

# Bellingham Public Library



## Regular Meeting of the Library Board of Trustees Tuesday, December 19, 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, Rick Osen, Rebecca Craven and Jim McCabe

**Library Staff:** Nancy Kerr, Beth Farley, Bethany Hoglund, Janice Keller, Jennifer Vander Ploeg, Jon McConnel and Wendy Jenkins

**Others Present:** April Barker, City Council Liaison; Faye Hill, Friends of BPL; Norman Grossman

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

**Approve/modify agenda:** The Vancouver Public Library presentation will be moved to January's meeting. Rebecca Craven moved to approve the agenda. Rick Osen seconded. Motion carried.

**Public comment:** Norman Grossman expressed that he feels that homeopathy is a dangerous practice and also that it is not recognized by the FDA as acceptable medical treatment. He provided a copy of an article concerning the FDA's plans to restrict some homeopathic remedies. He requested that the Board rule that homeopathy presentations should no longer be part of the SkillShare program. Janice explained that presentations are not necessarily supported by the library and that presenter applicants have requirements they must follow. Posting a disclaimer was suggested as a possible solution.

**Consent agenda:** Rick Osen moved to approve the November 21, 2017 Regular meeting minutes and the November 2017 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

### **Board member reports:**

- Jim mentioned that he also visited the Vancouver Public Library and will share information at the next meeting.
- Rick reported that he and Brian Heinrich attended the November All Staff meeting to answer staff questions about the funding study and the next steps in the process.
- Rebecca has been working on trustee recruitment.

- J. recognized and thanked Rick for his help with the funding study and the personnel committee creation.

**City Council liaison report:** April reported that Council is recessed for the remainder of the year. The homelessness demonstration disbanded on Monday – the Mayor is working on finding temporary housing, while Council unanimously has agreed to not divert their attention away from 2018 plans to find a dedicated space for the homeless.

The Council reorganization meeting is January 8. April expressed that even if she is no longer the library liaison, she will send relevant information to Nancy and the Board.

**Friends of BPL report:** Faye shared holiday greetings from the Friends. She also congratulated and thanked J. for all of his years of service. January book sale starts on the 23<sup>rd</sup>.

**Library Director's report:**

- We have 6 new pages – we are fully staffed and trained which makes a big difference.
- We received three separate donations, one specifically earmarked for Children's materials.
- Jen Vander Ploeg has taken on the giant puzzle of scheduling the Help Desk.
- Nancy noted that we had fewer incident reports while the homelessness demonstration was going on. The M-team is putting together answers to the questions raised by the homelessness training and will review the Code of Conduct next.
- There is a discrepancy with the contract end date and invoicing with our current Integrated Library System (ILS). Adjusting the contract end date will allow us time to go through the ILS RFP process.
- Nancy contacted Barkley Corporation about patron concerns that there are no handicapped parking spaces near the library entrance. Barkley responded that they agree with these concerns and are looking into providing a space.

**Library Board of Trustees transitions:**

- Celebrating J. Gordon's 11 years of service: Nancy read the Mayoral Proclamation and then Janice revealed a poster with a delightful picture of J. posed with kayak paddles that states, "Best wishes to our fearless leader."
- Election of Library Board Chairperson and Vice Chairperson for 2018: Jim McCabe nominated Rick Osen for 2018 Chairperson. Rebecca Craven seconded. Motion carried. Rick Osen nominated Rachel Myers for 2018 Vice Chairperson. Rebecca Craven seconded. Motion carried.
- Trustee recruitment update: we have four solid applications for the trustee vacancy. It was decided to post an application close date of December 31. After this, Nancy will forward the applications to trustees to review. Interviews will be conducted by the Director and two Trustees. The Board will then recommend a candidate to the Mayor.

**Level of Service Standard for Staffing FTE:** Nancy has gathered statistics and created a spreadsheet that she will share with Rick in January. They will report back to the board at the January meeting.

**Minimum staffing at Central and branches:** Nancy and the M-team are working on establishing minimum staffing levels to operate the buildings safely. They have already determined that a minimum of two staff members is required to open the branches. They think probably seven staff members will be required at Central. Rick asked if the City has a minimum staffing policy. Nancy will find out.

**Library policy revision:** Janice pointed out the draft proposed policy *Use of Meeting Rooms Policy* that would replace the current *Public Use of Community Rooms Policy*. She is working with the Parks and Legal departments, as well as staff. In anticipation of these changes we have allowed reservations in 2018 from January through March, but have limited the available times to when staff is available. There have been concerns from the public – long-time meeting room users that will no longer be able to use the rooms if we make this change. Parks has expressed the willingness to administer the reservations and payments for the three Fairhaven rooms, but there are a host of things that need to happen before final agreement. We also want to manage the Central library spaces free of charge for non-profit users.

Janice just heard back from Legal, who suggested that the draft not be quite so open-ended or discretionary – perhaps strike the word 'may.'

Jim clarified that this is policy, will procedures follow? Janice responded that yes, procedures follow and this is the opportunity to include direction for procedures. April asked if there would be a limit to the number of meetings a year. She is familiar with other organizations' limits including language to minimize the possibility of groups making the space a regular 'home.' Janice answered that yes, there will be language that limits the number of uses so that rooms are available to more groups.

Rebecca asked if staff recommend this policy be approved. Nancy and Janice responded yes, the policy is recommended for approval. Janice added that Board members need to understand as they make a final decision that this policy will impact community users, concerns will be raised, and they should make their decision assuming it will apply to all locations and regardless of any potential future collaboration with other departments.

Rebecca Craven moved that this policy be adopted, with the following changes:

- Under Scope: "This policy applies to all meeting rooms with Bellingham Public Library facilities" be changed to "This policy applies to all meeting rooms managed by Bellingham Public Library."
- Under Policy/Conditions 1. - 3<sup>rd</sup> bullet: "Such agreements may be subject" be changed to "Such agreements are subject."
- Under Policy/Conditions 3.: "Library may offer meeting rooms" be changed to "Library offers meeting rooms."
- Under Policy/Conditions 3. - 1<sup>st</sup> bullet: "Library may offer use" be changed to "Library offers use."

Rick commented that he supports this, but suggests immediate follow-up with the Mayor and Finance Officer so that there are no surprises. Jim McCabe seconded. Motion carried.

**Vancouver Public Library presentation:** postponed until January meeting.

**Action items for next meeting:**

- Vancouver Public Library presentation
- FTE Level of Service standard
- Trustee applications
- Executive Session: Annual Performance Review

**Executive Session:** The Board went into Executive Session at 5:00 p.m. to receive the Performance Review report from Lorna McGowen-Smith, LMS Human Resource Services. No action was taken as a result of the Executive Session and the meeting was called back into regular session at 6:15.m.

**Meeting adjourned** at 6:15 p.m.

**Next Regular Library Board Meeting – January 16, 2018** at the Central Library, 210 Central Avenue, Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST  
Secretary, Library Board of Trustees