

Regular Meeting of the Board of Library Trustees
Tuesday, May 20, 2014 - Meeting Room on lower level
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, Marilyn Mastor, J. Gordon, Rachel Myers and Tom Barrett

Board Members Absent:

Library Staff: Pamela Kiesner; Madeline Sheplor; Beth Farley; Bethany Hoglund; Jennifer Lovchik; Katie Bray; Mandee Manes and Wendy Jenkins

Others: Jack Weiss, City Council liaison, Marvin Waschke, WCLS Board representative, Kathie Wilson, Friends of BPL

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 as written. J. Gordon seconded. Motion carried.

Public comment: Kathie Wilson reported the Friends were busy preparing for the upcoming Ski-to-Sea booksale.

Consent agenda: Marilyn Mastor moved to approve the April 15, 2014 minutes and the April 2014 performance and activity measures and financial report. Tom Barrett seconded. Motion carried.

Trustee education: Washington Library Association Annual Conference: Pam introduced the three staff members who attended the conference: Jennifer Lovchik, Katie Bray and Mandee Manes. Each reported that the conference was a tremendous opportunity and gave a report of the highlights, including:

- Keynote speakers Ciscoe Morris, Terry Brooks, Jim Lynch, Sean Beaudoin, Jennie Shortridge, and all-around favorite, Marissa Meyer, teen author best known for *Cinder*
- Great opportunity to do some all-important networking
- Gathered ideas for strengthening our relationship with the schools and learning more about the Common Core the schools have adopted
- Gorilla Storytime – sharing tactics and tools for difficult circumstances
- Outreach – getting out to under-served communities
- Katie presented on a Microsoft IT Academy panel – sharing our marketing strategies that helped Whatcom County have the highest IT Academy use in Washington
- Overcoming obstacles in library design presented by Seattle Public Library
- Preview of a Humanities Washington Speaker Series event that will be here on June 6 – *The New Front Page: 21st Century Journalism and What It Means for You* – presented by Claudia Rowe, journalist

All three left with a goal: Jennifer to present at WLA next year, sharing teen programming that other libraries are not yet offering; Katie joined WLA; and Mandee now has her eyes set on a MLIS degree.

Joint BPL/WCLS trustee workshop: Carolyn Peterson from the State Library will present on a variety of trustee topics on Wednesday, June 4, from 3:00-5:00 p.m., followed by dinner. This meeting will be held at Whatcom Central Services on Northwest Drive.

Mayor Kelli Linville: Pam welcomed Mayor Kelli and invited her to speak on Library planning, the biennial budget, the Capital Facilities Maintenance Plan and any other City issues affecting the library.

Mayor Kelli began by thanking the trustees for the work they do and acknowledging that the Library and Board have done their homework with strategic planning and looking at services offered for the matrix. She stated that she is a huge supporter of the Library, that it is an essential service, not a luxury. As for new library plans, she has asked Katie Franks to take a look at the identified sites from an objective planning standpoint. The Mayor and Pam have discussed scheduling a conversation between the Library Board and City Council to determine the direction Council would like to take. A tentative date being considered for a joint work session is July 7. The Mayor and Pam also discussed staffing-up the current facilities so when we are ready to build, staff is available to run it.

Faye Hill asked for clarification about site selection. The Mayor suggested first reviewing the site that was chosen in 2007, then looking at current city-owned sites determining which sites the city can get rid of, and then look at sites to purchase – done in a context of prioritizing all of the things the city needs to do. J. added that the board jumped into the site discussion because they became aware of a piece of property – not many properties meet all of the criteria and there may only be a small window of opportunity. Kelli suggested that if the Council sees the criteria, they can determine if it is a good site.

J. mentioned that the building plan in 2006 was based on a stronger economy. Much has changed: many efficiencies are possible, size requirements have changed, co-location is a possibility. How should we move forward with re-programming the building plan with this new input? The Mayor suggested integrating with all departments, analyze with the whole city, not just the library – it is a positive time to have the discussion and do it deliberately.

Tom asked if the City or Council have a site priority, such as waterfront or city center? Kelli answered the downtown core, which includes downtown, old town, and waterfront, wherever we can take advantage of transit and walking. Jack added that the boundaries have been changed since the last survey. Kelli said it would be good to do a city-integrated analysis and suggested a Community Solutions Workgroup – such as was done for a county-wide housing task force, downtown health and safety and, currently, downtown business. A system is in place to pull in all interested parties who commit to meet six times to determine the next step forward. Kelli said she could pull this group together to be next, after the downtown business group is completed.

2015-2016 budget: Included in the board packet is a 2015-2016 Budget Cycle calendar. Also in the packet is a draft spreadsheet of the Library's Capital Requests which are due to Finance on June 2. The board supported the Capital Requests spreadsheet as written.

Pam will be meeting with the Mayor on Wednesday for a budget discussion and she asked for board input for budget requests. Suggestions were:

- Restore open hours
- Continue to restore materials budget
- Continue to purchase pre-processed and pre-cataloged materials
- Replace self-check software
- Explore increasing space at Barkley Branch
- Future: north side library presence/access/programming

J. added that library science does not support branches for smaller populations – they are expensive to run and take away functionality from a Central Library – Barkley Branch works because it is rent-free. Rachel suggested going in a different direction with neighborhoods –

reframe interactions to be service-oriented rather than facilities-oriented – get beyond the walls and get out into the communities.

Strategic Planning: Outreach Committee report: Julie Guy, a citizen from the Cordata neighborhood, invited Tom to a planning meeting for a north side branch. Tom attended and encouraged them to meet common goals with other north side neighborhoods – work towards a community library rather than a neighborhood library. This group is also working towards arranging some children's programming, perhaps using free space in a church. Pam added that our staff does outreach to the north side schools.

Tom and Rachel determined this is a good time to meet one-on-one with City Council members over coffee to discuss budget talking points:

- Rachel will talk with Cathy Lehman and Pinky Vargas
- Faye will talk with Michael Lilliquist
- Marilyn will talk with Roxanne Murphy
- Tom will talk with Terry Bornemann and Gene Knutson

Tom and Rachel also proposed the idea of a Children's Department Advisory Group composed of community members. Pam will discuss this with Bethany Hoglund, Head of Youth Services.

Joint Library Board/City Council work session: Tentatively scheduled for Monday, July 7.

Policy review: Rules of Conduct: Beth Farley reported that the question of e-cigarette use in and around the library has come up. In the packet are two articles concerning e-cigarette use. Beth contacted city attorney James Erb, who reported that e-cigarette use is technically not smoking because it is not lit, but that the library has the authority to clarify the language and ban use on library property. Beth suggested changing the wording of our Rules of Conduct policy to read, "Smoking and e-cigarette use are not permitted in library facilities or on library property." The Board supported this change.

Board of Trustees Bylaws: Tom suggested adding the sentence, "The Chairperson is a full voting member of the Board of Trustees," to Article IV, Section 2, for clarity. The Board supported this change.

Pam will bring updated drafts of these two policies to the Board for approval at the next Regular Meeting.

Personnel update: Pam briefly mentioned that we have filled the part-time Library Clerk 2 position, and interviews for the Communications, Community Relations, and Programming Manager will conclude on Thursday. Pam will let the Board know when this position is filled.

Board member reports: Faye reported she attended WCLS's board meeting where the technical processing of materials was presented.

City Council liaison report: No additional report.

Library Director's report: Pam reported:

- The library is now closed on Sunday through Labor Day
- The Mayor's Third Annual Boards and Commissions Appreciation Event will be held on Thursday, May 29 at 5:30 p.m. in Old City Hall
- Next board meeting will focus on the budget – payroll and personnel requests

Meeting adjourned at 6:00 p.m.

Next Regular Library Board Meeting – June 17, 2014 at the Central Library, 210 Central Ave, Bellingham, Washington – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees