

# Bellingham Public Library



**Regular Meeting of the Library Board of Trustees  
Tuesday, December 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.

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**Board Members Present:** Rick Osen, Rachel Myers, Rebecca Craven, Jim McCabe and Vernon Johnson

**Library Staff:** Rebecca Judd, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins

**Others Present:** Faye Hill, Friends of BPL

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**Call to order and introductions:** Regular session was called to order at 3:33 p.m. by Chair, Rick Osen.

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

**Public comment:** no comment.

**Consent agenda:** Rachel Myers moved to approve the November 27, 2018 Regular meeting minutes and the November 2018 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

**Board Chair report:** Rick distributed a document he wrote, titled *BPL Board of Trustees – 2018 Highlights* (See Attachment #1. All attachments are located at the end of minutes). Rick commented that this was a momentous year for the Board and for the Library and thanked everyone for the work that was done to make this year successful.

**Board member reports:** Rachel mentioned that she ran into Mayor Kelli, who shared that she is enjoying working with Rebecca and Rick and is excited about the space changes that are planned.

**City Council liaison report:** no report.

**Friends of BPL report:** Faye expressed good wishes for the holidays, from the Friends, to the Board and Library staff. The next book sale will start on Wednesday, January 23.

**Library Director report:**

- Rebecca pointed out the handout in the packet concerning the Library's limited service days, January 1-7, 2019. This information is available to patrons on the website and in-house.
- The Emergency Day Center logistics are being fine-tuned – a test run of the contact system was just accomplished. Rebecca and Janice are the 24-hour contacts (which includes evenings and weekends). Suzanne Carlson-Prandini and Wendy are business hour contacts. Vanessa Blackburn is the communications point person for this project.
- A ConnectED informational letter is included in the packet, and Bethany mentioned it in the Director's Report. Today Jon submitted the ticket to SirsiDynix to import the student account barcodes. Rebecca thanked Bethany and Jon for their work on this project.
- The Library is featured in an episode of the program *We'll Meet Again*, which airs tonight at 8 p.m. Suzanne Carlson-Prandini helped with the research for this episode.

Jim commented that Whatcom READS 2019 is receiving a lot of good publicity. Rick thanked the management team for contributing to the Director's Report. Rick also offered congratulations to Lucas Huyber, Security & Information Attendant, for his new assignment with the Police department.

**Election of Board officer:**

- Jim McCabe nominated Rick Osen for Chair. Rachel Myers seconded. Motion carried.
- Rick Osen nominated Rachel Myers for Vice-Chair. Rebecca Craven seconded. Motion carried.

**2019-2020 Budget update:** Rebecca reported that Council passed the budget on December 10. We have put in requests to fill the new positions, so they are in the queue in Human Resources.

**Facilities Committee report:** Rick distributed the final report from RMC Architects (*Handout #1 can be accessed at <https://www.bellinghampubliclibrary.org/wp-content/uploads/2018/12/BPL-FINAL-REPORT.pdf>*). The report is a good summary of the process we went through, plus it outlines that there is more to be done in the future.

Rick and Rebecca received copies of the draft RFQ for architectural and engineering consultant services for the upcoming remodel of the Central Library main floor. Rick anticipates the RFQ will be published soon, as the suggested date for submittals is February 12, 2019. Staff can direct questions about the RFQ to the Purchasing office. Eric Johnston, Assistant Public Works Director, and James Simpson, Facilities Project Manager, have both been critical to this process.

**Integrated Library System (ILS) update:** Jon reported that we are still on target to go-live with Polaris on January 8, 2019. The past few weeks have been focused on training with Public Services staff, the pages, Collection Services staff, and webinars on a variety of areas. IT reported to Jon that they estimate they are 95% done with the Point of Sale Class software adjustment, so they are on track for the next development deadline of January 14. Progress is being made on 3<sup>rd</sup> party vendor connections such as self-check and computer login. From

a Public Services point of view, we are almost ready to go-live. Jon stressed that some behind-the-scenes elements will still be in process after we go-live. Rick applauded everyone, especially Jon, for all of the hard work that goes into this process. Jon pointed out that Jen Vander Ploeg is handling the Public Services communication – writing procedures for staff. The Library will be closed on January 2 for staff training on the transition software that will be used between the time Horizon is shut down (December 31) and Polaris goes live (January 8).

**Strategic plan update:** Rachel reported the committee read through nearly 30 strategic plan samples and then narrowed the samples down to nine. Rachel distributed packets of the top choices to Board members and staff. (*Handout #2 can be accessed at <https://www.bellinghampubliclibrary.org/wp-content/uploads/2019/01/Sample-Library-Plans.pdf>* ). She also handed out a document outlining the four criteria for evaluation:

- Structure: What are the basic elements of each plan? Are there interesting outliers, elements that seem different or creative?
- Content: What are libraries talking about in these plans? Themes?
- Look and Feel: These are marketing documents as well as strategic plans. What adjectives come to mind as you consider the look and feel of each plan?
- Overall Impression: Both positive and negative.

Rachel asked that Board members and interested staff rate the plans. Right after next month's board meeting, there will be a Strategic Plan work session in the Library Board Room. Rachel noted that there are one-page plans included because the goal is to have a plan that is easily accessible.

Rebecca Craven asked if the City has a strategic plan. Janice responded that in addition to the Comprehensive Plan, the City has a Legacies and Strategic Commitments document; she will check on the current status of this document.

**Policies review:** Bethany referred to the Eligibility for Library Service policy draft in the packet. She pointed out the revisions made that were suggested at last month's meeting:

- A bullet has been added under item 1 that reads: Request assistance with answering informational or research questions.
- There was some clarification needing regarding minors so the phrase 'youth under 18' in the 3<sup>rd</sup> bullet under item 3 was changed to 'residents under 18.'

Rebecca Craven moved that the Eligibility for Library Service policy as presented be approved. Jim McCabe seconded. Motion carried.

#### **New Business:**

- Rick commented that we plan to review more policies in the coming year as we try to align our policies with WCLS's. He suggested that the Board's Personnel Committee be expanded to the Personnel and Policy Committee so that policy changes can be considered before board meetings. Rebecca Craven has agreed to continue as a member of that committee. Jim has agreed to continue on the Facilities Committee next year.
- Rick pointed out that Damani is helping out with the Capstone internship program.

- Rachel asked when the next expired Trustee term is. Jim's partial 1<sup>st</sup> term expires in March and he is interested in a 2<sup>nd</sup> term. Rick and Rebecca Judd will talk with the Mayor about reappointing Jim. Wendy will send out the Trustee term document to board members.
- Rachel will take responsibility for coordinating doing something for staff to support them during the ILS migration process on January 9 or 10.

**Action items for next meeting:**

- Strategic Plan work session
- 2019 Goals

**Meeting adjourned** at 4:16 p.m.

**Next Regular Library Board Meeting – January 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

**Attachments:**

- Attachment #1: BPL Board of Trustees – 2018 Highlights