

# Bellingham Public Library



**Regular Meeting of the Library Board of Trustees  
Tuesday, January 15, 2019 – 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, Jim McCabe and Vernon Johnson

**Library Staff:** Rebecca Judd, Beth Farley, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg 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 3:32 p.m. by Chair, Rick Osen. Rick announced that April Barker has been selected to continue as our City Council liaison for another year.

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

**Public comment:** No comments

**Consent agenda:** Jim had one clarification for December's minutes: in the last sentence under *Strategic plan update*, where Rebecca Craven asked if the City has a strategic plan, Jim thought that Janice responded, "in addition to the Comprehensive Plan" before "the City has a Legacies and Strategic Commitments document." Janice confirmed that was correct. Jim McCabe moved to approve the December 18, 2018 Regular meeting minutes as amended and the December 2018 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

**Board Chair report:** Rick stated that his reports will be included in other agenda items.

**Board member reports:** Jim requested that information be posted on our website about the episode of the PBS program, *We'll Meet Again*, in which Suzanne Carlson-Prandini assisted in the research. Janice mentioned that there are some restrictions as to what can be posted about the episode.

Jim also pointed out that a Board term roster has been posted to the website.

**Friends of BPL report:** Faye Hill handed out copies of the January 2019 issue of the Friends' newsletter, *Friends' News*, which includes their accomplishments for 2018 and goals for 2019. (See Attachment #1. All attachments are located at the end of the minutes.) Faye also announced that the January book sale starts next week.

**Library Director report:** Rebecca asked that we take a moment to celebrate that Polaris is up and running. Rebecca thanked everyone in the room for their hard work, the Friends for loaning us boxes, and the Board for providing treats to staff.

Rebecca pointed out the ALA Mid-winter Conference handouts in the packet – this event, which is being held in Seattle, is one of two yearly conferences ALA hosts. Also included in the packet is information about the annual AARP Tax-Aide Service which has moved from the Library to First Congregational Church.

Rebecca reminded the Trustees that 2019 Whatcom READS programs, featuring Timothy Egan's book, *The Big Burn*, begin soon. On March 7, *An Evening with Timothy Egan* will be at the Mount Baker Theatre at 7:00 p.m. A full programming list can be found at [whatcomreads.org](http://whatcomreads.org).

**Personnel and policy report:** Rick expanded on Jen Vander Ploeg's section of the Director's report. About a year and a half ago Human Resources started the process of moving all City employees into the regular 114 pay scale. Library Pages were the last remaining City staff in the old "B scale" for pay. The Board Personnel Committee, Jen Vander Ploeg and Rebecca Judd met with HR to discuss the options. The Library put forward a proposal to update the Library Page job description to Library Assistant, which includes several new responsibilities such as materials movement, public computing assistance and helping with programs. The proposed job description was approved by the union and HR and went into effect January 1. Additionally, Library Assistants now have city email accounts, which will be a great communication tool.

**2018 gift and donation report:** Rebecca referred to the documents in the packet – an annual accounting of the funds we have received for the Library's gift fund. The first page is donations received from various individuals and organizations; the second page lists funds received from the Friends. Rebecca noted that the total received this year – \$120,949 – is significantly more than in the last several years, primarily due to the large donation received from the Estate of Christina White (\$35,150). Rebecca thanked the Friends for their generous funding this past year. Rick also thanked the Friends for their hard work. Rick added that the Board decided to set aside the Estate gift to help with the Facility upgrades coming in the next two years.

**Facilities Committee report:** Rick reported that the RFQ for architectural engineering consultant services was posted on January 9, with responses due February 12, 2019. He hopes we will know the number of received responses by next month's board meeting.

**Integrated Library System (ILS) update:** Jon reported that he turned off Horizon at 1:05 a.m. on January 1. On January 2, the Library was closed for staff training on Polaris' off-line tool which was used through January 7. During that time data was transferred from Horizon into Polaris and we went live with Polaris on January 8. We knew we would not have the ability to

process payments until a last piece of financial software was developed. That piece was completed yesterday, and we went live with payment processing this morning. For the most part everything is up and running, though details are still being worked out. Rick reminded everyone that the quick timeline in which the team was able to accomplish this task saved the City significant money. Jon acknowledged that much of the set-up and evaluation was done by our WCLS partners as they had more staff to devote to the migration. Working together, we were able to accomplish this on time.

**2019 Goals:** Rebecca referred to the document in the packet, *2019 Organizational Goals*, describing it as a work plan for the coming year. In future years, this will look different because it will tie into our strategic plan. These are goals and initiatives resourced outside of our regular work. There are seven organizational goals. Specific objectives, organized by division, are still in draft form. Rebecca plans to bring progress reports for these goals to the Board quarterly.

1. Working closely with community groups and City of Bellingham stakeholders, update the Library's strategic plan. Janice will be leading the strategic planning process.
2. In partnership with COB Public Works and ITSD, redesign the main floor of the Central Library. The design is scheduled for 2019, with construction happening in 2020.
3. Implement 2019-20 Level of Service increases in the areas of Staffing, Materials, and Facilities; develop proposal for mid-term adjustment.
4. In partnership with WCLS, fully implement the new ILS. We are up and running now, but there are still processes and work forms that need to be built out.
5. In partnership with WCLS, look at evaluating and possibly updating our fines and fees schedule and our confidentiality policy to best meet patron and Library needs.
6. Evaluate current safety and security procedures and implement recommended improvements. We did a staff exercise in October asking for input on organizational goals and one thing that came up was evaluating safety and security.
7. Improve operational infrastructure and workflow to increase efficiency and public experience. With strategic planning coming up, the focus this coming year will be evaluating internal processes.

Jim asked if, concerning #6, we currently do any safety drills? Staff responded that there are no internal drills currently, though we have participated in City sponsored drills. Rebecca Judd mentioned that the City has a new Emergency Manager, Lynn Sterbenz, who will be coming to our next All Staff meeting to talk about City initiatives.

**City Council liaison report:** Rick welcomed April back as our liaison and thanked her for the work she's done on the Library's behalf the last three years.

April reported that on Monday, January 21, Martin Luther King Day, the City's event theme is *Mothers of the Movement*. It will be from noon to 1:30 p.m. at the Mount Baker Theatre. It is a free event, but donation of canned goods for the Food Bank will be accepted.

April commented that Council has always had a Bellingham Public Schools liaison, but the reality is that Meridian schools service a lot of our kids. The Council agreed to change the liaison position to Public Schools to be more inclusive. April acknowledged the Children's department does a great job of reaching out to the schools, but requested that they consider Meridian schools as well.

**New Business:**

- Jim requested that the Board consider adjusting the start time of the April Board meeting from 3:30 to 4:00. The City is planning an earthquake drill on April 16 from 1:30 to 4:00, which Jim will be involved in. Once the drill date is solid, the Board will vote.

**Action items for next meeting:**

- Nothing new for next meeting

**Meeting adjourned** at 4:06 p.m.

**Next Regular Library Board Meeting – February 19, 2019** 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: January 2019 issue of *Friends' News*

# Friends' News

Friends of the Bellingham Public Library

January 2019

210 Central Ave, Bellingham, Washington 98225

Phone: 360-778-7250

e-mail: [friendslibrary3@gmail.com](mailto:friendslibrary3@gmail.com)



## President's Report

Once again, it has been my privilege to serve as the President of Friends of the Bellingham Public Library during 2018. I continue to be amazed at the number of hours so generously given to accomplish the mission of the Friends. In addition to the many volunteers who work at our book sales, there are also volunteers who work in the backroom each day of the week to sort and clean the donations. Because of their hard work and the generous donations of books by our community, we were able to fund the library in the amount of \$48,000 in 2018 for many library-sponsored programs such as parent education, author events, Whatcom Reads, programs for teens, Books for Babies, and professional development for staff.

This year it has been a pleasure to get to know our new Library Director, Rebecca Judd, who came to us this summer. Rebecca has offered valuable assistance to the Friends as we work together with the Library to serve our library users. We are grateful to her for her guidance and look forward to working with her for many years to come.



Take out your new 2019 calendar and mark the day **April 27th at 10:00** in the Lecture Room for the Annual Meeting of the Friends. We plan to honor our volunteers, elect new officers for 2019-2020, enjoy a presentation by Katie Bray on exciting books to read, and enjoy wonderful homemade refreshments.

If you are as enthusiastic about what the Friends are doing as I am, there are many ways you can help: become a volunteer, become an officer or committee chair, donate books and/or funds to the Friends, become a member (memberships, both new and renewing, are due in January) and support us in our celebration of volunteers at the Annual Meeting.

My heartfelt thanks go to all the officers, committee chairs, our bookkeeper, volunteers and all of the staff of the Bellingham Public Library. The Friends would not be able function without your special help and support.

Faye Hill, President

**amazon**smile  
You shop. Amazon gives.

Did you know that many of the purchases you make at Amazon are eligible for a donation to The Friends through the AmazonSmile program? To shop at AmazonSmile simply go to [smile.amazon.com](http://smile.amazon.com) on your computer or mobile device. When you make your first purchase, you will be asked to select a charitable organization – **Friends of the Bellingham Public Library**. Amazon will remember your selection so that every eligible purchase you make on [smile.amazon.com](http://smile.amazon.com) will result in a donation. The AmazonSmile Foundation will donate 0.5 % of your purchase price to the Friends. For more information, go to the Amazon website. In 2018 we received \$45.21, but with your help, we can increase that amount.

## Read the Book, Join the Conversation: Whatcom READS presents

### *The Big Burn*

Whatcom READS – Whatcom County's premier annual literary series – presents its 11th title, *The Big Burn: Teddy Roosevelt & The Fire That Saved America* by Timothy Egan.

Whatcom READS is a county-wide program that encourages everyone to read and discuss the same book. It is one of several recurring Bellingham Public Library programs that receives significant funding from the

Friends of the Bellingham Public Library, vital support that is key to the program's growth and success over the years.

*The Big Burn* is the bestselling story of the nation's largest wildfire and the birth of the national conservation movement. Though set in 1910, it is a timely, provocative story sure to spur interesting county-wide "book club" discussions. Community members also are invited to engage with free events in early 2019, including appearances by the author on March 7 and 8, 2019.

*The Big Burn* is available in book, eBook and audiobook formats at all Bellingham and Whatcom County public libraries and from Village Books, which donates 10 percent of *The Big Burn* sales to Whatcom READS.

Information and full schedule of events at [www.whatcomreads.org](http://www.whatcomreads.org).



## In Memorium

**Dot Banister** (September 24, 1925-July 3, 2018)

For over 20 years, Dot Banister worked behind the scenes preparing books for our sales. Her lively interest in life and books inspired us all. She is truly missed.

**Barb Clearman** (April 3, 1943-June 13, 2018)

Barb Clearman became a back area volunteer two years ago, but quickly jumped in with both feet and became the chair of the Membership Committee. Her dry wit and down to earth attitudes are missed.

## Moving On

**Richard Zarnowitz** has volunteered with the Friends for 32 years. **Elsie Zarnowitz** has also been a long time volunteer with the Friends. Their volunteer efforts have been invaluable in the backroom. Volunteering with the Friends kept Richard young and vibrant. We wish both Elsie and Richard the best in this new phase of life when they move closer to their family in Oregon.

**Alan Kemble** has worked with the Friends for many years. His help in answering questions and helping us prepare our tax returns has been a life saver for our organization. Thank you, Alan for all of your help.

## Newsletter Archive

Copies of our newsletter can always be found online. Go to the library website. At the bottom you will see *Friends of the Library* under *Get Involved*. At the bottom of that page you will find the archive.

## Volunteers

Wouldn't you like to volunteer with the Friends of the Bellingham Public Library? We have many volunteer opportunities at our book sales in January, May, and September. Like a lot of activity? Help move boxes into our sale room for an hour or two. Need a quieter, sit down job?

Help monitor the staff doorway. We also have rover positions (helping restock tables) and cashier



slots available each day of the sale. Most shifts on sale days are two hours long. If you are interested in volunteering at our sales, please email us at friend-slibrary3@gmail.com and we will send you the required background check forms, add you to our sign up list, and answer any questions you have.

Your volunteer time of just two hours at a sale gives so much to our library community. This past year's volunteers have funded children, adult, and teen programs, as well as staff development and library materials. Thank you, volunteers!

## Treasurer's Report

The Friends of the Bellingham Public Library had the following financial activity January 1 - December 31, 2018:

### Income

|   |                     |
|---|---------------------|
| Book Sales: (January-December 2018) ..... | \$ 40,562.52        |
| Nearly New Books .....                    | \$ 9,506.00         |
| Display Case Books .....                  | \$ 3,805.00         |
| Miscellaneous Books .....                 | \$ 507.20           |
| Online Book Sales .....                   | \$ 5,004.20         |
| Bags and Bumper Stickers .....            | \$ 1,401.00         |
| Membership .....                          | \$ 3,765.00         |
| Donations & Memorials.....                | \$ 3,455.28         |
| Dividends and Interest .....              | \$ 197.63           |
| Misc. Library Promo Products .....        | \$ 301.52           |
| <b>Total Income:</b> .....                | <b>\$ 68,505.35</b> |

### Major Expenses for the Library

|   |                     |
|---|---------------------|
| Reading Programs - Teens .....                | \$ 1,750.00         |
| Parent Education Series .....                 | \$ 2,500.00         |
| Summer Reading Program .....                  | \$ 5,500.00         |
| Whatcom Reads!.....                           | \$ 7,500.00         |
| Children's Collections .....                  | \$ 10,000.00        |
| Books for Babies/Raise-a-Reader Program       | \$ 5,000.00         |
| Library Collections (Large Type) .....        | \$ 10,000.00        |
| Book Club Kits .....                          | \$ 3,000.00         |
| Library Staff Prof. Dev. Funding.....         | \$ 5,956.00         |
| In Kind Donation to BPL Collection .....      | \$ 123.50           |
| <b>Total Purchases for the Library:</b> ..... | <b>\$ 51,329.50</b> |



Happy New Year 2019, and welcome to all new and renewing members of FOBPL! The new year is a reminder that it is time to renew your membership. Here

are ways to renew: Get an application from your newsletter or from the Library website under the Friends link, print it off and send it with a check made out to FOBPL, Central Library, 210 Central Ave, Bellingham, WA 98225. You can also pay at the main desk at the Library. Please note that dues are for a calendar year no matter when you pay. Also please fill out your complete information even if you are a long time member; it is very helpful when we are entering your data. Your dues are one way to help support our organization so we can put on the book sales. Thanks for your support!

Kelly, Paul, and Sarah at **Village Books** continue their support of the Friends and the Bellingham community. We are very grateful for their generosity to The Friends of the Bellingham Public Library. When folks bring books to Village Books for reselling, the staff there box up all the ones that they can't use and that people wish to donate. We receive great quality books that add enormously to our sales. Thank you to our independent book store, **Village Books!**



## New Library Director Addressing Key Priorities

Rebecca Judd hit the ground running last summer as the Bellingham Public Library's new director, taking the reins of our busy public library and leading many priority projects, some new and some already underway.

When she was appointed, Library Board of Trustees Chair Rick Osen said Rebecca is "an enthusiastic and distinctive leader, with excellent administrative and strategic planning skills and experiences. She is a great fit for the library, the city government, and for our community."

All those skills and experiences have been very important in her first six months, as she gets to know a new community and new staff and tackles key priorities. In addition to leading overall library administration and operations, Rebecca has completed the first phase of a remodeling plan for the main floor of the Central Library, overseen a major computer system upgrade, and launched a strategic planning process.



Rebecca joined us from Kitsap Regional Library, a multi-branch system serving 258,000 people on Washington's Kitsap Peninsula, where she most recently served as the manager of collections and technical services. She also served for 10 years as Kitsap Regional Library's Bainbridge Island branch manager, where she oversaw numerous signature projects, was extensively involved in the community, and was named Employee of the Year in 2017.

Prior to moving to Washington, Rebecca held various positions with libraries in Massachusetts, including as library director for the Pelham Library in Western Massachusetts. She has a master of library science degree from Indiana University and a bachelor of arts from Northwestern University.

"It is an honor and privilege to serve as the director of the Bellingham Public Library," Rebecca said. "This is a great library with wonderful, dedicated staff. I treasure the relationships we have in this community and the good work we do for people every day. Public libraries are at the center of strong, healthy communities. This is an exciting time for our library as we work with the city and our community to create a shared vision for the library's future."

### 2019 Book Sale Dates

January 23-26, 2019

May 22-25, 2019

September 25-28, 2019

All sales are from 10 am to 6 pm except Saturdays (the \$4 a bag day) which runs from 10 am to 1 pm.