

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, October 21, 2014 - Fairhaven Library Fireplace Room**  
**03:30 PM - 05:43 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, J. Gordon, Marilyn Mastor and Tom Barrett

**Board Members Absent:** Rachel Myers (brief Skype presence)

**Library Staff:** Pamela Kiesner; Beth Farley; Bethany Hoglund; Janice Keller; Madeline Sheplor; Jennifer Vander Ploeg and Wendy Jenkins

**Others:** Kelli Linville, Mayor, Jack Weiss, City Council liaison, Deb Lambert, WCLS Board representative, Garland Richmond, Friends of Bellingham Public Library President, Karen Hannah, Friends of Bellingham Public Library representative, Brian Heinrich, Executive Coordinator, Jim Turk

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

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

**Public comment:** Jim Turk commented that he hopes, at today's meeting, to hear about a reconfigured library plan and also about brightening up the Central library while the new one is being built.

**National Friends of Libraries Week, October 19-25, 2014:** Pam introduced Karen Hannah and Garland Richmond, representatives from the Friends of the Bellingham Public Library. Mayor Linville thanked the Friends and read a mayoral proclamation in honor of National Friends of Libraries Week. Faye Hill presented a resolution from the trustees commending the Friends for all they do for Bellingham Public Library.

Marilyn Mastor moved to approve the Resolution Commending the Friends. J. Gordon seconded. Motion carried.

**Strategic Planning:** Pam reported the Facilities Committee met twice since the last board meeting and made progress on two items:

- Site selection criteria – Katie Franks, Development Specialist, reviewed the available background information from 2002 to the present and produced a site criteria draft. She suggested the Board prioritize the criteria. The Board discussed this at the last board meeting and Pam has prepared a new draft.
- Central Library Facility Needs update – an updated draft of the 2004-2005 document is near completion. It includes new library trends and describes the actions the City and library staff have done to improve the facility.

Both of these drafts are ready to be shared with the Board for full Board review and feedback.

J., having reviewed several documents, such as the Geiger GeoEngineers study and the Facility Needs draft, proposed, in light of a changed economic climate and evolving library needs, an alternative idea for all to consider – renovate the current library building with an expansion of 25,000 square feet added to the east and west ends of the building (outwards towards Grand and Commercial). J. calculates this could be accomplished at approximately half of the original

45-55 million estimate to build a new building, perhaps without the cost of temporarily moving out or adding additional expensive parking.

Faye welcomed the Mayor and invited her to define the suggested Feasibility Study and expressed the Board's desire to be involved in the study. Topics the Facilities Committee would like to have included in the study are:

- Update the Facilities Needs Assessment
- Integration of the Assessment into the Library's Strategic Plan
- Update the building program statement with the help of a national, trained, library planner
- Consider library expansion and renovation at the existing site
- Establish a cost estimate
- Collaborate with the City to determine if there are any feasible city department partners

Faye added, on a personal note, that in her 10 years serving on the library board the number of persons using the library has greatly increased, yet our aging building is in worse condition, more inadequate each year. Much has changed in the community and in the library, but what has not changed is the community's need for an up-to-date Central Library facility.

**Mayor Kelli Linville:** Mayor Kelli explained that she proposed to do a Feasibility Study to look at the total picture – building, operating, and programming – to ensure all are considered together and that decisions are based on facts. In planning a new library, we need to make sure we can afford to staff it and that it is the right size, and then figure out how to finance it. The City has multiple responsibilities and capital needs that need to be taken into consideration.

Elements of the Feasibility Study supported by the Mayor include:

- A joint effort involving the Library Board and the City (such as Finance and Public Works)
- Consider co-location with other city departments – combined investments are more valuable
- Incorporate systems to minimize operating costs, keeping in mind that staff contact and open hours are critical as well
- Include a library science specialist
- Consider feasibility of branch libraries

The Mayor expressed her commitment to the library. She had to cut 1.1 million from the 2015 budget, but did not cut any library services.

Pam commented that, after talking with the Mayor about a Feasibility Study, she has been gathering different libraries' studies for our review.

Pam and the Board thanked the Mayor for attending today's meeting.

**Consent agenda:** J. Gordon moved to approve the September 16, 2014 minutes and the September, 2014 performance and activity measures and financial report. Marilyn Mastor seconded. Motion carried.

**Library Card Campaign report and wrap-up:** Bethany Hoglund provided a wrap-up report on the "Are you missing out?" Library Card Campaign. The goals of the campaign were to increase card holders and to focus on community outreach and e-resources. There was an increase in new card holders: January-August monthly average was 608, September had 766; online card registrations were 86 for September, up from the average of 53.

The primary publicity was a 15-second advertisement (funded by the Friends and WCLS) that played before every movie showing at Regal Cinema from August 29 through October 10. The

ad is still airing on BTV10. There were print ads in the Herald's Families supplement and Fall Leisure Guide as well as on WTA buses. Youth Services staff attended ten back-to-school nights and we staffed two pop-up library events – one at the Northwest Soccer Park and one at the opening of the *Gone Girl* movie.

**2015-2016 budget update:** Pam reported she has been attending the City Council department work sessions. The Library will be presenting to Council on November 10. The work sessions are held after the regular session at about 3:00 p.m. in the Mayor's Board Room. Pam will be sharing 2014 accomplishments and 2015-2016 work plans. There are no major changes to the library budget, but all departments did have their travel and training budgets cut across the board – the library had a cut of about \$1,800.

**Library Board of Trustees upcoming vacancy:** Items in the packet include a brief outline of the recruitment and selection process, a copy of the news release that was posted in the Herald and on city and library websites, and a copy of the Application for Appointment to City of Bellingham Boards and Commissions. Pam requested the Trustees contact her if there are any characteristics or attributes they feel would be beneficial in a new trustee. Tom, Marilyn and Pam volunteered to be on the application review committee. J., Rachel and Pam will be on the interview committee. Pam encouraged the Trustees to actively reach out to potential candidates.

**2015 Interlocal Agreements:** Copies of the 2015 Interlocal Agreements are in the packet. The WCLS Interlocal outlines the agreement we have with the county library system including a reimbursement schedule, which increased this year by 2.1%. The three academic library agreements are for our public library Connections with BTC, WCC and WWU; they are straightforward with no money exchanged.

Tom Barrett moved to approve all four Interlocal Agreements. Marilyn Mastor seconded. Motion carried.

**Board member reports:** Faye was unable to attend the WCLS board meeting at Point Roberts Library this morning. Deb Lambert reported the new Ferndale Library would have a soft opening on Wednesday, October 29, followed by a Grand Opening ceremony on Saturday, November 15, at 10:00 a.m. She also reported that the Friends of the Point Roberts Library have raised \$346,000 towards a goal of \$534,000 for a potential remodel of the old fire station.

Pam mentioned that Deb Lambert is retiring from the WCLS Board and thanked her for her presence these past five years at our meetings.

**Council liaison report:** Jack reported Council is accepting applications through December 1 for a new council member – Cathy Lehman is retiring from Ward 3. The new member will be appointed for one year and will need to campaign next November to continue in the position.

Council is deliberating the Transportation Commission's recommendation to modify parking policies: increase some 24 hour spots to 72 hours; increase parking fines from \$10 to \$20 in the downtown core and from \$20 to \$30 in other areas.

Council still has two special budget work sessions and an introductory session by the Mayor, followed by amendments. They hope to pass the budget on December 15. Jack expressed a willingness to carry an amendment to council, on behalf of the library, if there is something the Board feels strongly about, that is reasonable and easy to support.

**Library Director's report:** Pam reported that Marcellus Turner, Seattle Public Library Director, has invited leaders of municipal libraries to gather in January to discuss current funding support and plans for long-term sustainable funding for libraries.

The Library received a gift from Bob Witherspoon's estate – \$4,650 to Whatcom Community Foundation earmarked for genealogy materials.

Pam reminded the Board that All Staff Learning Day is Friday, December 5. The library will be closed until 2:00 p.m., but Security staff will be on hand to keep the doors open for the Friends' book sale.

The Library delivery truck is getting a new lift gate. The expense for the rental truck used during the repair – about \$3,000 – will be in next month's claims. The cost of the repair was taken out of the Interfund account we pay into monthly.

Pam and Janice Councilmember Pinky Vargas on a tour of the library. Public tours will start in November.

Pam mentioned the Op-Ed in today's Herald, "Life-long learning habits begin with early literacy," that she worked on with Bethany and Janice.

Pam will invite Myron Carlson, Facilities Manager, to attend next month's meeting to report on the Indoor Air Quality Assessment findings.

The library nominated Barkley Company for a 2014 Corporations for Communities Award for supporting the community by providing rent-free space for our Barkley Branch. Janice passed out copies of the nomination and reported that she received word that Barkley Company was one of the four selected businesses to receive the award (small company category) on November 12.

Karen Hannah thanked Tom Barrett for his advocacy with the Samish Neighborhood Association.

**Meeting adjourned** at 5:43 p.m.

**Next Regular Library Board Meeting – November 18, 2014** 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