toured The Foundry, a makerspace on Forest Street. Many public libraries are providing makerspaces in their communities.
- Pam noted Suzanne Carlson-Prandini was hired as a new full-time Librarian 2. She has been a part-time Librarian 1 and is a long-time library employee.
- Several library staff attended the Whatcom Literacy Council fundraising breakfast last week, featuring Nancy Pearl. Whatcom Literacy Council is an important library partner.
- Pam sent a message to Mayor Linville encouraging her to re-appoint Library Trustee Rachel Myers, whose term is expiring at the end of the year.

2015 Interlocal Agreement:

- Included in the packet is a copy of the *Bellingham Public Library – Whatcom County Rural Library District Mutual Extension of Borrowing Privileges and Services* for consideration.
- Pam reported that this agreement spells out the mutual privileges and services between WCLS and BPL. It has been in place for many years, and the method for determining the reimbursement amount has not been reviewed in depth in a long time. She noted the WCLS Board approved the agreement at its meeting earlier the same day (Nov. 17, 2015)
- Tom Barrett stated concerns about the agreement. He read a statement and asked that his concerns be described verbatim in the notes:

Concerns about the interlocal (verbatim from Tom's notes)

Main Concern: I have no firm basis for knowing that the amount noted in the interlocal is a valid amount for the reimbursement.

Another concern: The base dollar amount was agreed upon years ago. Systems and services change over time, employee costs increase, city and county populations increase at different rates. The base amount should be reviewed at least every 5 years by Finance Department to be sure it is a valid number. This agreement has not been reviewed by the Finance Department for a long time.

Bellingham Public Library

Another concern: There is no reference to an addendum with a list of the borrowing privileges and services, there is no listing of the borrowing privileges and services in the agreement.

Another concern: There is no statement as to the percentage or percentages related to Section I language "since County residents use the City Library to a greater degree the County Library is used by City residents". These percentages might change over time and should be stated and reviewed periodically.

Another concern: There is no specific language as to annual adjustments to the prior year reimbursement or an identified adjustment index, although an adjustment was calculated and included.

- Pam described the agreement as a reciprocity agreement: whatever we each provide, we provide for each other's patrons. Pam noted that at the time it was negotiated it was considered to be fair, and that the City Finance Director is aware of the agreement.
- Jack noted there are other departments with agreements that have been extended for many years, and that in cases when there are concerns the agreement is typically approved with direction to review it before it comes back for reconsideration in the future.
- Trustees and Council liaison Weiss further discussed the agreement, questions they have about it, and how to keep services in place while ensuring the agreement is reviewed before reconsideration in 2017.
- Tom moved to accept the agreement as written. Rick seconded the motion. Rick and J vote to approve the motion. Tom votes to oppose the motion. Motion approved 2-1.
- Tom moved that Pam work with the WCLS Director to discuss and address the concerns noted in his verbatim comments above, to result in a different, more accurate agreement going forward. This work should be completed in a timely fashion for adequate review. Rick seconded the motion. Motion approved 3-0.

Comprehensive Plan

Chapter 5 (Facilities Chapter), Part 6 (Public Library & Museum)

- The City Planning and Community Development Department (PCD) is updating the City's Comprehensive Plan. PCD staff asked library staff to update the library section of the Capital Facilities Chapter of this document, with the understanding that final review, editing and publication of the document is PCD's responsibility.
- Trustees provided staff with feedback about an initial draft that was circulated. Comments will be incorporated and a final recommended draft provided to PCD by end of November.

Committee reports

Outreach Committee:

Tom continues to meet with City Council members, most recently Michael Lilliquist and Ward 6 Councilmember-elect April Barker.



Facilities Committee:

Video security system update:

- Janice Keller provided an update on the expansion of city-wide video security systems being installed this fall, including at the library.
- Board of Trustees Facilities Committee reviewed plans for this work at a committee meeting September 15, 2015.
- The video security system recently was installed by the Public Works Department and is operating in test and training mode.
- The system complements our many other measures to provide a safe, secure welcoming environment for all.
- The system includes video cameras in select locations inside and outside the library. Cameras are carefully positioned to safeguard the privacy of patrons and employees, and are used in full compliance with library policies, city policies and state laws.
- City and library policies are being drafted. Staff expect to bring a formal policy for Board consideration in the coming months.

Other:

J reports that the facilities study being conducted by the Public Works Department should be out late November, with a companion cost analysis due by end of year. This allows the library board to move forward with a library programming study.

2015/2016 Budget

City Council budget update

Jack Weiss described the process of including expanded branch hours in the 2016 city budget. It was one of four amendments to the budget proposed by Council members, and has been approved to be funded by cable franchise fee revenues. This decision is nearly final, subject to final Council approval of the entire budget. Funded was \$46,000 (\$34,000 for a part-time clerk, \$6,000 for page hours and \$6,000 for Facilities support) to add eight additional hours at branch libraries, which will allow them both to be open all day Saturdays. Dec. 7 & 14 are scheduled dates of final Council budget consideration, and Jack said he expects it to pass.

2016 Rates & Fees: review and approve

Trustees reviewed the draft chart of 2016 Library Rates and Fees, which includes the following proposed changes effective January 1, 2016:

- Propose eliminating: Processing fee for lost or damaged items (\$5)
- Propose eliminating: In-depth research fee (\$40/hour)

Rick asked where the revenue from these fees is applied. Pam answered that revenue from these fees goes into City General Fund. Tom moved to approve these two proposed changes. Rick seconded the motion. Motion approved 3-0.



2016 regular Library Board of Trustees meeting schedule

- Trustees agreed to the meeting schedule included in the packet.

2016 City of Bellingham holidays & other library closures

- Trustees agreed with the city-observed holidays and additional library closures.

Whatcom READS! 2016

Trustees were provided copies of the Whatcom READS 2016 selection: *A Tale for the Time Being* by Ruth Ozeki and urged to "read and release" them into the community. More details about Whatcom READS 2016 events will be presented at next meeting.

New business

Action items for next meeting: Facilities study if complete, Whatcom READS, video security policy if ready.

The Board of Trustees moved to Executive Session at 5:02 p.m.

Executive session: the Board of Trustees went into Executive session for the purpose of hearing a labor negotiations update from Angela Beatty, HR Analyst, and Pam Kiesner, Library Director. The Executive Session adjourned at 5:29 p.m. and went back into Regular Session. There was no action as the result of the Executive Session.

Meeting adjourned at 5:30 p.m.

Next regular Library Board meeting: December 15, 2015 – 3:30 p.m., Central Library, 210 Central Avenue, Bellingham, Washington

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees