

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Wednesday, December 14, 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, Marilyn Mastor, Tom Barrett and Rick Osen
- Board Member Absent:** Rachel Myers
- Library Staff:** Pamela Kiesner, Lola Estelle, Beth Farley, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins
- Others Present:** April Barker, City Council Liaison; Faye Hill, Friends of BPL
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Call to order and introductions: Regular session was called to order at 3:34 p.m. by Chair, J. Gordon.

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

Public comment: No comments.

Consent agenda: Pam pointed out the Library Hotline article that is in the packet, *More Wins Than Losses for Libraries*, which reported on the 79 libraries nationwide who had referenda on their ballots. Rick Osen moved to approve the November 16, 2016 Regular meeting minutes, the November 23, 2016 Special session and the November 2016 performance and activity measures and financial reports. Tom Barrett seconded. Motion carried.

Board member reports: Board members and spouses celebrated retiring trustee Marilyn Mastor at dinner last night.

City Council liaison report: April reported that City Council was done for the year. The reorganization meeting will be held on Thursday, January 5, 2017.

Friends of BPL report: Despite the severe weather impact, last week's book sale netted over \$11,000.

Library Director's report: Pam reported that we received a \$200 donation for the Whatcom Community Foundation Unrestricted Fund and a \$25 donation to our gift fund.

City Council approved a \$443,000 bid from Hytech Roofing to re-roof Central Library.

Pam visited Kingston Public Library for the November Library Council of Washington meeting. It is a very nice, new library that is just a couple of blocks from the ferry terminal. Pam suggested people visit it if the opportunity arises.

Lola updated the Board on the Website Refresh project. Kickoff is this Friday, December 16. Lola will be working this weekend to troubleshoot any difficulties that come up. With the new website we no longer need the Library Now app for mobile devices. There have been a couple of complaints about this, but most patrons are pleased once they are shown that they can now access the website directly from their mobile device, without needing to go through a 3rd party vendor. Lola added that there will be a feedback form on the new site. Janice has arranged for robust communication about this change. Pam thanked Lola and Janice for their considerable efforts on this project and thanked the Friends for provided the funding.

Janice updated the Board on upcoming programs. 2017 will kick off with our regular programming plus a big splash at the end of January: *Bring Your Light to the Library* will be held from 6-8 p.m. on Friday, January 20 – "A joyful evening of hope and kindness, music, stories, art, and community connections." The Library has applied for a Project Neighborly grant from the Whatcom Community Foundation. On Thursday, January 5, we will have a retirement celebration for Pam from 4-6 p.m. in the Lecture Room.

Pam wanted to share a few words at her last board meeting: "We have the best combination: a caring board of trustees, a great staff, engaged Friends and other volunteers who devote themselves to the library, and a community that loves this library. I believe you should leave a campsite better than when you came. We have done that, despite having gone through tough times – we are still coming out of tough times. I didn't get everything done I would have liked to, yet we have achieved amazing things. Thank you for hiring me."

Library Board of Trustees transitions:

- Celebrating Marilyn Mastor's 10 years of service: January 2007 - December 2016. Pam presented flowers to Marilyn and showed her the four books that were selected in her honor. They will each bear a nameplate reading:

In Recognition
of
Marilyn Mastor
Bellingham Public Library
Board of Trustees
January 2007 - December 2016

Marilyn thanked Pam and commented, "I gained more than I gave and learned so much about the workings of a library. It has been a wonderful ride. I am glad we had the time together. I appreciate what you all do. The wonderful staff is a credit to Pam – a reflection of who she is."

- Election of Library Board Chairperson and Vice Chairperson for 2017: Rick Osen nominated J. Gordon as Chairperson and Rachel Myers as Vice-Chairperson. Marilyn Mastor seconded. Motion carried.
- Trustee recruitment update: Pam reviewed the process to date: three candidates were interviewed and the committee made a recommendation to the Mayor. The Mayor responded that, prior to making an appointment, she would like to meet with the Interim Director, the Board Chair, along with each of the two remaining candidates (one withdrew from consideration). J. will be meeting with the Mayor to discuss this.

Staff recognition: Library staff members who have reached milestone years of service: Pam shared what each staff member's supervisor wrote:

- Bethany Hogle: 20 years – One of the most cheerful, positive, mature, and supportive staff members, we are celebrating with Bethany 20 years of service to the Bellingham Public Library. Bethany began as a Page in 1996; in 1999 she was promoted to Clerk; and in 2005 to Children's Program Specialist. She has always worked in and had a passion for work with children's, and in 2010 became our Head of Youth Services, the highest classification in the Librarian ranks. Bethany received her BA in History from WWU, and her MLIS from University of Washington. You have personally witnessed Bethany's articulate and passionate advocacy for children, early learning, and public library services for children and their families/caregivers/and teachers. When I am in the community I hear compliments about Bethany and the team she has built – this is exactly what we want to hear from our public. We couldn't be any more fortunate than to have Bethany on our team!
- Alison Kuiken: 15 years – Over Alison's 15 years at the library, she has worked in a variety of positions. She started as a library page, moved into a library clerk position and is now our page coordinator. While her position is very detail-oriented, she's also great at big-picture thinking. She loves to come up with creative new ideas for the library, and always brings back concepts we can try from conferences and other libraries. Alison is one of those go-to people, always willing to help out wherever it's needed. Her understanding of inner-workings of the library is a resource that many of us draw on regularly, and very much appreciate having available to us! She does a wonderful job of coordinating the workload and scheduling of our 35 pages, and truly cares about creating a positive and efficient work environment. Alison has a customer-focused attitude which is demonstrated every time she's at the desk helping our patrons. We're very fortunate to have Alison and look forward to many more years!
- Elizabeth Smith: 10 years – Liz started at BPL as a Page in 2006. Liz has contributed countless ideas that have helped to streamline and make things better not only for her co-workers, but also the patrons. Liz shows her passion for the library daily, and is always ready and willing to help anyone in need. Her drive to make the library the best it can be, along with her heart for service are some of the wonderful qualities Liz brings to work. Liz truly is a joy to work with, and an asset to the library. It has been such an honor to have her on the library team for the past 10 years.

Personnel update:

- Interim Director search review and update: Nancy Kerr has accepted the position; she will be starting on January 4, 2017. Nancy sent a message, through Janice, to all staff. Pam has developed an orientation schedule for the two days that they will overlap.

2017 WCLS Interlocal Agreement: Jennifer Vander Ploeg and Pam met with Brian Henshaw, Finance Director, and shared data about reciprocal usage between BPL and WCLS. Brian agreed that the data indicates a payment from WCLS may not be justified. WCLS patrons use our facilities more than BPL uses theirs, but our patrons use their materials more than they use ours. Pam and Jennifer also met with Christine Perkins, WCLS Executive Director, and Michael Cox, Deputy Director, who all agreed they would further consider this early in the New Year. Pam suggested this be on the January agenda.

Library policy revision:

- Interlibrary Loan Policy: Beth reported that there is just a minor revision to the policy under Scope:

This policy applies to all patrons who have a full service borrowing privileges at the Bellingham Public Library. card, in good standing, with fines and fees not greater than \$10.00.

On the new website there will be a combined form for both purchase suggestion and ILL – staff will filter all requests. This will alleviate some confusion for patrons. Tom Barrett moved that the policy be approved as revised. Rick Osen seconded. Motion carried.

2017-2018 budget: Pam informed the Board that the Council-approved 2017-2018 budget shows the WCLS revenue removed from 2017, but remaining in 2018. Due to this loss of revenue for 2017 the Mayor removed the \$50,000 she had initially approved for pre-processing costs. Pam has a meeting tomorrow with the Mayor and she will ask about this change.

Committee reports:

- Outreach Committee: nothing to report.
- Facilities Committee: nothing to report. It was suggested that this agenda item be rolled into the Board Members report in 2017. If there is a specific report, it can be added to the agenda.

Bellingham Public Library Strategic Plan 2013-2017:

- *Our Progress to Date, December 2016* – this brief, visual progress report is included in the packet for the Board to review. Pam thanked Janice for updating this document. J. expressed appreciation for this concise report, it is a communication tool that shows connectivity to all that we try to do and what we want to focus on – this is the purpose of a Strategic Plan.

Library Board 2016 accomplishments and 2017 goals: Library Board brainstorm

2016 accomplishments:

- ✓ Established two level of service standards: facilities and open hours; the facilities standard was included in the City's Comprehensive Plan
- ✓ Restored some branch hours with full Saturday service at Fairhaven and Barkley

- ✓ Policies: approved Use of Video Surveillance System Policy; revised Eligibility for Library Service and Interlibrary Loan policies
- ✓ Extended the elimination of fines on youth materials to our adult card holders
- ✓ Recovered from Pam's retirement announcement and hired an Interim Director
- ✓ Rachel was the MC for the main Whatcom READS! event, the Friends appreciation event, and was a featured speaker at the Friend's annual meeting
- ✓ Board committed to the sustainable funding study and determined to make it a priority to engage the public in a dialogue about funding
- ✓ Got access to the Capital Facilities Plan
- ✓ Trustee training: Rick attended WSL Trustee Training; Rick, Rachel and April attended a Non-profit Boards seminar
- ✓ Interviewed new trustee candidates and made a recommendation to the Mayor
- ✓ The Board was inspired by Bethany's north-side services presentation
- ✓ Planned a Sustainable Funding Retreat (cancelled due to weather)

2017 goals:

- Sustainable Funding Retreat – possibly in February
- Continue work on the level of service for materials (Rick and Beth)
- Orient and support the Interim Director
- Continue outreach efforts
- Board training – Rick will review the WSL training materials looking for items that can be incorporated into board meetings
- Negotiate a new Interlocal Agreement with WCLS; Rick suggested considering combining all WCLS interlocals
- Invite the Mayor to a board meeting and the Sustainable Funding Retreat
- Review the Meeting Room Policy and current fines and fees
- Learning Commons at WCC – track progress
- Continue with board cookies

New Business: nothing to add.

Action items for next meeting:

- Mayor Kelli Linville has been invited

Meeting adjourned at 5:13 p.m.

Next Regular Library Board Meeting – January 18, 2017 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