

Regular Meeting of the Board of Library Trustees
Tuesday, November 18, 2014 - Library Board Room
03:30 PM - 05:52 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, J. Gordon, Marilyn Mastor, Rachel Myers and Tom Barrett

Board Members Absent:

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

Others: Jack Weiss, City Council liaison, Fred Haslam, WCLS Board representative, Karen Hannah, Friends of Bellingham Public Library representative, Martha Lopez

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

Approve/modify agenda: Marilyn Mastor moved to approve the agenda. J. Gordon seconded. Motion carried.

Public comment: Karen Hannah, Friends' representative, passed out book sale flyers for the upcoming December book sale and thanked Janice for her help arranging access to the building during the sale.

Consent agenda: J. Gordon moved to approve the October 21, 2014 minutes and the October, 2014 performance and activity measures and financial report. Marilyn Mastor seconded. Motion carried.

Central Library Indoor Air Quality Assessment report: Pam introduced Myron Carlson, Facilities Manager, who presented information about the assessment that was done in July of this year. Staff concerns about air quality, that were noted over an extended period of time, prompted Facilities to commission EHS International to perform this assessment. Conclusions reached (included in the packet) and actions taken were:

- Some bathroom fans were inoperable, vents needed cleaning and filters needed replacement – all of these have been addressed; Facilities is considering going to a 3-month filter replacement schedule rather than the current 4-month cycle
- The odor in the Lecture Room is most likely caused by carpet mastic that did not cure properly when installed years ago combined with moisture seeping through the concrete floor slab – replacing the carpet in the building is scheduled for 2016
- Air turnover in parts of the building are not up to current standards for a new building – Facilities balanced the flow into the building as best they could, but the cost to fix, for example enlarging the air ducts, would be very expensive
- Facilities is also keeping watch for water leaks into the elevator pit in the staff lounge – there is evidence that storm or ground water has leaked into the pit and flooring

Library truck: Jennifer Vander Ploeg, Head of Circulation Services, provided an overview of issues we've had with the truck. The lift gate broke and was repaired, but a week later it broke again, leaking hydraulic fluid into the garage. While Fleet determined the best course of action – repair or replace – WCLS loaned us a truck for the end of August and we then rented a truck for September through the middle of October. A customized lift gate was purchased and installed and then the loading dock was retrofitted to accommodate the new lift gate. The replacement

was approximately \$7,700 and rental fees were \$3,200. Jennifer praised the staff for their extra work and flexibility during this fix.

2015-2016 budget update: Pam reported the Library's work session with City Council was on November 10. Two board members, Faye and Tom, attended. Departments were asked to provide Council with 2014 accomplishments and a 2015 work plan. During the session Jack asked if there were items the library had requested that did not get funded. Faye spoke for the Board, responding that the Library had asked for funding to open more hours at Fairhaven and Barkley branches. The work session was brief and straightforward.

Jack informed the board that City Council was anticipating a few legitimate amendments to be proposed and he believed a Library amendment should be among them. Pam passed out information about 2 possible options. The Board discussed priorities and concluded they would like Jack to propose funding \$40,000 to restore 4 open hours per week to Fairhaven Branch and add 4 open hours per week to Barkley Branch. This would enable both branches to be open 6 days a week which would be consistent and easier for patrons to remember (currently Fairhaven is closed on Monday, Barkley on Friday).

Strategic Planning: Outreach Committee: The Committee met and discussed an Outreach/Marketing plan, including attending neighborhood association meetings, the Barkley award, and trustees building relationships with Council and others. They also discussed restructuring their meetings, perhaps half-day retreats, so that board meetings can focus on strategy.

Facilities Committee: In the packet Pam provided an updated Proposed Library Site Selection Criteria. After discussion, Rachel Myers moved that the Proposed Library Site Selection Criteria be approved as written. Marilyn Mastor seconded. Motion carried.

Pam mentioned that the Central Library Facilities Needs document is in draft form, but she considers it "on hold" for the time being.

J., following up on the new Central Library approach discussed at October's board meeting, reached out to Ted Carlson, Public Works Director, and other community members and concluded there is a strong consensus that they could get behind a proposal to stay at this location with a robust renovation and expansion. J. asked the Board if they are comfortable as a group to say they want to explore a Central Library expansion/renovation at its current location. The Mayor's upcoming 2015 feasibility study could be a combined effort in collaboration with Public Works and the City overall. One of our selection criteria is co-locate – is there a way we can help the City? How big to expand would be based partly on other department needs. J. believes there are ways to do this and keep some green space. There would be the opportunity to have all of these dialogues in a combined effort.

Pam added that there are many examples of facilities that have expanded and renovated. Madison Public Library in Madison, Wisconsin just completed a renovation.

Jack added that this is a substantially cheaper approach and a bond would be easier to pass, though there would be a temporary disruption of service.

J. Gordon moved that the Board explore renovating and expanding the Central Library around the existing building. Marilyn Mastor seconded. Motion carried.

Pam and J. will arrange a meeting with Mayor Kelli and Ted Carlson to discuss the Board's decision and the possibility of a collaborative feasibility study. Jack will be meeting with Council members and will discuss this future plan to save Capital costs. Janice suggested a future 5-minute presentation by a Board member to Council.

Library Board of Trustees upcoming vacancy: Pam shared that there are six applicants so far. Tom, Marilyn and Pam will set aside a time to review the applications before next month's meeting.

2015 regular Library Board of Trustees meeting schedule: Pam affirmed with the Board that the traditional meeting schedule, included in the packet, works for all members. Pam pointed out that two of the meetings in 2015 fall right after a holiday – Martin Luther King, Jr. Day in January and President's Day in February.

2015 City of Bellingham holidays & library closures: Pam mentioned that, by union contract, we follow City observed holidays. We will also be closed on Saturday, July 4 (the City observes this on Friday, July 3). Pam also recommends that the Library be closed on Easter Sunday, April 5, as this is a low attendance day.

Corporations for Communities award: Janice handed out an article from the Secretary of State's website, *Wyman honors companies that give back*, that discussed the ceremony for the 2014 Corporations for Communities Award that honored four companies in Washington State for their generosity and contributions to their local communities. Bellingham Public Library nominated the Barkley Company who was one of the recipients of the award. Tom has been talking with Stowe Talbott about a small ceremony at Barkley during the holidays or early in 2015. Pam, Janice and Faye will give a short presentation about the award to City Council on Monday.

Whatcom READS! 2015: Pam handed out read-and-release copies of the 2015 selection, *The Boys in the Boat* by Daniel James Brown, to the trustees and Jack. Tucked into each book is a "baseball card" promoting the event – 5000 of these will be distributed throughout the community. Many theme-related programs are being planned that will culminate in author events February 24, 25 and 26. Janice thanked the Friends of the Library for their generous support of this program.

Bethany reported the Whatcom READS! Kids and Teens events will be happening March 9-11, featuring Eugene Yelchin, author of the 2012 Newbery Honor book, *Breaking Stalin's Nose*. Yelchin will speak at one of the local schools – chosen by a competitive application process – and will also speak at a public event. This event is also supported by our Friends, as well as the Whatcom County Library Foundation and a Washington Humanities Grant.

Pam added that she will be doing a Whatcom READS! 2015 update to City Council on Monday, November 24.

All Staff Learning Day: We will be closed Friday morning, December 5, for an all staff learning opportunity in collaboration with WCLS. The theme is *Are You Missing Out?*, which ties in with the Library Card Campaign we had in September. Keynote speaker will be Tyler Byrd, founder and CEO of Red Rokk Interactive Media and Technology, a media marketing agency in Bellingham. Pam invited the trustees to register.

Board member reports: Faye attended the WCLS board meeting and reported they continue to struggle with the South Whatcom Library issue. Fred Haslam, WCLS trustee, added that they are struggling a little less, that an agreement is in its final stages. Good news from the county system is that they opened up the new Ferndale Library.

J. mentioned that a new mixed development has been proposed on Northwest. If the developer is interested, there could be the opportunity for the library to have a presence similar to Barkley

Branch. J. also informed the trustees of a fundraiser called Saving Luna which provides an educational opportunity for students to go to San Juan Island.

Council liaison report: Jack reported the Council is busy working on the budget, the rental safety program, condemning Aloha Motel and a comprehensive parking study.

Library Director's report: There have been a couple of noise and shaking complaints about the construction happening behind Fairhaven Branch. Pam has alerted Facilities, but there is no report yet.

We have a Security Attendant shortage – 2 of the 3 positions are vacant. Interviews are scheduled for the first week of December. Pam has requested regular police walk-throughs during the vacancies.

Pam is serving on two union bargaining committees – 114 and 114L AFSCME.

Pam attended the grand opening of Ferndale Library on November 15.

Nate, our Delivery Driver, is the proud new father of Victor.

James Erb, City Attorney, let us know that materials retained by board member do not have to be kept. It is the Libraries' responsibility to retain materials.

Pam thanked the Friends who recently approved an amazing number of requests for 2015 including:

- 2015 Children's, Teen and Adult Summer Reading
- SkillShare materials
- 2015 Staff Development
- Book Club Kits
- Raise a Reader
- Collection Support for Large Type, Adult Fiction and Happy-GO-Lucky

Janice reported that she and Jenni Johnson conducted two library tours last Saturday. There were about 32 engaged, interested attendees. They have more tours scheduled in December and, for 2015, will pick a consistent day a month to keep the tours going.

Meeting adjourned at 5:52 p.m.

Next Regular Library Board Meeting – December 16, 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