

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees June 27 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 and Wendy Jenkins

**Others Present:** 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:** Rachel Myers moved to approve the agenda. Jim McCabe seconded. Motion carried.

**Public comment:** No comment.

**Consent agenda:** Rebecca asked about the debt collection expenditure. Wendy explained that when a patron owes \$50 or more their account is automatically submitted to Unique Management Services, who handles debt collection for us. We recover significantly more than we pay for the service. Jim requested more information about the performance and activity measures – is there concern about some of the downtrends? The monthly measures are a relatively small segment of time; Jennifer Vander Ploeg will be invited to next month's board meeting to provide an updated historical perspective. Rick Osen moved to approve the May 16, 2017 Regular meeting minutes and the May 2017 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

### **Board member reports:**

- Rick was invited to speak at last month's chapter meeting of the Retired Public Employees Council of Washington. He talked about the library and distributed the library-at-a-glance brochure that Janice had provided. He also talked about the upcoming sustainable funding study. Almost all attendees had library cards and there were even a couple of Friends volunteers. They were a very interested group who asked good questions.
- Rebecca met with Janice to discuss meeting room use, policy, security, etc. – it is a conversation in progress. Nancy and Janice are gathering and compiling information about the other available spaces in the area.

- J. and Nancy met with the Mayor this morning. They discussed the city budget – the city is doing okay and the Mayor is hoping that Council will soon move from capital to operating. They also discussed HR which is still involved with union negotiations and a work back-log.

**City Council liaison report:**

- April is out of town, but Nancy reported what she knows about Council activities: the town hall meeting about housing was well attended and went well; the jail is an issue Council is dealing with as is annexation and its impact.

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

- Faye offered greetings from all of the Friends and reported that, even though they are not holding summer board meetings, the work goes on.
- The 12 voting board members held an email vote – 11 members responded within 2 days (2 of which were from Europe). Faye commented that they are a dedicated group.
- The Ski-to-Sea book sale netted over \$11,000.

**Library Director report:**

- The re-roofing project will begin on July 5. Hytech Roofing will be taking over the staff parking lot to use as a staging area. The library truck will be parked out front. Hytech will try to do most of the noisy/smelly work in the mornings, before we open to the public.
- A new library truck has been ordered. The current one was due to be replaced in 2018, but considering recent repairs we have received approval for early purchase. The new truck will have a back-up camera, waterproofing and anti-skid flooring.
- HR approached the library with options for the expanded minimum wage increase coming up. They were not solutions that will work for the library. One option would eliminate approximately 3500 pages hours, the other option would eliminate 7000. Nancy talked with Brian Heinrich about acquiring an electronic sorter, perhaps in 2018. She has requested quotes from 2 companies.
- At the joint management team meeting with WCLS, they again discussed removing the \$.50 expired hold fee. Nancy would like to vote on this at the next board meeting. She mentioned this to the Mayor, who was amenable. WCLS is looking seriously at eliminating all fines and fees. Though Nancy is pleased that libraries are looking at not being punitive, it is not the right time for us. We do expect that our fine revenues will go down slightly with the recently instituted auto renewal. At the joint meeting they also discussed establishing a system-wide consistent number of renewals policy.
- We are looking into holding an all-staff learning day which board members would be welcome to attend. One component would be security, primarily how to defuse situations. Another security issue currently impacting libraries is opiate overdose. Some libraries are training in Narcan administration, which has many issues, including legal implications. It was noted that we are lucky to have the police station just 3 blocks away.
- The library will be participating in the Pride Parade on July 9.
- We received 3 donations to the Gift Fund, including one from Faye and Claude Hill in memory of Peggy Scaief. We also had a donation to the Unrestricted Fund at Whatcom Community Foundation.

- Nancy will be gone from July 7-11 to go meet her new granddaughter, Penelope.
- Rebecca mentioned that she was told of someone finding Nazi literature in our books. Nancy confirmed that several times we have found and plucked out literature, but we have not been able to pinpoint who is placing the information.

**Sustainable Funding Consultant study update:** Rick reported that he, J., Nancy, and Brian Heinrich held Skype interviews with the two companies that provided proposals. Last week we received the contract from Berk Consulting, which is now circulating for signatures. Nancy and Brian have been sending Berk background information documents such as ten years of comparative statistics and city budgets. Jim mentioned that it would be good for board trustees to also have these documents. Nancy will look into creating a SharePoint drop box for trustees. A meeting with Berk is planned for the middle of July. Rick said they would keep in mind that the next board meeting is July 18.

Rebecca asked how Berk felt about the culture audit aspect of the study. Nancy feels they understand it and know they need to talk with other entities such as WCLS and the city. J. added that he suspects we might need to help with the process. Jim asked if the strategic plan will follow this study. J. responded that there might be need for a second study, but that a strategic plan will follow the study or studies. Rick added that if we decide to go out for a vote, then public input would be helpful – a strategic plan can help find out what the community wants.

**New business:**

- Rachel suggested, as a future agenda item, discussing a materials fund-raising campaign. She has had two friends comment that the materials selection at branches (WCLS Ferndale and Sudden Valley) is "so much better than at Bellingham." Timing was discussed, acknowledging that the funding study will point out which funding options we will aim for. The next steps will be communication and public input which will help us determine the level of community support. Rick added that April has been given the nod for the library to be the focus of the next City Council town hall meeting, possibly in September.
- Tour invitations for trustees and council members.

**Action items for next meeting:**

- Mid-biennium budget
- Eliminating the \$.50 hold expire fee

**Meeting adjourned** at 5:01 p.m.

**Open Public Meeting Act:** The Open Public Meetings Act webinar was played for trustees who wished to view.

**Next Regular Library Board Meeting – July 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