

**Special Meeting of the Board of Library Trustees**  
**Thursday, May 30, 2013 - Meeting Room on lower level**  
**12:30 PM - 02:30 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.

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**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; Beth Farley and Wendy Jenkins

**Others:** Stan Snapp, City Council Liaison

**Call to order and introductions:** Special session was called to order at 12:38 p.m. by Chair, Faye Hill.

**Approve/modify agenda:** No changes.

**Public comment:** No comment.

**Strategic Plan 2013-2017:** Pam has been reviewing all of the information that was gathered for the 2008 Building Program process done with Thomas Hacker Architects and our other consultants. She passed out a list of all of the binders (with contents listed). The binder titles are:

- Sites #1
- Sites #2
- Site: Army Street
- Waterfront
- Site: by Senior Center
- Site: Current Library Block
- RFQ: Library Building Consultant
- Library Building Program: Thomas Hacker, September 2007
- Worksheets and Square Footage
- Funding and Cost
- Interim Library Services
- Parking
- Public Comments & Ideas

After lengthy discussion about how to begin the process of determining what information from the previous building plan is still valid and useful, a priority list of steps was determined. Here are those steps with relevant discussion comments:

Step 1

- Staff update BPL/community data (number of staff, collection size, circulation, population)
- Review Thomas Hacker Building Program in relation to collection, storytime space, etc. (for June 18 meeting, if possible)
  - o Our ideas about space have changed
  - o Technology needs have changed
  - o Does the building need to be bigger/smaller/same size
- § Square footage was based on industry standard of 1 sq. ft. per capita – is this still relevant?
- § For a population of 85,000 we currently have 44,000 sq. ft. in the Central Library, so we can assume we need more – 50,000 to 80,000 for 50 years

- § Build flexible enough that we can expand or contract
- o Could do a simple list – valid, invalid, possible
- o How do we address future needs (50 years)?
- o Community meeting space valued at Stakeholder Retreat
- o Early Learning emphasis
- Look at how the Strategic Plan integrates

## Step 2

- Board update site criteria (originally developed in 2002; updated in 2004-2005)
  - o Define "Civic Center" (parking, bus)
- § Municipal Court considered out of downtown core
  - o Is 1.5 acres, 60,000 sq. ft., still our minimum?
  - o Still want "open" space (same/bigger/smaller)?
- Review/update list of sites (Pam and Board)
  - o Wilson Motors; Civic Field

## Step 3

- - Identify potential co-location partners
    - o This concept has risen in value
    - o Discuss with ITSD, BTV-10, Planning, other COB departments
    - o School District
    - o County (land and/or services; joint parking/building)
    - o Literacy Council
    - o People and organizations that fall into our LEARN, MEET, DISCOVER priorities
    - o Retail spaces?
    - o Issue an RFP (60-year old building looking for long term relationship; worn; likes kids )
- - Contact and meet with potential partners
    - o Meeting with Planning Director, Tara Sundin, Mayor, IT Director, County Executive, School District – get some energy from potential partners; the sum is more valuable than the individuals.
  - Review other COB Plans
    - o Current building could be very useful for other departments
    - o Facilities Maintenance Plan
    - o Downtown

**2014 Capital Requests – review and approve:** Pam handed out the Capital Requests spreadsheet which she revised to include site purchase and costs to develop a revised Building Program. It was suggested the \$55 million for a new Central Library be divided to show cost of construction, sitework, parking, interim move, etc. If we built on a different site, it would be a different number. Pam will adjust the spreadsheet. It was also suggested that, in the Capital Item column, we specify which building (Central or Fairhaven) in all rows to be consistent.

Marilyn commented that it is not cohesive to put new building costs alongside old building maintenance costs such as paint, carpet and signage. Pam acknowledged it seems incongruous, but this is our tool to communicate needs to the city. Plus, we need to paint and maintain the building to protect it as an asset.

It was also noted that the spreadsheet identifies two managers needing office space, but we will now have three. The spreadsheet will be updated to reflect this.

Rachel Myers moved to accept the Capital Requests as written with the discussed changes. Marilyn Mastor seconded. Motion carried.

**Determine schedule for next meeting(s):** It was determined to plan for a longer board meeting on June 18 – 3:30 to approximately 6:30 p.m.

**Meeting adjourned** at 2:16 p.m.

**Next Regular Library Board Meeting – June 18, 2013** 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