

Bellingham Public Library



Regular Meeting of the Library Board of Trustees Wednesday, November 16, 2016 – Central 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.

Board Members Present: J. Gordon, Rachel Myers, Marilyn Mastor, Tom Barrett and Rick Osen

Library Staff: Pamela Kiesner, Lola Estelle, Beth Farley, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: April Barker, City Council Liaison

Call to order and introductions: Regular session was called to order at 3:33 p.m. by Chair, J. Gordon.

Approve/modify agenda: Rick Osen moved to approve the agenda. Marilyn Mastor seconded. Motion carried.

Public comment: No comments.

Consent agenda: Wendy noted that the October Tumblebooks circulation statistic wasn't available when the packet was printed and provided the number – 4,483. Rachel Myers moved to approve the October 18, 2016 minutes and the October 2016 performance and activity measures and financial reports as amended. Tom Barrett seconded. Motion carried.

Board member reports: Rick commented that there were approximately 200 library measures this election year. Pam added that the Point Roberts measure did not pass; they had 55% of the vote, but needed 60% to pass.

J. reported that he has spent some time in the Burnaby Library which houses over 40 newspapers, approximately half in Chinese.

City Council liaison report: April reported that Council members had the opportunity to bring forward budget requests – most did not bring forward a request. At a Training the Trainer meeting put on by Cultures Connecting, April was struck by a quote from the Early Literacy Program Manager for Seattle Public Library, CiKeithia Pugh, "Just because you're in every neighborhood doesn't mean you're servicing all communities." She added that the Children's Library does a good job of going out and serving our communities.

Council passed the 2016 Comprehensive Plan Update. They also have been considering whether or not to make Bellingham a sanctuary city – the City already has policies in place that mimic sanctuary.

April also mentioned Whatcom Community Foundation's Project Neighborly grants – a new opportunity focused on supporting efforts to increase kindness and curiosity and to build trust.

Friends of BPL report: No report.

Library Director's report: Donations report: we received donations from the Willows Book Group and a grateful Interlibrary Loan patron. The Friends contributed \$13,600 for our website refresh project.

The quarterly Joint Management Team meeting, with WCLS, was held. Pam also meets with Christine Perkins, Executive Director of WCLS, every other week to share information.

Pam attended the Literacy Council Breakfast, as did several of the trustees.

The Management Team held a 5 hour retreat to prioritize the 2017 work plan. Jennifer Vander Ploeg is working on a visual presentation of the work plan. Pam has asked supervisors to work on a resume and brief biography for the new Interim Director.

Pam was contacted by a leasing agent for Bellis Fair Mall concerning a branch. The agent said the mall is interested in having a branch and would be flexible about payment. When Pam receives further information she will put it in a file for a North Side branch.

Pam attended the Whatcom READS! quarterly board meeting. The Interim Director will automatically be a member of that board – all Whatcom County directors have a place at the table.

Pam mentioned a recent obituary and memorial service she attended for Julie Foster – she was active in the community, served as the Director of the YMCA for many years and also designed the original BPL logo.

Pam will be going to her last Library Council of Washington meeting in Kingston on Monday.

Pam thanked J. and Rick for attending the All Staff Meeting on October 26. They brought the staff up to speed on the director search and the sustainable funding study.

Tomorrow is the Meet & Greet and interviews for the three Interim Director candidates. The Meet & Greet will provide the staff with a chance to meet the candidates and share their first impressions through a feedback form.

Janice provided a few program highlights:

- On Saturday, October 22, we held an event to honor the Friends and Vicky Marshall. Ben Mann's painting was unveiled and is now hanging in the Dodson Room. The painting was commissioned by the Friends with donations made in memoriam of Vicky Marshall. It was a lovely event.

- Whatcom READS! 2017 is coming up. The 2017 title is *The Revised Fundamentals of Caregiving* by Jonathan Evison. Jonathan will be in town March 9-11, with the main event on the evening of March 10 at the Mount Baker Theatre.
- A Ukulele session was held in the SkillShare Space with about 35 attendees, including Brian Griffin who makes ukuleles. Brian was impressed with the program and offered to present a program in the future.

Lola provided an update on the website refresh project: The current website was designed in 2008 and lives on an aging server. Steven Niedermeyer, Web Systems Analyst, has been working with us. The project is 85% complete. The new website is hosted by WPengine rather than the city server. The new site looks better, behaves better, and is optimized for mobile devices so we will no longer need the Library Now app. Launch is set for December 16. A huge thank you goes to the Friends for providing the funding for this \$30,000 project!

Whatcom Community Foundation support for Foundation Center database: We are thrilled that the Whatcom Community Foundation has donated funding for a 5-year subscription to our Foundation Center database. We are an official satellite site for this non-profit resource which offers access to a suite of websites. Deborah Brewer serves as our liaison with the Foundation Center. Requirements include a print collection that supports non-profits and regular training sessions such as our Finding Funders programs.

2017 WCLS Interlocal Agreement: Pam previously provided the board with information about the history of the Interlocal Agreement with WCLS – documents for the establishment and continuance of the agreement. WCLS provided a proposal suggesting payment from WCLS to BPL was no longer justified based on usage numbers. Jennifer Vander Ploeg and Pam met with Brian Henshaw, Finance Director, who advised them on the most accurate statistics to determine if there is basis for payment. Jennifer and Lola are working on pulling those statistics. Pam suspects we can't justify the payment anymore, we have developed a seamless service with WCLS – both parties benefit from working together.

Trustee recruitment: Pam, J. and Rachel will be interviewing three candidates on November 30. All trustees saw all of the applications. Tom mentioned that the Board Commission met recently and is reviewing the process for nominating new board members, wanting to assure a good balance on all boards. Pam suggested the board give the interview committee authority to choose the candidate to recommend to the Mayor following the interviews. The board agreed.

Personnel update: Rick updated the board on the Interim Director search. Rick and J. met with City staff, who approved working with Kara Turner of Turner HR Services. Out of thirteen applicants Kara and Rick chose six people to interview via Skype. One applicant withdrew prior to the interviews. Following the Skype interviews, the committee chose three candidates for on-site interviews. A Meet & Greet is scheduled for the morning of November 17 so that staff have the opportunity to meet the candidates, followed by an Executive Session to conduct the interviews.

2017-2018 budget: A current Library Rates & Fees schedule is in the packet. Pam recommended the board not make any changes for 2017. Tom, noting that the last meeting room rate increase was in 2013, suggested raising all rooms by \$5. Janice is currently

exploring options on meeting rooms. April added that Parks is working on a rate study. The board will wait until the new data is received. Tom Barrett moved that Library Rates & Fees remain the same for 2017 until they are reviewed. Rachel Myers seconded. Motion carried.

Pam mention the remaining dates the Council will be working on the 2017-2018 budget: November 28 for any needed discussion; December 5 for approval; December 12 for 3rd and final approval.

Public Library Trustee Grants: Pam informed the board that there are Washington State Library grants available for trustee training.

Committee reports:

- Outreach Committee: Tom met with Faye Hill and discussed the Friends organization and Faye's attendance at WCLS board meetings. Tom also met with Michael Lilliquist who requested information about the cost of a North Side branch. Tom forwarded the request to Pam, who sent information to Michael.
- Facilities Committee: no report.

2017 regular Library Board of Trustees meeting schedule: Pam provided the 2017 meeting schedule to the board with the caveat that the Interim Director may want to make changes. Rick Osen moved that the board accept the 2017 regular Library Board of Trustees meeting schedule. Rachel Myers seconded. Motion carried.

2017 City of Bellingham holidays & other library closures: Pam provided a list of city approved holidays and additional library closures:

- New Year's Day, Sunday, January 1
- Sunday, April 16 – while not a city-observed holiday, the Library has typically closed on Easter Sunday because of low use
- Sunday, December 24, expected low use

New Business: The board will meet for dinner at Giuseppe's on Tuesday, December 13 to honor Marilyn Mastor's tenure as trustee. This will be noticed as a Special Meeting.

Action items for next meeting:

- Staff recognition for milestone years of service
- Library Board of Trustees transitions – Marilyn leaving, officer election
- Library Board 2016 accomplishments and 2017 goals
- Pam's last meeting

Meeting adjourned at 5:33 p.m.

Next Regular Library Board Meeting – December 14, 2016 at the Central Library, 210 Central Avenue, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees