

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, April 21, 2015 – Barkley Branch Library 3:30 p.m.

Minutes of Actions and Decisions of the Library Board of 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:** J. Gordon, Marilyn Mastor, Rachel Myers, Tom Barrett, and Rick Osen.

**Library Staff:** Pamela Kiesner, Bethany Hoglund, Janice Keller and Wendy Jenkins.

**Others Present:** Faye Hill, Friends of Bellingham Public Library representative.

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**Call to order and introductions:** Regular session was called to order at 3:31p.m. by Chair, J. Gordon.

**Approve/modify agenda:** Pam requested to add a Fairhaven Branch Library update under item #10 Facilities Committee report. Tom Barrett moved to approve the agenda as modified. Rachel Myers seconded. Motion carried.

**Public comment:** Faye Hill announced the Friends' Annual Meeting is on Saturday, April 25, at 10:00 a.m. Christine Perkins, WCLS Executive Director, will be the keynote speaker.

**Consent agenda:** Rick Osen moved to approve the March 17, 2015 minutes, the March 2015 performance & activity measures and financial report, and the 1<sup>st</sup> quarter financial report. Marilyn Mastor seconded. Motion carried.

**Board members' report:** Rick Osen participated in one day of the WLA Conference attending:

- Welcome Breakfast with Tulalip Tribes storyteller Lois Landgrebe
- Washington Libraries into the Future: A Kitchen Table Conversation
- Caring for the Business Community: Creating a Partnership Between Public and Academic Libraries
- Creative Circulating Collections (video production equipment, fishing rods, etc.)

Marilyn had a friend email from Mexico that she was trying hoopla.

Rachel attended the WCLF fundraiser that was held last Friday night – they are hoping to raise \$20,000 from the event. She expressed that the event reminded her that fundraisers are a lot of work, but provide a good opportunity to tell an organization's story.

**Library Director's report:** Pam shared that she received a phone call from a daughter concerning her deceased mother, wanting guidance on how to word her obituary for donations. After discussion, she decided to focus on our WCF Endowment Fund.

Marcellus Turner, Seattle Public Library Director, visited our Library and attended the Management Team meeting last week. Though SPL has significantly more funding than us, they also have a much bigger system and struggle with many of the same issues that we do. In a thank you card Pam received from Marcellus, he commented that BPL is now his favorite library that he has visited in Washington.

Pam will be attending a Department Head retreat next Thursday.

Pam explained to the Board that we had \$21,000 from the 2014 materials budget that we were careful not to spend, holding it for the Washington Library State Consortium invoice that increased significantly in 2014. We asked to have this amount reappropriated into the 2015 materials budget to pay the invoice, but the Mayor decided to not reappropriate the funds.

**2014 Washington Public Libraries Annual Report:** Pam pointed out this State required Annual Report in the packet – it looks dry, but holds many crucial statistics that enable us to compare our library to others in the state. Pam thanked Wendy for putting it together this year. Janice is working on the library's Annual Report for the public.

Tom mentioned WCLS's financial report from their board packet – revenues are down 4.3% while expenses are up by 3.2% – and wondered if this is the city's trend as well. Pam suggested going online to see the city's financial dashboard. Pam will invite the Finance Director to a board meeting soon.

**Trustee education:** National Library Week, April 12-18, 2015: Janice handed out information about the variety of programs that went on this past week:

- Library Snapshot Day: 5 local professional photographers took pictures all day, donating the images to the library: Kenni Merritt, Paul Conrad, Radley Muller, Linda Wright, and Roger Dollarhide.
- Injustice and Intolerance series finale: Mid-Century Dream to Today's Reality: All the Ways that Race Still Matters.
- WLA Conference in Tulalip, WA.
- Joint Guest Editorial with WCLS: Libraries offer unlimited possibilities.
- Muffin Monday provided by the Friends, who also provided goody bags for staff on Friday.

**Policy review:** Confidentiality Policy – final review: Tom Barrett moved to approve the policy as written. Rachel Myers seconded. Motion carried.

### **Operations update:**

- What's new at the Barkley Branch?: Pam pointed out the empty leasing office, describing how it used to look – a stairwell and elevator leading to a bakery. Tom has worked with Barkley Company to make the office space available for library use during open hours. The digital sign is new which was funded by the Friends. The trustees briefly toured the branch.
- New/restored hours at Fairhaven and Barkley branches: the new hours will begin on Monday, May 4. Both branches will now have the same schedule:
  - Monday, Tuesday, Saturday 10:00 a.m. - 2:00 p.m.
  - Wednesday, Thursday, Friday 2:00 p.m. - 6:00 p.m.
- Personnel update: Margaret Ziegler is retiring again. She was Head of Reference for 35 years and then was hired back as an adjunct 9 ½ years ago. Two new clerks have been hired enabling the expanded branch hours.
- Upcoming programs: Janice handed out a ticket flyer to the Timothy Egan event, "Indiana Jones with a camera," about the photographer Edward S. Curtis. The event, primarily funded by the Friends and co-sponsored with the Museum, is on Monday, April 27 at the Mount Baker Theatre.
- Integrated Library System (ILS): Pam reported that a decision has been made to cancel the RFP process and continue working with SirsiDynix. A time is being scheduled for SirsiDynix staff to spend a day in Bellingham, offering a company update and overview of new releases available.

### **Strategic Planning:**

Outreach Committee: Tom made several contacts this past month:

- Met with Roxanne Murphy, discussed the Library and the Comprehensive Plan.
- Met with April Barker, head of the Birchwood Neighborhood Association and City Council candidate for Jack Weiss's position.
- The Outreach Committee invited residents of the Barkley condominiums and apartments to the board meeting and also got permission to post our new library hours poster on the Barkley public bulletin board. Tom reported Jeff was thrilled with the new open hours.

Facilities Committee: In the packet are notes from the April 8 committee meeting. J. met with two of the architects from the Zervas Group, hired by the city to update the Municipal Facilities Master Plan. J. passed out a draft of talking points and requested the board consider the most important things that we want to communicate to the Zervas Group at the upcoming interview with them. Tom suggested trustees study J.'s draft and email comments and ideas by Monday of next week. The Zervas Group update is due in June. After this process is complete, we hope to get the go ahead for the library feasibility study.

Fairhaven Branch update: Jackie Lynch, City Planner who is in charge of the new building being planned next to Fairhaven Branch, informed Pam that David Christensen has communicated that they are no longer seeking an easement onto city property – they will be proceeding with a vertical cut at the property line. It will be the Parks Department's responsibility to deal with any damage caused to trees and vegetation.

**New business:** REVITALIZEWA 2015 is being held in Bellingham, May 6-8. Pam passed out a copy of the schedule. J. suggested the library register and he offered to

represent the board. Trustees can let Wendy know by Friday if they are interested in attending any of the sessions.

**Action items for next meeting:** none.

**Meeting adjourned** at 5:19 p.m.

**Next Regular Library Board Meeting – May 19, 2015 at the Center Library, 210 Central Avenue, Bellingham, Washington – at 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST  
Secretary, Library Board of Trustees