

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, December 15, 2015 – 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, Marilyn Mastor, Rachel Myers, Tom Barrett and Rick Osen.

**Library Staff:** Pamela Kiesner, Janice Keller and Wendy Jenkins.

**Others Present:** Jack Weiss, City Council liaison; Faye Hill, Friends of the Bellingham Public Library liaison; James Erb, Assistant City Attorney.

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**Call to order and introductions:** Regular session was called to order at 3:36 p.m. by Chair, J. Gordon.

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

**Public comment:** Faye Hill, Friends liaison, shared a photo of her great-grandson.

**Consent agenda:** Tom Barrett moved to approve the consent agenda. Rachel Myers seconded the motion. Motion approved.

Library Director Pam Kiesner drew attention to the Communications and FYI items in the packet, including the New York Times article about library storytimes (Nov. 1, 2015: "Long Lines at the Library? It's Story Time Again") and noted that the Bellingham Public Library hosts 13 storytimes for children per week and sometimes turns people away for lack of space. J. Gordon noted that it is good to keep national library issues and initiatives in mind as we prepare for strategic planning process in 2017, and said he appreciates receiving information about library services across the nation.

**Board member's report:** Rachel Myers noted that she met with Mayor Kelli Linville and also has been reappointed to a second five-year term as Library Trustee.

**City Council liaison report:** City Council Liaison Jack Weiss provided a report on end-of-year City Council projects, such as jail negotiations with Whatcom County officials and Council adopting incentives for in-fill especially in urban villages. As this is his last Library Board of Trustees meeting, due to his Council term ending Dec. 31, 2015, he congratulated Board members for doing a remarkable job on behalf of the community. He encouraged Trustees to continue reaching out to neighborhoods and City Council members, and to continue working on facilities issues.

**Friends of BPL report:** Friends liaison Faye Hill reported the results of another very successful book sale; the December sale brought in \$14,101.97 – the highest in years. She also noted it appears the Nearly New Books and books in the display case -- which are now more visible due to their location in the Central Library lobby -- are selling more than ever.

**Library Director's report:** Library Director Pam Kiesner provided updates on a number of items:

- Invited to speak at May 10 Lettered Streets Neighborhood Meeting;
- Ratified contract with the Librarians for 2015-2017;
- Met with an informal Whatcom Literacy Alliance, including presidents of BTC and WCC, representative from Goodwill, Director of Literacy Council, BPL and WCLS Directors, to discuss collaborations in the area of literacy;
- All BPL interlocals have gone through City Council;
- Recently met with Deputy Secretary of State Greg Lane, who is acting State Librarian;
- Horizon upgrade and various physical moves took place Sunday, December 6, with many staff working on those weekend tasks including Madeline, Doug, Paul, Janice, Beth;
- Received 28 applications for part-time Children's Specialist. Review process is underway to fill this position, which was created as the result of a full-time staff person reducing to part-time status;
- Department Heads heard an update about the Facilities Study being conducted by Public Works, which in the near term is focused on City Hall. Pam and J. will continue follow up, as Library Board expected results would help guide our feasibility study.

*(Next item moved up in the agenda)*

**Policy review:** *Use of Video Surveillance System Policy*

- Janice Keller and James Erb described the status of the video surveillance system installed in limited areas inside and outside the Central Library in November.
- James Erb noted the library is not the first city department to deploy cameras, but is the first to outline a policy. Video surveillance systems are used in various locations in the City, such as for traffic monitoring, in/around the downtown parking structure, in various parks.
- Janice Keller noted the library video surveillance system is still in testing and staff training phase, while library and citywide policies continue to be developed.

- Janice read through the main points of the draft *Use of Video Surveillance System Policy*, noting that this policy would apply to all library locations though only Central Library currently has interior cameras.
- James Erb noted that this is overall a well-drafted, comprehensive policy, providing good information for the public.
- Pam Kiesner said this is a first review for Trustees, and any feedback from Trustees would be incorporated into a final draft for review at the January 2016 Board meeting.

**2015/2016 Budget:** Pam Kiesner reported that City Council approved amendments to the 2016 budget, including the restored hours Jack Weiss put forward. Pam sent over a request to fill a part-time clerk position for this purpose, and we possibly will be ready to restore hours in March.

**Staff recognition:** Pam Kiesner described that staff are recognized after 10 years of employment in five-year increments, with the following staff members being recognized this year at our monthly staff meeting and breakfast:

- Deborah Brewer: 25 years of service as a librarian.
- Wendy Jenkins: 20 years of services, started as a page, was a clerk in Children's, currently the Director's administrative assistant.
- Claudette Vos: 20 years of service as a clerk and library page.
- Beth Bevens: 15 years of service as a clerk and delivery driver.
- Bernice Chang: 10 years of service as a page, clerk and now Children's specialist.

**Whatcom READS! 2016:**

- Janice Keller provided Trustees an outline of author events for Whatcom READS 2016 featuring Ruth Ozeki and her bestselling novel *A Tale for the Time Being*. More details about Whatcom READS events can be found at [www.whatcomreads.org](http://www.whatcomreads.org). Whatcom READS is organized by all public and academic libraries in Whatcom County and Village Books, with major funding from the Friends of Bellingham Public Library and the Whatcom County Library Foundation.

**Committee reports:**

- Outreach Committee: Tom Barrett noted the Outreach Committee has nothing new to report.
- Facilities Committee: J. Gordon noted the Facilities Committee has nothing to report that has not already been discussed.

**Library Board Trustees transitions:**

- J. Gordon read a resolution from the Library Board of Trustees honoring City Council Member and Library Board of Trustees Liaison Jack Weiss. Rachel Myers moved to approve the resolution as written. Tom Barrett seconded. Motion carried.
- Rachel Myers was re-reappointed to serve a second term as Trustee by Mayor Kelli Linville, approved by City Council on December 7, 2015.

- Board Chairperson/Vice Chairperson for 2016: Tom Barrett nominated J. Gordon to serve as Board Chair for 2016. Marilyn Mastor seconded the motion. Motion approved. Tom Barrett nominated Rachel Myers to serve as Board Vice Chair for 2016. Marilyn Mastor seconded the motion. Motion approved.

## **Library Board 2015 Accomplishments & 2016 Goals**

### **2015 Accomplishments**

- Regaining hours;
- New trustee – Rick Osen, a great addition;
- New Chair/Vice Chair and Jack liaison with City Council;
- Elevated outreach efforts;
- Tom and Rick elevating outreach and media;
- Neighborhood association & council outreach;
- Using library info effectively;
- Attempting to partner more with city – reaching out, discussing;
- Ongoing collaboration with WCLS, especially strategic planning;
- Commenting on plans for building next to Fairhaven Branch Library;
- Got through first biennial budget; got mid-cycle adjustments approved;
- Approved all of interlocal contracts/ labor contracts;
- Added Friends report to agenda, hearing more from friends, relationship building with Friends;
- Policies: updated Confidentiality Policy; approved new Youth Safety Policy; will be approving the Video Surveillance Policy; retired the Unattended Children Policy;
- Whatcom READS! collaboration a great success – Daniel James Brown was amazing!
- Rick attended Washington Library Association conference;
- Tom reached out to Barkley, got the office unlocked – we are using it;
- More hours restored in 2015 (May) and 2016 – thanks to Jack Weiss;
- Marilyn sponsored a Rotary grant for an Early Learning Space at Barkley;
- Rick wrote a facilities discussion paper;
- Resolution recognizing the Friends in October.

### **2016 Goals:**

- Programming and financial study for Central Library;
- Successfully recruit a new Trustee for Marilyn's term, which ends at the end of 2016;
- Start review/update of strategic plan later in 2016;
- Orient a new City Council liaison;
- Advocate for next biennial budget process – prioritize what we want, then advocate for it;
- Hold a Board planning retreat to prioritize next steps;
- Continue advocacy with neighborhoods and City Council;
- Cookies!
- Complete our 2016 Comprehensive Plan chapter update;
- Participate in phase 2 of the City's facilities plan.

**Meeting adjourned** at 5:24 p.m.

**Next Regular Library Board Meeting – January 19, 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