

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, April 17, 2018 – 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: Rick Osen, Rachel Myers, Rebecca Craven, Jim McCabe and Vernon Johnson

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

Others Present: April Barker, City Council Liaison; Gloria Rhoades, community member

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rachel Myers moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: Gloria Rhoades read from a letter that is addressed to City Council members as well as copied to Mayor Linville, the Library Board of Trustees and the Library Director. The letter proposes that the city construct a new downtown library facility in the waterfront development (attached following minutes).

Consent agenda: Rebecca Craven moved to approve the March 13, 2018 Regular meeting minutes and the March 2018 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

Board Chair report: Rick and Rachel attended a 4-hour workshop on *Re-envisioning your Library through Community Engagement*, facilitated by Susan Hildreth, Professor of Practice at the University of Washington iSchool. They both found the workshop, which was hosted by WCLS, thought-provoking and useful. There is a wealth of free materials about the topic at libraryvision.org which could be helpful as we begin the strategic planning process. Rachel shared two items from the website she found especially helpful: worksheets about engaging community leaders in forming a steering committee; and 4 strategies for success:

- 1) Aligning with community goals
- 2) Providing access to content in all formats
- 3) Ensuring long-term sustainability and helping the public to understand how we are funded

- 4) Cultivating leadership within the organization and also champions within the community

Board member reports: Jim reported that last month Julie Guy, a major organizer for the Cordata neighborhood, gave a presentation on *A Beacon of Community Development*, by Ralph Myers – a book about the formation and development of the Cordata Neighborhood Association. Julie made a few pointed comments about the lack of a library in Cordata. Jim added that at a previous Neighborhood Association meeting, someone from Whatcom Community College gave an update on the WCC addition, mentioning that there is 500 square feet set aside for a BPL presence. This is different information from what has been provided to BPL from WCC – Nancy was told there was space for a very small presence, but it is on the first floor rather than the 3rd floor with the WCC library. Nancy was also told that there would be no staff near the BPL spot, making it difficult to even have a cart of holds for patrons there. Jim requested background information on a north-side library presence so that he is better equipped to answer questions. Rick added that at his and Nancy's recent meeting with the Mayor, this subject came up.

City Council liaison report: April reported Council is working on Accessory Dwelling Unit (ADU) regulations with Short-term Rentals regulations to follow. Other areas of work are annexation and updating the Consolidated Plan.

April attended last month's Equity Summit 2018, calling it spectacular. These are challenging times across the nation and the summit stressed approaching the issues with love and abundance – realizing we truly are an abundant nation and figuring out how we can share it appropriately.

Jim asked April if Council still relies on the Legacies and Strategic Commitments. April responded that the Legacies are really dynamic, that there are 3 that she primarily focuses on (Healthy Environment, Vibrant Sustainable Economy, and Equity & Social Justice) and that Council does refer to them.

Friends of BPL report: In Faye's absence, Rick noted that there is a book sale coming up May 23-26.

Library Director's report: The public elevator repair is scheduled for May 14-16 – this will have been over 4 months without a working elevator. This has been tough on patrons. An underlying concern is that this will fix the hydraulics, but it is not a complete fix. Parts for this elevator are no longer manufactured, so replacement parts have to be located when something breaks. Nancy talked with the Mayor about an ADA audit of the building to address compliance issues. Now is a good time for this in conjunction with space-planning. Rick suggested that a letter from the Board to Public Works might be helpful.

As Rick mentioned, he and Nancy talked with the Mayor about a north-side branch. The Board is open to ideas – we want to see what the community wants and needs.

Circulation is up again, especially at Barkley. With so much business at the branches, Jen Vander Ploeg is evaluating how to adequately staff them. Rachel noted that the new

building next to Fairhaven has made the branch more visible, noting that half of marketing is letting people know the branch is there.

We interviewed 9 candidates for the Interlibrary Loan Specialist position – 5 in-house candidates, plus others with good experience. Amy Lathrop, one of our Clerk/Drivers, was selected and will start the new position on May 1. HR has fast-tracked the internal posting for Amy's vacant position. We anticipate a need for a Page recruitment soon as well.

The Meeting Room Policy change implementation has been slightly delayed because of limited staff resources.

Staff are busily compiling statistics for the 2017 Washington State Library Report and Public Library Data Service (PLDS) Report. These stats are important to us in terms of looking at performance and priorities, and offer us the ability to compare ourselves and our level of service to peer libraries.

Nancy pointed out the Dayton Public Library article in the packet, mentioning that Ohio has good library funding.

National Libraries Week – "Libraries Lead": April 8-14, 2018 – the Friends provided a wonderful lunch for staff on Wednesday, April 11, as well as creatively hand-painted rocks, "Libraries Rock."

2019-2020 Budget planning: After the last board meeting, Rick talked with Rebecca, who suggested it would be useful to get an in-depth view of the library budget, perhaps at a Special Meeting. Brian Henshaw and Brian Heinrich could be invited to help out with the topic. At past meetings, Henshaw has provided a high view of the City's finances, we would need a closer view. Rick invited trustees to email him with ideas about what they would like to know about the budget so that a meeting can be arranged before the next Regular board meeting.

Whatcom Community Foundation distribution: A decision about how to utilize the distribution has been tabled until budget priorities can be determined, but we do need to process the check we have received. Jim made a motion that we deposit the check into the Library Gift Fund as unrestricted, and allocate the funds once budget priorities are established. Rebecca Craven seconded. Motion carried.

Library space planning: Rick met with Connie Allen, Purchasing Manager, about hiring a consultant to help with space planning. It is a relatively easy process as long as it is under \$50,000. There is a list of consultants with specific skills – we need to look at the qualifications from 3 firms. Jim and Rick will be meeting soon to do that.

Rick met with the Management Team to identify projects, stipulating that they can't all be done simultaneously because of cost and disruption. An architect can help us determine what is feasible as well as level of cost for projects. This can help us prioritize and determine staged budget requests. Nancy added that the Mayor would like to see the big picture along with what small steps to take in that direction.

LOS document draft: Rick passed out the draft he put together, "Level of Service Standards – Bellingham Public Library." His intention is to draw together the four adopted LOS standards to make it clear we can't reach a higher level for one standard with the others. Rick included a brief narrative. This document would be referred to and attached to all budget requests. Rebecca suggested moving the last paragraph so that it is placed right before the chart that lists each LOS with their dates of adoption and low/medium/high standards. She also suggested that wording in the 2nd bullet on the 2nd page be changed from "increase from the low/minimum level to the medium/operational level" to "increase from the low/minimum level to a higher level."

Nancy suggested, at the budget information meeting, that we discuss how to talk about priorities that are not our responsibility, such as ADA compatibility and IT needs – how to communicate them at budget time even though they are not part of our request.

Rick will up bring an updated version to the next meeting. He added that he thinks the Board should be charged with reviewing this document every 2 or 3 years.

Trustee email update: The trustee email accounts are ready to be set up. Doug Dickinson, IT Applications Specialist, has requested trustees make an appointment with him to set up the Multifactor Authentication element of their accounts.

New business:

- Rick and Nancy are meeting with Leslie Bryson, Parks & Recreation Director, about a sidewalk to the back entrance.
- The installation ceremony for the Arch of Healing and Reconciliation is on Saturday, April 21.
- Email ideas for the budget Special Meeting to Rick.

Old business:

- Janice reminded trustees to sign up for *Darkness to Light* training.
- April requested an update on the Meeting Room Policy changes public feedback, which Nancy and Janice provided.

Action items for next meeting:

- Adopting the LOS standards draft
- Code of Conduct revision update

Executive Session: The Board met in Executive Session to discuss the Director search. No action was taken.

Meeting adjourned at 5:15 p.m.

Next Regular Library Board Meeting – May 15, 2018 at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees