

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees May 16, 2017 – 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.

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**Board Members Present:** J. Gordon, Rachel Myers, Rick Osen, Rebecca Craven and Jim McCabe

**Library Staff:** Nancy Kerr, Jennifer VanderPloeg and Janice Keller

**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 3:30 p.m. by Chair, J. Gordon.

**Approve/modify agenda:** Rebecca Craven moved to approve the agenda. Rick Osen seconded. Motion carried.

**Public comment:** No public comment.

**Consent agenda:** A question was posed about the amount of \$156,393 in the State report, listed under Library Revenue 3.2. It was surmised that this amount could represent the amount previously given to BPL on an annual basis by WCLS (correctly surmised). Jim McCabe asked whether library maintenance comes out of the Library or City budget, and the answer is that it comes out of the Library budget, although the Library does not own its buildings, nor does it pay to rent the Central or Fairhaven branches. A question was asked regarding the existence of a summary of what is controlled by the Board as opposed to the City. The Board has full control over expenses. The Board sometimes has to make decisions that are not politically easy, such as during times of financial downturns and layoffs. In WCLS, the cities own their buildings. Rachel Myers moved to approve the consent agenda items, which include minutes for April 18, 2017, and the April 2017 financial report and library performance and activity measures. Rick Osen seconded. Motion carried.

### **Board member reports:**

- Board members would like to see a copy of the YTD budget in the next Board packet.
- Rick reported that he and Brian Heinrich attended the last All Staff meeting at the Library to present an overview of the upcoming consultant sustainability study as well as answer questions from staff. They were very well received, and Nancy noted that several staff members had requested that they return during the process to give updates.

- Rick has been invited to speak at the June meeting of the Local Chapter of Retired Public Employees Council of Washington.
- Jim McCabe and Nancy attended the Whatcom Community Foundation's recent presentation on encouraging community groups to seek out donors willing to put their organizations into their estate planning through donations and bequests. The Foundation has been involved with BPL since 1997. Jim will contact Rachel for some information he needs on matching funds gifts.
- Rachel distributed a 20th Anniversary Foundation brochure.
- J. noted that he and Nancy met with the Mayor for a short meeting, where they mostly discussed the sustainability study and briefed her on the two firms which responded to the RFQ. The Mayor has a recently installed white board in the room where they met, with a timeline of potential projects listed. The Library "made the list" and is listed for potential measures in 2018 or 2019. Other projects on the timeline included the jail, school district, and Regional Fire Authority.

#### **City Council liaison report:**

- April reported that a committee has been approved to look into the establishment of a Regional Fire Authority (RFA). Michael and Terry are on that committee. A steering committee will be appointed next.
- The Transportation Improvement Program is coming back up for discussion and approval. April cited some traffic concerns, such as in the Telegraph Hill area.
- The Jail packet is being brought forward for Council to decide on their direction moving forward. For example, what are the numbers if they go out to try to get 1/10 of one percent? Can some services be contracted out? There has been quite a bit of opposition, as the first tax did not pass.
- April mentioned the proposed homeless shelter property is not an option any longer.
- April and Nancy attended Racial Equity Training, sponsored by the Youth Services department and including area library staff. April thought the training extremely valuable, and will bring it to the attention of the League of Women Voters.

#### **Friends of the Bellingham Public Library report:**

- Faye expressed her thanks to April for attending the Racial Equity training, and expressed interested in more training in this area. She mentioned a book that had been used by her study group entitled "Waking up White" that treated this discussion topic.
- Faye thanked Nancy for being the keynote speaker at the Friends' recent Annual Meeting. The attendance was not large, perhaps due to the Fairhaven location, but it was a good meeting nonetheless.
- The Board meeting is being held tomorrow; they are now meeting every two months rather than monthly.
- The Ski-to-Sea Book Sale begins next week on Wednesday.

#### **Library Director report:**

- Nancy thanked the Trustees who have already had their photos taken, and noted that the quality of the photos is really excellent.
- She then discussed some of the short-term and long-term implications of Lola's departure, leaving the position of Head of Information and Digital Services. The M-team will meet to review Lola's job description to see if it needs any changes before

opening up a recruitment. In the short term, Doug, and possibly Madeline, will assist if situations arise that need immediate attention.

- As there are multiple other job descriptions that need attention, HR has suggested that the Library hire a consultant (perhaps Kara Turner) to handle all of the changes at the same time, rather than feed them into the lengthy queue in HR. HR will get back to the Library shortly regarding Kara's availability.
- Beth, Nancy and Tim will be interviewing multiple candidates next week for the two open part-time security attendant positions. Beth noted that she has received over 30 applications, so we are hoping to have two new people in place shortly.
- Nancy and J. met with Mayor Kelli, and she informed us to go ahead and make mid-cycle budget requests for what we need. Those requests might include additional funds for collection materials and processing, or technology such as an electronic sorter and RFID.
- Nancy attended a Library Tech Trends webinar, and will compile and send around some pertinent and interesting information on that topic.
- Janice provided information on the 2017 Art Walk that happened on Friday, May 5<sup>th</sup>; the Library stayed open a few extra hours that evening, offering crafts and snacks, as well as the chance to view artwork made by elementary school children from throughout Whatcom County. We were among 65 downtown businesses that participated this year. The artwork will remain on display in our building until just before Memorial Day Weekend – you may have enjoyed some of it in the stairwell on the way to this meeting.
- Janice recently updated the statistics and Trustees' names on our *Your Library at a Glance* handout. Most of you will recognize this handout, as not much else was changed on it. We use this handout when we speak to groups, as well as on tours. It is also posted on our website. We hope to fully update it later in 2017.

**2016 Washington Public Libraries Annual Report:** The Annual Report was discussed briefly at the beginning of the meeting under Consent Agenda. A brief explanation of the process for submitting State Reports ensued. Nancy will send out a link to the WA State Library statistics.

**Sustainable Funding consultant study update:** Rick reported that we received two responses to the RFQ, one from Ruth Metz Associates, the other from Berk Consulting. The former is a sole practitioner, the latter a larger firm. Both have different ways to approach the issues at hand, and both will be interviewed via Skype tomorrow. The interview panel is made up of Rick, J., Nancy, and Brian Heinrich, who have collaborated on a list of topics/questions. Rick noted that both are viable candidates.

**New business:** No new business.

**Action items for next meeting:**

- J. will not be available on the scheduled meeting date next month, so the meeting will be moved to Tuesday, June 27<sup>th</sup>, at 3:30 PM.

**Meeting adjourned** at 4:50 p.m.

**Next Regular Library Board Meeting** – **June 27, 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