

Regular Meeting of the Board of Library Trustees
Tuesday, December 17, 2013 - Meeting Room on lower level
03:30 PM - 06:07 PM

Minutes of Actions and Decisions of the Board of Library 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: Faye Hill, David Edelstein, J. Gordon, Marilyn Mastor and Rachel Myers

Board Members Absent:

Library Staff: Pamela Kiesner; Madeline Sheplor; Bethany Hoglund; Jennifer Vander Ploeg; and Wendy Jenkins

Others: Stan Snapp, City Council liaison, Karen Hannah, Friends of Bellingham Public Library representative, Deb Lambert, WCLS Board representative, Tom Barrett

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Faye Hill.

Approve/modify agenda: Rachel Myers moved to approve the agenda as written. Marilyn Mastor seconded. Motion carried.

Public comment: Deb Lambert presented a gift basket from the WCLS staff to the BPL staff. Faye expressed gratitude that the two systems work so well together.

Karen Hannah thanked David for his years of service and Stan, in his capacity of City Council liaison, for requesting funding for the library to reopen on Sundays.

Consent agenda: Rachel Myers moved to approve the November 19, 2013 minutes and the November 2013 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

Staff recognition: Library staff members who have reached milestone years of service will be recognized at the All Staff Meeting tomorrow morning. Regular, benefitted staff will also be receiving a pin from the City. Pam asked their supervisors to tell the Board a little bit about each of them:

- Donna Grasdock has worked at the Library for 30 years. She has held a number of positions, most recently as Branch Specialist. Working at all of the branches, she feels a strong connection to the community. She also co-chairs the Staff Association and is a wonderful baker.
- Sally Burmester is being recognized for 25 years of service. She started in 1988 as a page, then moved to clerk positions in both the Adult and Children's departments and currently works as a cataloger and clerk – she has cataloged it all, from cassette tapes, video cassettes, graphic novels to DVDs. She has also served on the City Wellness committee, Staff Association and is always willing to take on any new assignments.
- David Carter has worked 20 years here at BPL. David works in a variety of capacities for the Circulation department. He is very approachable, willing to share his extensive experience and creative solutions – he is our mechanical go-to guy.
- Diane Formway has also worked here for 20 years. She is a part-time Librarian 1. She started her librarian career in a Peace Corp position in the West Indies, setting up and running a school library and she continues to generously serve, providing a high level of customer service with kindness, compassion and professionalism.
- Jenni Johnson is being recognized for 15 years of service. Jenni first worked as a page and now works as a clerk, helping to train new pages. She is always willing to take on extra projects and is currently working on programming for the new Skill Share Space.

· Suzanne Carlson-Prandini has worked at BPL for 10 years, first as a page, currently as a clerk. Suzanne is responsible for many adult programs, including originating Adult Summer Reading. She set up and maintains our huge collection of book club kits. She will be receiving her Masters in Library Science this coming June.

· Allison Ward is also celebrating 10 years here at BPL. She also started as a page and moved into a clerk position. She works a wide variety of shifts at all branches, offering great customer service with a pleasant, bubbly personality.

Library Board of Trustees transitions:

· Pam presented a card to David Edelstein from the other trustees and Stan in honor of his ten years of service – January 2004 through December 2013. Each trustee then recounted favorite stories about David and expressed their appreciation for him. Pam and the trustees have donated to the Library's Unrestricted Fund at Whatcom Community Foundation in David's honor.

· In honor of Stan Snapp serving the last three years as the Council's liaison to the Library Board, two books (*City parks: public places, private thoughts* and *Beautiful old dogs: a loving tribute to our senior best friends*) have been selected and they will bear a book plate recognizing Stan. Pam thanked Stan for his years of service, especially for advocating in the last few weeks for funding to open the Library on Sundays. The Board also thanked Stan for his tenure on the Council.

· It is in the Board of Trustee Bylaws that a Chairperson and Vice-Chairperson be elected each year. Marilyn Mastor nominated Faye Hill for Chairperson. Rachel Myers seconded. Faye accepted the nomination. Motion carried.

Marilyn Mastor nominated J. Gordon for Vice-Chairperson. Rachel Myers seconded. J. accepted the nomination. Motion carried.

Trustee education: Madeline Sheplor, Head of Technical and Network Services, invited everyone in the meeting to pull out their mobile devices and download the newly released Library Now app. Washington State Library, with funding from the Paul Allen Family Foundation, has been working the past year to make a mobile app available for Washington libraries. Madeline was chosen to serve on the statewide task force that selected and then tested the app – one powered by Boopsie, which is the biggest mobile app creator for libraries. Signage is going up around the library that includes a QR code that can be scanned with any mobile device to be directed to Boopsie website to download the app.

Strategic planning:

· Committee reports: no committee reports.

· Sunday hours: Pam passed out a memo detailing Sunday hours highlights, talking points and strategy. She stated we are very excited about opening on Sundays and we want to make sure the opening goes smoothly. The goal is to provide a basic level of library service on Sundays during the school year (September-May) at the Central Library. Staff will be assigned to public service desks, and will serve the public in person, via telephone, and email. The library will not provide library sponsored or co-sponsored programs, nor will it provide off-site delivery or pick-up of library materials. Hours will be 1:00 to 5:00 p.m. The first open Sunday will be February 2, 2014 – Superbowl Sunday. We will publicize the opening with our usual methods: news release to all media outlets, Library website, Facebook, and door signs at all facilities. Pam reviewed the staffing plan for supporting the increase in open hours.

· 2013 progress on Strategic Plan and 2014 objectives. The last document in the board packet is a Strategic Plan spreadsheet which the management team has been updating as objectives

are accomplished. Our goals will remain throughout the plan, but our objectives could change, such as adding the Paul Allen Grant project. Pam pointed out just a few of the highlights:

- ü Increased emphasis and staff training on reader advisory
- ü Hired a Public Services Librarian whose focus is reader advisory
- ü Started a blog
- ü Coordinated a joint library card campaign with WCLS
- ü Developed Early Learning Spaces at Central and Fairhaven (both grant funded)
- ü Presented at BTC's Focus on Children Conference
- ü Started an eNewsletter for daycare centers
- ü Technology and furnishings upgrade at Fairhaven Branch (Wilks estate funded)
- ü Central Library exterior paint
- ü Refurbished and painted outdoor signs at Central
- ü New blinds in the Lecture Room
- ü Sunday hours beginning February, 2014

Library Board 2013 accomplishments & 2014 goals: Pam invited Trustees to brainstorm on what was accomplished in 2013:

- Whatcom READS! growth, expansion of events
- Increase in Children's Summer Reading participants
- Getting kids excited about reading
- Finished the Strategic Plan
- Remarkable success with teen programming
- Hired a Public Services Librarian
- Hired 15 new pages
- Hired a Head of Circulation
- Fairhaven technology upgrades
- Exterior painting
- New mobile app
- Library card campaign
- Early learning spaces
- Attended ALA conference
- Strengthened alliance with WCLS and all partner libraries

Goals for 2014:

- More hours for branches
- Purchase property for a new library
- Incremental building program progress
- Look for partners (and funders) to develop building program
- Visit City Council members
- Learn more about trends in libraries; field trips to see other library operations
- Fill high level staffing needs; identify needs
- Develop strong communications/marketing strategy

Library Board of Trustees upcoming vacancy: Pam, Faye and Marilyn met to review the four Trustee applications that have been received. They determined to pass on the applications to Rachel, J. and Pam to interview each of the applicants. Rachel and J. will meet with Pam to develop interview questions.

Board member reports: Marilyn attended the C-SPAN presentation at the Whatcom Museum (as did Pam). She is excited that they are highlighting Bellingham in their Cities Tour program airing January 4th and 5th.

City Council liaison report: Stan reported that Council is wrapping up for the year.

Library Director's report: Pam reported that we have been having on-going elevator problems. It is currently working, but requires that a staff member go to the next floor and push the button to call the elevator. Myron Carlson, Facilities Manager, is obtaining estimates to repair or upgrade.

Pam attended several of the demonstrations for a new Integrated Library System (ILS) which were coordinated by Madeline and WCLS staff. The committee has decided that the time is right to go out for an RFP for a new system; funding for this project has been earmarked for several years in the ITSD technology replacement fund.

Karen Hannah mentioned the Tech Gift Expo that we recently held. This highly successful program, involving four community partners, was held on the main floor (the result of a scheduling goof that turned into a happy accident).

Pam provided a Library Update to City Council on December 9. She thanked them on behalf of the Library Board for the Sunday hours funding and told them they would be contacted by Trustees in the new year. She shared information with them about the library card campaign and about Whatcom READS!, providing each council member with a read-and-release copy of the 2014 selection, *Wild; from lost to found on the Pacific Crest Trail*, by Cheryl Strayed.

The recent My Downtown event drew 150 people. The COB planning staff are developing a comprehensive Downtown plan that they hope to complete and present to City Council by June. The My Downtown survey had about 100 library comments and there were many library-related comments at this recent meeting as well. The comments from this event and meeting minutes are available on the city website.

Executive Session: The Board went into Executive Session to discuss labor negotiations and to consider the selection of a site or the acquisition of real estate by lease or purchase (RCW 42.30.110 (1)(b) at 5:37 p.m. Chairperson Faye Hill excused herself at 5:55 p.m. and Vice-Chair J. Gordon took over.

The meeting was called back into open session at 6:05 p.m.

David Edelstein moved to ratify the AFSCME 114L labor contract for 2014. Marilyn Mastor seconded. Motion carried.

Meeting adjourned at 6:07 p.m.

Next Regular Library Board Meeting – January 21, 2014 at the Central Library, 210 Central Avenue – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees