

Bellingham Public Library



Regular Meeting of the Library Board of Trustees
Tuesday, September 18, 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, Rachel Myers, Rebecca Craven, and Jim McCabe
- Board Members Absent:** Vernon Johnson
- Library Staff:** Rebecca Judd, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
- Others Present:** April Barker, City Council Liaison; Faye Hill, Friends of BPL; Norman Grossman & Lynne Lohr, library patrons
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Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rachel Myers moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: Norman Grossman asked for a follow up to his suggestion, at the July board meeting, that a video camera be mounted to discourage people from misusing the disabled parking spaces. Norman also had volunteered to make a donation for the purchase of a camera. Rebecca replied that she is still considering the pieces to the proposal and she will contact Norman in two weeks.

Lynne Lohr stated that she is here because, on August 6, a person outside the library (violating the no smoking policy) called her a name. She reported that though the Director made a great effort to resolve the matter, she is not satisfied. Lynne requested that the library attempt to contact the person and tell him how this has affected her. Rebecca told Lynne she will follow up with her next week.

Lynne also reported she is pleased about the new ADA path on the back lawn; she requests that we fix or remove the pay phones; and she asked if it is possible to again have seating on the third floor on the Commercial Street side of the building.

Consent agenda: Jim McCabe moved to approve the August 21, 2018 Regular meeting minutes and the August 2018 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report: Rick's report will be included in other agenda items.

Board member reports: Rachel reported that the Whatcom Community Foundation received an endowment bequest for the Library to be used to purchase Spanish language materials and travel books or to establish reading nooks at Central and Fairhaven branch.

City Council liaison report: April reported that City Council has been working on, and is excited about, the possible Cornwall Avenue development. She also reported on the inspirational Sister City Mayoral Summit that Bellingham recently hosted.

Friends of BPL report: Faye encouraged everyone to attend the Fall Book Sale that will be held September 26-29.

Library Director report: Rick requested, in reference to the Director's report in the packet, that Rebecca pass on the Board's appreciation for Shari Emley's 40 years of outstanding service to the library and the community. Rebecca informed the board that Colleen Morse also recently celebrated 40 years of service.

Rebecca invited the Board to view the fountain removal and new ADA path at their earliest convenience.

Rebecca reported that concerned community members recently contacted the Mayor and City Council about activities going on in the library plaza that are clearly against our Rules of Conduct. Rebecca contacted the concerned people to let them know we have posted new signage about the Rules of Conduct, asked our Security Attendants to patrol every half hour, and that the Police department has committed to afterhours patrols.

2019-2020 budget update: Rick reported that he and Rebecca met with the Mayor concerning the budget. Further information about the budget will be reported at next month's board meeting following the Mayor's presentation to Council on October 1.

Facilities Committee report: Rick referred to the documents in the packet from RMC Architects: the written message is divided into prioritized parts A1 to C2 so that we can get incremental cost estimates; the blueprint is the latest one developed by RMC based on recommendations from staff and the Facilities Committee.

Rebecca presented a PowerPoint that shows the different blueprints developed by RMC that show the materials sorter placement options. *(See Attachment #1 for Bellingham Public Library Space Planning PowerPoint. Attachment is located at end of minutes.)* Rebecca first pointed out the original options:

- A1: if no funding were available for building adjustments, this option puts the sorter in the current check-in room. The sorter would not be an adequate size.
- A2: placing the sorter north of the garage where the mailroom and Outreach Services currently resides.

- A3: placing the sorter east of the garage. This option takes up some of the load-bearing square footage that is needed for the books.
- A4: placing the sorter in the garage – retrofitting the garage.

After getting impact statements from staff, the M-team and the Facilities Committee came up with a hybrid idea:

- A2.0: using the partially retrofitted garage as loading space/storage for all delivered materials and placing the sorter north of the garage. Outreach and staff work space would then be north of the sorter. Moving the staff work space here would allow the area in the center of the main floor to be available for patron use. This option opens the flow to Fiction from the entrance. Other ideas include moving the Teen space to the current periodicals space; using the current staff schedule room as the internal book drop; and creating a few small meeting rooms where the current check-in room is.

Rebecca pointed out that this plan is not at the micro-level but includes details that are needed for cost estimates.

Rick explained that if funding is secured, we will work in conjunction with Public Works to hire an architectural firm for the design work (so far this has been pre-design), then go out for bids.

Rebecca mentioned that, separately from this project, we have been looking at the staff area upstairs to see if there are ways to reconfigure it to accommodate more or new staff. We worked with Public Works and a furniture vendor to get an estimate. We will know more once funding is determined.

ILS migration update & training proposal: Jon reported that the required data has been provided so that Polaris can set up a test database. A data connection has been established so we are ready to connect as soon as the database is ready. Jon has been working with Jennifer Vander Ploeg on a training schedule to make sure all staff will be trained on the new software as well as the transition software that will be used between the period when we turn off Horizon (12/31/18) and go live with Polaris (1/8/19). In order to accomplish this training, Jon and Jennifer request that the library have two closed days – December 3 and January 2 – to allow for the use of all computers for intensive training. Rebecca added that the Integrated Library System (ILS) software affects every piece of business we do.

Jim asked Jon if he could provide a short presentation next month to explain what an ILS is and does. Jon agreed.

Rebecca Craven moved to authorize two closure days to help ensure an efficient ILS transition. Jim McCabe seconded. Motion carried.

Summer Reading update: Bethany provide a recap of Summer Reading which finished August 31. The objectives this year were to foster the love of reading, engage with the community, expand the communities' knowledge of what we offer, show that it is fun and achievable for all and have a seamless integration between BPL and WCLS. It was a

smashing success. Bethany referred to the statistics in the Director's report: adult participation went up 152%; teen participation went up 192%; there were 1,699 children finishers; and staff participation was great this year.

Bethany thanked the Friends for their support of Summer Reading – not just monetary, they gathered over 1,700 books throughout the year to provide to the finishers. We also had great community support providing coupons to finishers.

Bethany added that they will continue to make it a priority to go out to the schools – the statistics show that this makes a huge difference in bringing kids into the library.

Strategic planning: Rick, Rachel, Rebecca Judd and Janice met for a pre-planning meeting. Rachel agreed to chair the committee. Rachel reported that they developed a couple of topics that they want to explore:

- Community engagement – how to do this creatively, well and authentically
- Community partner engagement – build on the success we have working with Public Works, the Mayor, Parks and City Council
- What would success look like for the committee:
 - Dynamic community engagement
 - Engaging diverse communities
 - A two-way process in that we are learning but also communicating
 - Well-received at City Hall and involving City leaders
- Create a model process:
 - Sustainable
 - Actionable
 - Aligned with City and community strategic direction
 - Strong quantitative data influences
 - New partners and new library friends
 - Broad support around the community
- Directly asking Mayor Kelli what has been successful in the past when it comes to strategic planning and, in her opinion, what does success look like

Next, the committee has some tactical decisions. At the next meeting they want to look at developing a steering committee, inviting representatives from different areas around the community such as the Planning department, the Mayor's office, Public Works, the business community, the Health department, the school district, City Council, the philanthropic community and potentially the Police department. The committee wants to make sure that the partners feel some ownership with this process.

They committee also discussed the Harwood Institutes process, *Libraries Transforming Communities*. Rebecca Judd has some experience using this process.

A loose timeline developed is using the Fall to plan and strategize, using the Winter to start having some of these conversations, and the Spring to create the plan. Many questions are not answered yet, such as whether or not to hire a consultant and how long the complete process will take.

Jim suggested contacting Kim Brown, from Public Works, who was the lead on the bicycle and pedestrian master plans with a very similar process, using a steering committee and community engagement. Rebecca Craven suggested that Western be on the list.

April added that she appreciates the term “model process” and also that the committee wants to include diverse communities. She hopes the plan will include awareness of the changing cross-cultural demographics, especially how it will affect future hiring to ensure staff are a good representation of the community. Jon went to the PLA conference last spring and attended a couple of equality/diversity awareness programs and when he returned he ran the numbers for staff of what they would be if they were to meet our community breakdown relative to data from 2016. He provided that information to Rebecca Judd and discussion is in process with HR. Jon added that it is also important to do outreach to minority communities so that they feel connected to the library. Rachel said they feel it is important in this process to look at where the community is at, where the community is going, what they are struggling with, what do they aspire to, and how can the library be a support.

New Business: It was agreed that the November board meeting be moved from November 20 (right before Thanksgiving) to November 27.

Action items for next meeting:

- ILS tutorial, “What is an ILS?”
- Space planning
- 2019-2020 Budget
- Strategic Planning

Meeting adjourned at 4:50 p.m.

Next Regular Library Board Meeting – October 23, 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