

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, July 17, 2018 – Central Library Lecture Room
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, Rebecca Craven and Jim McCabe
Library Staff:	Rebecca Judd, Beth Farley, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
Others Present:	Faye Hill, Friends of BPL; Norman Grossman, member of the public

Call to order and introductions: Rick welcomed Rebecca Judd as our new Library Director. Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

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

Public comment: Norman has noticed people abusing the disabled parking spaces at the library. He has corresponded with the Police Department and suggested a solution could be mounting a security camera that our Security Attendants could monitor when feasible. He is willing to contribute \$100 towards the installation of a camera. He also suggested posting a warning sign at the entrance. Rick thanked Norman for his suggestions.

Consent agenda: Jim questioned the Gift Fund teen programming expense from McKay's Taphouse. Wendy clarified that this is for pizza served at teen programs – McKay's gives us a very good price. Jon noticed, after the packet was printed, that the RBDigital statistic was missing from the Library performance & activity measures. Wendy added the number and printed the updated measures to distribute. (See Attachment #1 for updated Performance & Activity Measures, 2018. All attachments located at end of minutes.) Rebecca Craven moved to approve the June 19, 2018 Regular meeting minutes and the June 2018 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick recognized, commended and thanked Bethany for the great job she has done as the Acting Director the last 2 months. He also thanked the Management group for stepping in to help.

- Rick and Rebecca Craven, as the board Personnel Committee, are meeting on Monday with Rebecca Judd and Human Resources representatives to get an overview on labor issues that affect the library.
- Tomorrow is the budget meeting with the Mayor, Brian Heinrich, Brian Henshaw and Forrest Longman. Rick, Rebecca J. and Bethany will attend. This will be the opening conversation about the budget.
- Rick thanked everyone who helped arrange the library's participation in the Pride Parade. It attracted a big crowd.

Board member reports:

- Jim reported that there was an item in the Cordata Neighborhood Association's newsletter continuing the campaign for a larger library presence on the north side. He invited Rebecca J. to one of the Association's meetings.

City Council liaison report: Rick will be introducing Rebecca J. to City Council at the Committee of the Whole meeting on Monday.

Friends of BPL report: The Friends do not hold board meetings during the summer months, but they are busy at work in the back room preparing for the next sale. Faye has been training to work in the back room. She reported that after 9 weeks, she has graduated! Faye also welcomed Rebecca, on behalf of the Friends.

Acting Director report:

- The plants have been removed from the fountain in Lee Memorial Park (back lawn) in anticipation of the fountain's removal. The project is currently out for bid with an anticipated start date of July 30. It is scheduled as a 20 day job, weather permitting. This project will involve heavy equipment, which, while being a noise disruption for library users, will be exciting for preschoolers and other big machine enthusiasts. The fountain will be taken out and paved flat.
- Bethany met with Leslie Bryson, Parks Director, last week and Lesley reported they are very close to having a plan for the ADA pathway from street level through Lee Memorial Park, to the library. The plan is still conceptual, but Bethany provided her approval. Final stages of approval are needed but the project design and plan are nearly complete.
- Bethany has received a number of communications from concerned patrons regarding the library plaza. The bike racks are often blocked by shopping carts, people and their belongings, making it difficult for bike commuters to lock up and feel safe entering the library. Additionally, camping overnight continues to be an issue as patrons cite clocked book drops and safety concerns. We've begun to "reclaim the plaza" which includes ensuring the bike racks are free for their intended use, increasing the intentional trips to the plaza by Security Attendants, and posting a Rules of Conduct sign. We are coordinating with Police to ensure the wording on outdoor Rules of Conduct signs are useful to responding officers. Bethany has contacted Parks, requesting garbage clean-up of the brush on the east side of the building and also heavy brush thinning. While it is important to ensure we are a place for all, it is also important that our building and grounds remain clean, welcoming, safe, and do not prohibit user groups from using the library as it is intended.

- At the May meeting, the Board voted to delete the remaining hold expire fees and children/teen overdue fines on accounts. Jon wrote the scripts and successfully ran them last week. There were 10,199 impacted accounts with BPL barcodes, with 385 of those regaining borrowing privileges.
- The 50th Annual Children's Craft Fair is Friday, July 27 from 11:00 a.m. to 1:00 p.m. Registration is now full with 80 booths. Each booth will showcase crafts and baked goods handmade by children ages 13 and under. All items are priced \$4 and under. Please stop by and support these young, local crafters!
- Bethany extended her thanks to the Board for putting their faith in her as Acting Director. She said it was an enjoyable experience and she learned a lot. She is particularly thankful for the support of Rick and library staff.

Space planning update: Rick reported that we have a signed contract and RMC Architects has officially started work. There have been two meetings – a comprehensive tour by 2 of the project architects and, a week later, a meeting to go over the insights gathered on the tour. Eric Johnston, Public Works Assistance Director, is included in these meeting to maintain communication with the city. The next meeting is scheduled for August 2. Rick anticipates that RMC will provide an updating presentation at the August board meeting.

Jim added that he expects RMC will provide some good suggestions on making the best use of current space, while keeping in mind eventually we would like additional space.

Circulation statistics: Jon provided some perspective on the increase in circulation statistics. We knew that Courtesy Renewal (auto-renewal), implemented on May 1, 2017, would increase circulation numbers. Jon looked at what part of the increase is due to auto-renewal and what part is due to 1st time check-outs. He found that 1st time checkouts for 2018 are actually down by 0.6%, that the steady total increase is due to auto-renewals. Starting May 2018, when we compare our monthly stats with the year before we are now comparing auto-renewal numbers with auto-renewal numbers (rather than comparing to months that did not include auto-renewal. Because of this, Jon anticipates that the monthly overall increase will shrink, probably to about 5% by year end. Knowing this, we can focus on what we really want to increase – 1st time check-outs.

Rebecca C. asked if we will be taking this deeper dive into the other statistics. Janice acknowledged that this is on the work plan, including getting feedback from the Board on what information they are interested in as well as what statistics the State requires.

ILS update: Both Polaris and Carl X provided 2-day, onsite demonstrations for staff. The Committee then met, reflected on staff responses and scored the demos. Polaris is the system that scored the highest. We are now in contract negotiations with them. They are hoping to finalize the contract by the beginning of August so that we can begin the actual migration. The goal is to migrate in the middle of January.

Agreement between Bellingham Public Library and Whatcom County Library System for the Operation and Maintenance of an Integrated Library System: The draft included in the packet is based on the current MOU we have with WCLS for SirsiDynix. Rebecca C. noted that this is listed as an action item, but there are many blanks and no dollar amounts. She also pointed out one typograph: on page 3, sub-paragraph 5b, it should read "or any year"

rather than "of any year." Bethany explained that the blanks are due to the fact we do not have Exhibit A yet and we are still in negotiations. We anticipate that this would be signed at the same time as the contract. This request would authorize the Director and Board Chair to finalize and sign the MOU when it is ready. Jon noted that the 2015 MOU was extensively rewritten; this version follows the 2015 version closely, using the same formulas. Jim McCabe moved that the Board authorize the Director and Board Chair to finalize and execute the Agreement between BPL and WCLS for the Operation and Maintenance of an Integrated Library System. Rebecca Craven seconded. Motion carried.

\$35,000 donation: Bethany reported that last week a donation was received from the Estate of Christina White. It is a sizable enough donation that we wanted to give the Board the opportunity to provide guidance. Ideas for using the donation include materials (the non-fiction budget has been impacted significantly by political book requests), facilities planning and strategic planning. It was noted that it does not all need to be spent on one item. It was decided that the check be deposited into the Gift Fund as undesignated, and to give some thought to the best use of this generous donation.

New Business:

- Strategic planning: Rick would like this to be put on an agenda in the near future.
- Board By-Laws: Rick volunteered the Personnel Committee to begin looking at updating the By-Laws to correct some conflicting messages and make sure we have the proper documents included in the board packet.
- Joint BPL-WCLS board event: this could be part of our strategic planning, as WCLS did involve the BPL board in their strategic planning.

Action items for next meeting:

- Contract updates
- RMC Architects presentation
- Budget updates/decisions
- Rebecca Craven requested that the ILS agreement and contract be posted on our website – Jon noted it will be assessable on the City website; Janice acknowledged we will link it to our website.

Meeting adjourned at 4:21 p.m.

Next Regular Library Board Meeting – August 21, 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: updated Performance & Activity Measures, 2018

**Bellingham Public Library
Performance & Activity Measures, 2018**

			Year to Date		% of change YTD
	June-18	June-17	2018	2017	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,535	1,687	12,411	10,901	13.85%
Electronic copies added to the collection	1,145	1,344	6,370	6,216	2.48%
Physical copies withdrawn from collection	(186)	(16,514)	(16,760)	(18,264)	-8.23%
Total physical holdings			175,999	185,392	-5.07%
Total electronic holdings			77,535	65,536	18.31%
Total Holdings (Physical and Electronic)			253,534	250,928	1.04%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	56,987	56,216	351,876	334,410	5.22%
Youth	45,418	43,568	253,983	226,022	12.37%
Sub-Total Central	102,405	99,784	605,859	560,432	8.11%
Fairhaven Branch					
Adult	7,509	6,842	45,838	40,425	13.39%
Youth	2,866	2,955	14,736	14,025	5.07%
Sub-Total Fairhaven	10,375	9,797	60,574	54,450	11.25%
Barkley Branch					
Adult	5,749	5,238	34,069	29,767	14.45%
Youth	4,041	3,442	20,306	17,934	13.23%
Sub-Total Barkley	9,790	8,680	54,375	47,701	13.99%
Bellingham Technical College					
Adult	59	84	413	622	-33.60%
Youth	5	24	81	100	-19.00%
Sub-Total BTC	64	108	494	722	-31.58%
Whatcom Community College					
Adult	285	317	2,093	1,945	7.61%
Youth	49	106	467	643	-27.37%
Sub-Total WCC	334	423	2,560	2,588	-1.08%
Western Washington University					
Adult	400	359	2,801	2,950	-5.05%
Youth	231	136	1,449	1,015	42.76%
Sub-Total WWU	631	495	4,250	3,965	7.19%
Online Services					
NW Anytime Library Overdrive	18,097	13,986	101,569	79,860	27.18%
RBdigital	1,332	1,326	8,335	8,956	-6.93%
Sub-Total Online	19,429	15,312	109,904	88,816	23.74%
Total Circulation	143,028	134,599	838,016	758,674	10.46%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	51,566	50,935	320,106	298,964	7.07%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	33,642	33,011	205,731	191,646	7.35%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	41,434	42,660	246,241	254,985	-3.43%
Youth	13,350	13,152	69,242	73,644	-5.98%
Fairhaven Branch	7,794	7,500	43,669	43,174	1.15%
Barkley Branch	4,683	4,683	25,424	24,747	2.74%
Total Persons Visiting	67,261	67,995	384,576	396,550	-3.02%
Website Visits	41,659	36,473	251,594	239,773	4.93%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	12,486	13,222	73,780	66,540	10.88%
This count reflects number of visits to Bibliocommons					
Total Website Visits	54,145	49,695	325,374	306,313	6.22%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,056	5,566	31,703	33,930	-6.56%
Childrens (3 terminals)	196	183	990	1,081	-8.42%
Fairhaven Branch (6 terminals)	596	606	3,473	3,878	-10.44%
Barkley Branch (4 terminals)	281	319	1,828	1,828	-10.94%
Total Computer Usage	6,129	6,674	37,994	40,717	-7.18%
New Borrowers Registered					
Central Library	494	590	2,735	2,767	-1.16%
Fairhaven Branch	56	55	235	283	-16.96%
Barkley Branch	66	48	223	219	1.83%
Total New Borrowers Registered	616	693	3,193	3,269	-2.32%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	93	107	668	735	-9.12%
Attendees	2,976	2,262	18,515	17,906	3.40%
Volunteer Hours	375	416	3,559	3,059	16.36%