

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, June 19, 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 and Jim McCabe

Library Staff: Bethany Hoglund, Beth Farley, Janice Keller, Jon McConnel and Wendy Jenkins

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

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

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: No comments.

Consent agenda: Jim pointed out that, for the May 22 minutes, it should say Tuesday, not Thursday. Rebecca requested that the PowerPoint and documents that were mentioned in the minutes be posted on our website with the minutes. Rebecca added, "Holy cow about circulation," adding we are up over 70,000 from last year with 50,000 of those being physical items. Rick commented that Jon has gathered some interesting circulation data and suggested we put that on the agenda for July. Rachel praised the addition of automatic renewal. Rebecca asked about the high number of withdrawn physical items. Bethany responded that she has been doing some heavy weeding in the Children's collection. The working theory has been that having something on a topic is better than having nothing, but now the theory is, considering the age of the collection, that nothing is better than something. Beth added that she has been weeding the Adult collection as well in anticipation of the migration to a new ILS. Jim McCabe moved to approve the May 15, 2018 Regular meeting minutes, the May 22, 2018 Special meeting minutes (as amended), the June 1, 2018 Special meeting minutes and the May 2018 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

Board Chair report:

- The contract with RMC Architects is almost done. Rick hopes that Brad or another RMC representative can provide a progress report at the July board meeting,

followed by a draft report in August. A kick-off meeting will be arranged soon with RMC, the board committee and the management team.

- The Budget Modification proposals were all submitted as discussed at the June 1 meeting with one exception: the ILS migration funds have been approved to come out of the 2018 budget so a request was not needed.
- Rick has been in touch with Rebecca Judd.

Board member reports:

- Jim had a friend complain that there are no drive-up book drops available and asked if this has come up before. Bethany responded, this has come up, but there is no easy answer – we don't know where we would put one, they are expensive and would require road modifications. Bethany believes there is a drive up book drop at the community college.
- Rachel went on her daughter's class field trip to Fairhaven to learn about Summer Reading. About half of the kids in the class had never been to the Fairhaven Branch before – they were thrilled to see what was available. She said it was great to see all of the kids laying on the floor reading.

City Council liaison report:

- Council is working on Airbnb issues.
- Council, along with the Mayor, signed a letter addressed to our national leaders in favor of keeping families together.

Friends of Bellingham Public Library report

- The Friends earned \$13,000 at the last book sale! Faye thanked the staff and board for supporting the sale.
- The Friends are grieving the unexpected loss of one of their board members – Barbara Clearman passed away June 11.

Acting Library Director's report:

- The article in the packet, *Baltimore's Pratt Library goes fine free for overdue books*, was forwarded to Bethany by Christine Perkins, Executive Director of WCLS, who included it in the WCLS board meeting packet as well. The article talked about why libraries are here – to serve the public by providing access to everyone. The WCLS board would like to eliminate fines in 2019, so this is a topic that will come up for us.
- As Rick mentioned, we did submit our Budget Modification proposals. Bethany thanked the management team and Wendy for helping to craft them. Rick and Bethany have a meeting scheduled on July 18th with the Mayor, Brian Henshaw, Brian Heinrich, Forrest Longman and Rebecca Judd to discuss our proposals.
- The public elevator repair is complete. Rick and Bethany met with Ted Carlson and Eric Johnston, from Public Works, who shared that a comprehensive modification of the elevator, which will take 2-3 months to complete, is tentatively planned for spring of 2019. Ted voiced support for ensuring that an ADA accessible walkway is in place prior to taking the elevator offline for 2-3 months.
- We had the first of two ILS vendor demonstrations last week. The second vendor demo will be June 28-29. Jon has been working tirelessly to coordinate these events and has been working closely with WCLS to ensure both systems are on the same page.

- Summer Reading for all ages started June 1. We are working in collaboration with WCLS, empowering all ages to have fun, set goals, and win prizes by completing the bingo card of their choice. Bethany distributed 2018 Summer Reading Bingo cards. *(See Attachment #1 for a sample 2018 Summer Reading Bingo card. All attachments located at end of minutes.)* Teen Librarian Jennifer Lovchik book-talked to 800 6th graders in the Bellingham School District in 21 separate sessions. Children's Services staff conducted numerous class visits at Central, Barkley, and Fairhaven and visited 7 elementary schools.
- Bethany reached out to the Barkley Company for an update regarding the allocation of an ADA parking space in front of Barkley Branch. She hasn't heard back from them yet. The lack of an ADA space was brought up by a patron back in December.
- 44 of the Friends completed the Darkness to Light training this spring, helping the library move closer to meeting its policy requirement that all staff and volunteers complete approved child safety training. Board members are required to complete this training as well. Wendy can arrange training.
- We are in the process of getting the Friends their own keycards to streamline access and safety. This also supports library safety and security initiatives.
- Meeting Rooms update: eliminating after-hours use of meeting rooms and not renting the rooms to groups and individuals has offered a welcome workload relief as well as assisting with building security.
- There is a fun Washington State Library-supported program going on called *Library Passport Program*. Participation involves visiting Washington libraries this summer and posting photos to an online, crowd-sourced map. There is a contest element where people can be entered to win a bookstore gift card once they have visited a minimum of 5 libraries, two of which need to be more than 50 miles from their home. Full details are available on our website.
- Management teams of BPL and WCLS are working towards beginning to issue library cards based on home address, regardless of which branch the patron visits. Currently, anyone who visits a BPL branch receives a BPL card, whether they live in Bellingham or greater Whatcom County. The same is true for WCLS. Being intentional about matching library card to patron residence is crucial for compiling accurate usage statistics for both systems. September is the anticipated kick-off for this project.

2019-2020 Budget Modification proposals: This was touched on earlier in the meeting. Jim asked if the 2019 budgets, other than the proposals, have been released yet. Bethany responded that they have not been released yet.

Rules of Conduct revision: Rebecca reported that when the revision was first submitted to the board a few months ago, she had some questions about it. She and Beth Farley met to talk about the revision. Rebecca offered to do a red-line, strike out draft for the changes they discussed, which she distributed. *(See Attachment #2 for 4.101 Rules of Conduct. All attachments located at end of minutes.)* Briefly, the draft changes include:

- Language reading, "as well as the interior rooms of the branch," was added by Rebecca.
- Language was crossed out in the definition of Trespass; this language shows up later in the rules. Beth clarified that the term exclusion, rather than trespass, is used when the police are not involved and typically is less than 30 days.

- A change in the definition for person in charge (PIC), differentiating branch or department.
- There are slight wording changes under numbers 2, 3 and 4.
- Number 6 was changed from "A trespass will be issued..." to "A trespass may be issued..." to leave the discretion up to the assisting staff.
- Number 8, concerning Service animals, was updated to comply with ADA laws.
- Beth mentioned one correction that is needed: the Exclusion definition on page 1 should read, "for a period of time less than one (1) month" rather than, "for a period of time more than one (1) month."

Rachel Myers moved that the Rules of Conduct be approved as amended as of June 19, 2018. Jim McCabe seconded. Motion carried.

2018 Summer Reading: Bethany added one comment to her earlier report: thank you to the Friends of Bellingham Public Library, they are the primary sponsors of the program.

Integrated Library System (ILS) update: Jon provided a review and an update. The RFP closed on May 24 with five responses. One of the responses did not meet the minimum requirements, so was not scored. After scoring the other four responses, the committee determined there were two finalists – Polaris from Innovative Interfaces Incorporated (III) and Carl X from The Library Corporation (TLC). The Polaris demonstration was last Thursday and Friday: the Carl X demonstration will be on June 28 and 29. They have both provided a 'sand box' environment for staff to test. Staff input will help to determine who the RFP will be awarded to. City ITSD will also review the finalist to make sure all of the technical standards are met.

Jon requested clarification about proceeding after a finalist has been chosen – does the committee need to bring the choice to the board prior to entering into contract negotiations? After discussion, it was determined the board could delegate authority to the committee and the Director to proceed with the negotiations. Rachel Myers moved that the Board authorize the committee and the Director to enter into negotiations and to sign the contract once it is finalized. Jim McCabe seconded. Motion carried.

Jon also informed the Board that the current vendor, SirsiDynix, requires a 60 day notice to separate. The current contract expires January 29, 2019, so we would need to give notice November 29, 2018. We should know by then if we are going to be ready to migrate to the new vendor. There are a lot of risks on the timeline. If we can't hit the milestone we would need to contract for another year with SirsiDynix, while simultaneously moving ahead with the migration. Sirsi only accepts 1 year contracts because there are 3rd party contracts bundled in. This contingency was included in our budget request. Rick mentioned that the incoming Director, Rebecca Judd, has been through a transition from Horizon to Polaris. Jon added that we will need to close for one or more days, which is useful for staff training.

Onboarding Rebecca Judd: Rick asked to talk about how we can make Rebecca's first days, weeks, and months successful. Most of the first day, July 16, will be spent at Human Resources. On her second day, there is a board meeting. On the third day is the budget meeting with the Mayor. Rebecca is determining if she wants to attend the state-wide

Library Director's meeting being held on Thursday and Friday in Federal Way. The meeting is held twice a year.

Rick and Bethany talked with the Mayor about arranging one-on-one meetings with all of the department heads during Rebecca's first month. She will be introduced to City Council at their afternoon meeting on July 23rd.

It would be helpful to come up with a list of key people in the community for Rebecca to meet. Jim added that he was impressed with her forward thinking and it would be good to ask her what she would like to accomplish in the first few months. Rachel commented that she would be happy to introduce Rebecca to contacts she knows. She also suggested board members having coffee with Rebecca to offer information and encouragement. Janice made a list of the representatives from organizations that we invited to the stakeholder presentation.

New Business:

- Strategic Planning, perhaps a board retreat in the fall to talk about process. Rachel recalled the training that she and Rick attended where they suggested establishing a steering committee of community partners and leaders – a short term task force to help drive the process. Rick suggested, at a board meeting soon, they look at the materials from the training.
- Rebecca requested the October meeting date be moved a week earlier or later. After discussion the board decided to move the date from the 16th to the 23rd.

Action items for next meeting:

- Jon will provide circulation data
- RMC briefing
- Rachel and April will both not be here for the July meeting.

Meeting adjourned at 4:30 p.m.

Next Regular Library Board Meeting – July 17, 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

Attachments:

- Attachment #1: 2018 Summer Reading Bingo card
- Attachment #2: 4.101 Rules of Conduct

2018



<p>put your magnet here!</p> <p>READ OUTSIDE</p>	<p>AUTHOR YOU'VE NEVER READ</p>	<p>PICTURE BOOK</p>	<p>DIDN'T FINISH/ DIDN'T LIKE</p>	<p>MAKES YOU LAUGH</p>
<p>MAKE A BOOKMARK</p>	<p>LISTEN TO A BOOK</p>	<p>ANIMAL ON THE COVER</p>	<p>READ A BOOK IN A DAY</p>	<p>STORY YOU'D LIKE TO BE IN</p>
<p>READ WITH A FLASHLIGHT</p>	<p>COLORFUL COVER</p>	<p>FREE SPACE</p>	<p>RE-READ</p>	<p>LEARN SOMETHING NEW</p>
<p>READ TO SOMEBODY</p>	<p>ILLUSTRATE A BOOK</p>	<p>BIOGRAPHY</p>	<p>GRAPHIC NOVEL</p>	<p>PUBLISHED BEFORE YOU WERE BORN</p>
<p>READ ON A THURSDAY</p>	<p>FANTASY</p>	<p>READER'S CHOICE</p>	<p>WRITE A LETTER TO SOMEONE</p>	<p>COVER YOU LIKE</p>

Summer Reading 2018: Fun & Easy!

- 1 Set your summer reading goal.

My goal is: _____

- 2 Once you've met your goal, come in to your local library and **choose a free book**. For keeps.
- 3 That's it.

June 1 - August 31



visit us online at wcls.org and bellinghampubliclibrary.org



NAME: _____
SCHOOL (Fall 2018): _____
GRADE (Fall 2018): _____

Title: 4.101 RULES OF CONDUCT

Code: 4 Public Services
Chapter: 4.100 Conduct

Type of Policy: Departmental
Date Developed: 20 August 2002
Date Revised: 18 September 2007, 26 August 2008, 23 February 2009, 18 June 2013, 17 June 2014
Revised by: Pam Kiesner, Beth Farley
Developed by: Julie Carterson
Approved By: Library Board of Trustees

Cancels: Section VI, Public Services Policies, Rules of Conduct

See Also: **Library procedures:**
4.101.104 Trespassing a person
4.101.105 Immediately trespassing a person
4.101.109 Deciding the length of an exclusion or trespass
4.101.110 Appealing a trespass
4.401.101 Internet time limit abuse

Codes and Laws:
RCW 27.12.290 Violators may be excluded

Scope

This policy applies to all visitors to all facilities and properties of the Bellingham Public Library. Parents or caregivers are responsible for the behavior of minor children in their charge.

Definitions

Exclusion: a person is asked to leave the library and not return for a period of time more than one (1) day, but less than one (1) month. Library staff ~~member~~ person in charge may make the decision to exclude immediately or after consultation with other staff. The police are not involved in determining exclusions. An incident report is created.

Library property: at the Central Library, the property includes the entire block bordered by Central, Commercial, Lottie and Grand, not including the right of way. At the Fairhaven Branch the property includes the entire parcel of land surrounding the library, not including the right of way. At the Barkley Branch, the property includes the area directly in front of the Branch, not including the right of way as well as the interior rooms of the branch.

Minor: person under the age of eighteen (18).

Trespass: a person is legally barred from entering any library property for a period of time ranging from one (1) month, three (3) months, six (6) months, one (1) year, or up to five (5) years. Under extraordinary circumstances, a person may be trespassed permanently. The person's library card is deactivated for the same length of time as the trespass. ~~Library staff determine the length of the trespass and the Police serve the trespass. Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.~~

Person in Charge (PIC): If the incident originates at the Central Library: The Security and Information Attendant on duty is the Person in Charge. In their absence, for incidents on the main

level, the Person in Charge (PIC) at the Help Desk; and for incidents on the lower level, the Head of Youth Services or designee.

For incidents at the Barkley or Fairhaven Branch: The PIC is the staff member with the highest classification.

Policy/Conditions

1. **Library Board of Trustees defines acceptable library behavior by creating rules of conduct.**

The Library exists to serve the community's information needs. The community expects a safe and appropriate library environment so all visitors may access library resources and services.

Rules of conduct define acceptable behavior in the library and on library property and provide for personal safety as well as for the protection of materials, property and facilities.

Rules of conduct will be applied respectfully, fairly and consistently

2. **Library staff are responsible for ~~controlling disruptive behavior~~ by applying rules of conduct.**

Failure to comply with a reasonable staff request may result in a loss of library privileges. Willful or persistent violation of the rules will result in a loss of library privileges, which may include service limits or exclusion or trespass from the use of all facilities of the Bellingham Public Library.

3. **Disruptive behavior that unreasonably interferes with use of the library by other users or inhibits staff or volunteers from performing their duties may result in loss of library privileges.**

This behavior includes but is not limited to:

- Sleeping
- Using audio equipment that disturbs others
- Screaming, loud talking, and boisterous behavior
- Inappropriate attire, including not wearing shirt or shoes
- Loitering
- Offensive bodily hygiene
- Prolonged staring at others
- Intoxicated behavior
- Not following the Guidelines for Computer Use, including abusing Internet time limits.
- Not following Meeting Room Use Rules or failing to follow other established library requirements.
- Accessing identified staff only areas of the library without authorization.
- Other behavior which unduly disturbs others

4. **Use of any Bellingham Public Library facilities, property or equipment for purposes**

not intended may result in the loss of library privileges.

Such uses include, but are not limited to:

- Eating, except in authorized areas
- Using scooters, skateboards, or any wheeled footwear in the building
- Bringing into the library personal items that restrict movement, that may damage library property or that create a safety hazard
- Leaving personal effects unattended
- Using the restrooms for bathing, shaving, washing hair or clothing
- Camping ~~out in any area of the library, including restrooms~~ on library property, indoors or outdoors

Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside the library or on library property[MOU1].

5. Behavior that endangers library users, staff or volunteers will result in immediate trespass.

These behaviors include but are not limited to:

- Abuse of equipment
- Destruction or defacement of property
- Physical activity dangerous to others
- Sexual misconduct such as exposure or sexual harassment
- Stalking
- Verbal or physical threats, harassment or intimidation
- Illegal conduct

6. A trespass ~~will~~ may be issued for disobeying the direction of a library staff member and for remaining on library property when requested to leave for violations of law and/or library policies. Library staff determine the length of the trespass and the Police serve the trespass. Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

7. Smoking, including the use of e-cigarettes, is not permitted in library facilities or on library property.

8. Assistance Service animals are permitted in the library, so long as the handler ensures appropriate behavior of the animal and remains with the animal while in the library. No other animals are permitted in library facilities. .

- ~~Owner or trainer Handler must ensure appropriate behavior of the animal and remain with the animal while in the library~~
- ~~If it is not obvious to staff that the animal is an assistance animal, the owner will be asked to register the animal at the Welcome Desk~~
- ~~Library visitors may not bring other animals into the library~~

9. A trespass may be appealed.

A person trespassed from the library may appeal the trespass. Written trespass

appeal procedures are available to the public. The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all trespasses that are issued for five years and over.

10. Library Board reviews this policy.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.