

Regular Meeting of the Board of Library Trustees
Tuesday, September 16, 2014 - Meeting Room on lower level
03:30 PM - 05:51 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; Madeline Sheplor and Wendy Jenkins

Others: Jack Weiss, City Council liaison, June Hahn, WCLS Board representative, Karen Hannah, Friends of Bellingham Public Library representative

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

Approve/modify agenda: Pam asked to add showing the Regal Cinema Library Card Campaign advertisement as item 3a.

Public comment: Karen Hannah, Friends representative, reported they were struggling with vacating their work space for the carpet replacement without an exact date confirmation. Madeline expressed the Library's mutual frustration with not knowing the exact timing. Karen asked that, in looking ahead to replacing the Lecture Room carpeting, we please keep in mind book sale dates – they are difficult, if not impossible, to change once they are set.

The Regal Cinema Library Card Campaign advertisement was shown. This is being shown before every movie at the theatre through October 10. It is also being shown on BTV10. Pam added that wrap-up information about the campaign will be presented at the October board meeting.

Consent agenda: Tom asked that the minutes and performance measures be pulled from the consent agenda and considered separately. Tom Barrett moved to approve the July, 2014 financial report. Rachel Myers seconded. Motion carried.

August 19, 2014 Regular board meeting minutes: Tom noted that on page 4 of the August 19, 2014 minutes, under Facilities Committee, J. is listed as attending the meeting with Barkley Company. J. did not attend; Tom did attend. The minutes will be corrected. Tom Barrett moved to approve the amended minutes. J. Gordon seconded. Motion carried.

August 2014 Library performance & activity measures: Tom noted that programming and volunteer statistics are doing great, but expressed concern about the down-trending circulation statistics. Pam responded that she is watching this closely, but is not concerned at the moment for a couple of reasons:

- In July, Jen Vander Ploeg gave a presentation to the board on multiple-year statistic trends. This revealed there was an upsurge in circulation during the recession (a trend across the nation). The numbers have declined as the economy has improved, but overall, the current circulation numbers are higher than they were at the start of the recession.
- Current statistics also reveal that people are using the library differently now; our services are different with more programming and digital resources. This is an interesting time for libraries and the statistics will be watched closely, particularly as we develop the building program.

· Despite the down-trend in circulation, BPL still leads the state for circs-per-capita.

June Hahn added that WCLS is seeing the same trends at the county libraries.

2015-2015 budget: Budget Modification Proposals: Pam met with Mayor Linville, Brian Henshaw and Vanessa Blackburn and submitted the three proposals the board approved at the last meeting:

- Restore 20 open hours for the public – the Mayor does not think she can fund the full 20 hours
- Restore more of the materials budget – the Mayor responded perhaps a one-time increase, but not both years
- Purchase all materials pre-processed and pre-cataloged – the Mayor indicated she is in favor of pre-processing because it is an efficiency and would enable us to re-deploy some staff

The Mayor has met with all department heads and has indicated the City needs to be very conservative. The City is anticipating a budget deficit of \$1.6 million for 2015 and \$2.7 million for 2016. She also mentioned that we will need to look at future revenue generation for the library. The Mayor will present her budget to City Council on October 6. Pam is tentatively scheduled for a budget discussion with the Council on November 10.

Rates & Fees: In the packet are local price comparisons for photocopy fees and meeting room rates. After consideration, Pam recommends no changes to our rates.

Faye recalled a discussion about possibly eliminating fines on youth items that are checked out on adult cards. Pam confirmed that this is being discussed, but she is not ready yet to present to the board; perhaps at mid-year. The management team is also reviewing the \$5 lost & damaged material fee.

In response to a question from last month's meeting, Pam informed the board that commercial use of our meeting rooms is about 3% of total use.

Marilyn Mastor moved to approve the current Rates & Fees. Rachel Myers seconded. Motion carried.

Strategic Planning: Outreach Committee: Tom attended the Cordata Neighborhood Association meeting earlier this month – 23 out of 25 attendees have library cards! The new WCC facility was discussed at the meeting and Tom suggested they make good use of the facility to show the need for library services in their area. Micah Smith, Cordata Elementary School Principal, spoke, expressing he would like to see the school library used as a community facility during the day. Pam added that Bethany and Bernice are in touch with Micah; perhaps we can provide some public library programming through the school.

J. mentioned a new development was recently approved in the north end of town which includes trails and possibly a Parks facility and wondered if there is room for a library presence. Jack responded that there isn't room there, but there is a possibility at a community center being planned in the Van Wyck area.

It was suggested that trustees continue reaching out to the neighborhood associations. Janice offered her assistance to the trustees in contacting and scheduling meetings with the associations. She also offered to help arrange a tour of the library for Council members.

Facilities Committee: Pam prepared a document, which is in the packet, that shows suggested changes to Katie Frank's document, *Proposed Library Site Selection Criteria*. Katie, a City

of Bellingham Development Specialist, has suggested the board prioritize the site selection criteria. Concerns and considerations included:

- All criteria are important and non-negotiable, numbering gives weight
- Rather than *Primary Priorities* and *Secondary Priorities*, perhaps have *Library Requirements*, followed by *Other Considerations*
- This document will be a tool to communicate to City Council, possible partners, and the community what we need in order to run a successful library
- Pam will take the boards suggestions on order and wording and prepare another draft for the October board meeting

Included in the packet is a draft Central Library Replacement 2014-2019 Timeline that Pam put together following the Facilities Committee meeting. Pam shared that the Department Heads met and prioritized the City's capital projects. The \$50,000 for updating the building plan is on the list for 2015 (10th on the list). The site purchase amount of \$5 million is not included in the 2015-2016 list – Brian Henshaw explained that items without an established funding source are not included on the list. Tom added that this is common in city policy.

J. clarified that the draft timeline is a tool to help determine how much time is needed for each step. The board was disheartened by the Mayor's comment that the library look at future revenue generation. Pam suggested inviting the Mayor to a board meeting to discuss this.

Considering the draft timeline, Jack questioned if the needs assessment should occur before the site selection – for example, with the changes in libraries, do we need a smaller site now? J. responded that having the site selection before allows for the possibility of a site becoming available and also noted there is some overlap built into the timeline. Pam is working on a detailed, yearly timeline as well as determining the best way to update the building plan.

Rachel suggested the board meet for a strategy session after the Mayor delivers her budget to the Council.

Board member reports: Rachel attended a Lead the Change workshop at Seattle Public Library (along with Katie Bray, Janice Keller and Madeline Sheplor) on Community Engagement. She learned it is important for libraries to focus on connection management as well as collection management; to strength connections by getting people excited about what we can do for them. Another suggestion was to think strategically – what sets us apart from other organizations? Collect and share those stories.

Faye attend the WCLS board meeting this morning at Central Services. South Whatcom Library continues to dominate their discussions. The new Ferndale Library grand opening is tentatively scheduled for Saturday, October 18.

Council liaison report: Jack reported that Bellingham is starting up a one-year pilot project. Access Bellingham will offer public access television services to residents of Bellingham for 6 hours on Sunday evenings. There are already about 30 people ready to start programming. The City has an RFQ out for someone who can train residents on equipment use, editing and storytelling.

Jack visited the Cedar City Library by the Park while in Utah – a new library funded by a bond. He also mentioned that a Marin County library in California just finished a large remodel. The community passed an operating levy with 78% support that included capital costs for the remodel and operation costs.

Library Director's report: Pam gave the board members a copy of the comments she sent to the Planning Department listing library concerns about the planned new building next to

Fairhaven Library, including parking, landscaping and design. She attended the neighborhood meeting the Planning Department held.

Pam reported that she sent a message to Stowe Talbot and Jeff Kochman, of the Barkley Company, letting them know we will remain where we are currently located.

The library held a staff picnic at one of the Librarian's home on Lake Whatcom.

Madeline, Nate, Pam, and other Technical Services staff attended the dedication for the Morse Reference Library at Whatcom Museum – library staff cataloged all of the books for the Museum so that they are visible and available to all patrons.

Lorna Klemanski, Director of Human Resources, has moved to her new position as the Director of Human Resources for the Chelan County PUD.

Linda Lambert, WCC Library Director, has retired.

Pam and the management team attended a workshop on facilitation training, specifically focused on project management.

Pam and Bethany are going to City Council on Monday, September 22, to share the many connections and activities the library has with our schools.

Pam mentioned that we will need a new library trustee by the end of the year as Faye Hill's term comes to an end – we will put this on next month's board agenda.

Meeting adjourned at 5:51 p.m.

Next Regular Library Board Meeting – October 21, 2014 at the Fairhaven Branch Library, 1117 12th Street, Bellingham, Washington – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees