

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees.

The Library Board of Trustees will participate in the June Board Meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

The Board meeting will be streamed live via Zoom at 3:30 p.m. on Tuesday, June 16. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

<https://cob.zoom.us/j/95261571408?pwd=azlqOFFRQTlhYUxrSnY5eExWdWhsQT09>

Meeting ID: 952 6157 1408

Password: 7323

For Technical Assistance please contact Katie @ knbray@cob.org

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 OR +1 669 900 6833 OR +1 312 626 6799 OR +1 929 205 6099

OR +1 253 215 8782 OR +1 301 715 8592

Webinar ID: 952 6157 1408 Password: 7323

International numbers available: <https://cob.zoom.us/j/ab9gNcESxg>

Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org.

AGENDA

TIME (approx.)

- | | |
|--|-------|
| 1. Call to order and introductions | 2 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment (from email)
Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org . | 5 min |
| 4. Consent agenda
All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes
May 19, 2020: Regular board meeting | 5 min |

- **Library performance & activity measures**
May 2020
- **Financial reports**
Claims: May 2020
YTD report: May 2020

5. Reports	10 min
<ul style="list-style-type: none"> • Board Chair • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director 	
	Time check: 3:53
6. COVID-19 update:	15 min
<ul style="list-style-type: none"> • Rebecca Judd, Director and staff 	
7. Remodel update	10 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
8. 2021-2022 Budget update	10 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
	Time check: 4:28
9. People's Perspective	5 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
10. New business	2 min
11. Action items for next meeting	1 min
	Time check: 4:36
12. Adjourn	

Next Regular Library Board Meeting: Tuesday, July 21, 2020 – 3:30 p.m.
Location: To be determined
Bellingham, Washington

If you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

Watch as Bellingham holds social-distanced vigil for George Floyd

THE BELLINGHAM HERALD

MAY 29, 2020 07:21 PM

Vigil held in Bellingham for George Floyd



Dozens of people attended a social-distanced vigil in Bellingham, Wash., Friday afternoon, May 29, 2020, in solidarity with Minneapolis and to seek justice for George Floyd, the black Minnesota man killed in police custody Monday, May 25. BY WARREN STERLING

Dozens of people attended a social-distanced vigil in Bellingham, Friday afternoon, May 29, in solidarity with Minneapolis and to seek justice for George Floyd, the black Minnesota man killed in police custody Monday, May 25.

Visitors left signs, candles and flowers at a memorial outside the main entrance of the downtown Public Library.

Library invites book returns, prepares for curbside service to begin June 15

Library offers limited services, facilities remain closed to patrons until Phase 3

by Janice Keller, Communications Director / June 08, 2020 (Monday)



Library staff prepared to accept book returns on June 8

Bellingham Public Library resumed limited services this week, allowed during [Phase 2](#) of Governor Jay Inslee's [Safe Start](#) plan, while the doors of its three branches remain closed to patrons until Phase 3.

Library Director Rebecca Judd said the first step of resuming library services is inviting patrons to return items they checked out before facilities closed in mid-March. The outdoor book returns were reopened today (Monday, June 8) at the Central Library only.

"While we can't open our buildings to patrons until Phase 3, we opened the outdoor book returns at the Central Library to accept items people have been enjoying during the closure," Rebecca Judd, Bellingham Public Library director, said. "If you need to keep them a little longer, that is alright, too, as all due dates have been extended to July 1," she added.

She said books and other items being returned will be quarantined for three days before they are handled by staff. This step is being used by libraries across the country as an extra measure of caution to help prevent the spread of COVID-19, she said.

Curbside pickup coming June 15

Starting Monday, June 15 Bellingham Public Library will begin offering patrons the opportunity to place holds and pick items up in front of the Central Library. This service has been designed to be contact-free, with staff bringing items outside to a sanitized pick-up table.

"Our patrons have been so looking forward to having new books to read, audiobooks to hear, and new DVDs to watch," Judd said. "We are very pleased to be able to offer curbside holds pick-up as part of our services during Phase 2."

Judd said when curbside service begins on June 15, it will be available 10 a.m. to 6 p.m. Monday through Saturday at the Central Library location only. Visit the [Curbside Holds Pick-Up Services page](#) of the library website for details about how to use this service.

Other library services being offered while library facilities are closed to patrons include:

Expanded telephone call center hours: 10 a.m. to 6 p.m., Monday through Saturday, (360) 778-7323

Virtual storytimes: Storytime teachers are filming storytime classes at home. They are posted on the [City's YouTube page](#) and distributed through library [Facebook](#) and [Twitter](#) pages, where they are being enjoyed by fans of all ages.

"Our videos offer all the same early literacy practices our families know and love," Judd said. "During this time, when our family routines are disrupted, it is wonderful for our library kids and the adults in their lives to see our familiar faces, singing familiar songs, following the comforting, familiar pattern of storytime."

Online Summer Reading Program: [Summer Reading programs](#) are a great tradition at all Whatcom County and Bellingham Public Libraries. This year is no exception with downloadable Summer Reading bingo cards. Summer reading engages readers of all ages with ideas for things to read or do. Bingo-style cards are available for early years, kids, teens and adults. Everyone can participate! Check out [our Summer Reading page](#) for details.

Library digital services: This is a great time to check out [library digital services](#), such as eFilms, eBooks, eAudiobooks, eMagazines, online computer and language learning classes, and more.

Donations: Judd said no donations of books and other items are being accepted while library facilities are closed to the public.

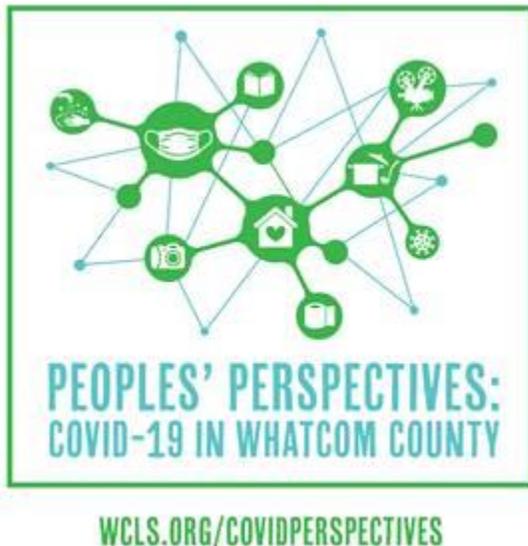
For more information about library services during COVID-19, visit www.bellinghampubliclibrary.org or call the library during [Call Center hours](#).

Media Contacts

Rebecca Judd, Director
Bellingham Public Library
rejudd@cob.org or (360) 778-7221
www.cob.org/news

New online initiative gathers multimedia impressions of local life during COVID-19

FOR IMMEDIATE RELEASE



BELLINGHAM, Wash., June 8, 2020 – How will we remember life in Bellingham and Whatcom County during the Stay Home, Stay Healthy quarantine? [Peoples' Perspectives: COVID-19 in Whatcom County](#), a new online initiative organized by a coalition of local organizations, invites community members to record their impressions. Visit wcls.org/covidperspectives to see the selection of multimedia projects, to view stories gathered so far, and to get involved.

Choose from projects sponsored by more than 12 community organizations to share stories via photography, writing, storytelling, visual arts, or other creative platforms. For example,

click the link to the [Whatcom Museum's Story Dome](#) to record a story in response to prompts about this time. Chuckanut Writers Conference – produced by Village Books and Whatcom Community College – [invites submissions](#) of poetry and creative nonfiction for a virtual reading to take place in September. Western Washington University senior Sophia Marble asks her fellow graduates to share their piece of the Coronavirus puzzle in her project, [The Hassle of the Tassel](#). And local libraries are sponsoring [Dear History](#) in which community members can document their experiences in the form of a letter to the future.

“We hope community members will find a project – or projects – that speak to them and allow them to share their experiences during this strange and unusual time,” says Rebecca Judd, director of the Bellingham Public Library.

The webpage also showcases COVID-inspired stories that have already been gathered by local groups. Featured stories include articles from The Northern Light's [Young Reporters Project](#), KMRE's [Coronavirus Stories](#), [KZAX's Quarantunes, Vol. 1](#), featuring songs written for this time by local musicians, and more.

Peoples' Perspectives will be active throughout the duration of this pandemic. Organizers will review submissions to determine next steps. “Our intent is to archive selected contributions for use by researchers, educators and journalists and as a record of this experience for future

generations,” says Christine Perkins, executive director of Whatcom County Library System. The ad-hoc group also hopes to host an exhibition showcasing the creative work shared with the Peoples’ Perspectives project.

All are invited to contribute. To add a project to the Peoples’ Perspectives webpage, email Rebecca Judd with Bellingham Public Library, rejudd@cob.org, or Christine Perkins with Whatcom County Library System, christine.perkins@wcls.org.

Founding organizations of Peoples’ Perspectives: COVID-19 in Whatcom County are [All Point Bulletin](#), [Allied Arts of Whatcom County](#), [Bellingham Public Library](#), [Bellingham Roller Betties](#), [Bellingham Symphony Orchestra](#), [Bellingham Whatcom County Tourism](#), [Chuckanut Writers Conference](#), [KMRE 102.3 FM](#), [Make.Shift/KZAX 94.9](#), [Pickford Film Center](#), [The Northern Light](#), [Village Books](#), [Western Washington University](#), [Whatcom Art Guild](#), [Whatcom County Library System](#), [Whatcom Community College](#) and [Whatcom Museum](#).

Media contact: Mary Vermillion, community relations manager, Whatcom County Library System, mary.vermillion@wcls.org

IMAGINE YOUR STORY

JUNE 1
THROUGH
SEPTEMBER 30
2020

DEAR HISTORY,

Write your letter to the future.

Our county's response to the COVID-19 pandemic, especially how people cope with extraordinary change, will be of great interest in the future. We are living in historic times, experiencing an event that will be studied for generations to come.

Only months have passed, but the COVID-19 pandemic has had a lasting impact on us all. The Bellingham Public Library and Whatcom County Library System invite you to document this history, your unique and valuable experience of it, in the form of a letter to the future.

Getting Started

Regardless of the form your letter takes, the richness is in the details. You might reflect on what changes you have experienced and/or observed, how this crisis is affecting your school or work situation, how you feel about social distancing and how it is affecting your relationships, what you think about the actions of government leaders in response to this crisis, what's been the most difficult for you personally, and whether you think anything positive may come from what's happening.

When Your Letter is Finished

You may decide that your letter is personal and keep it for your own personal memory or family genealogy. Or we invite you to submit your letter for inclusion in a countywide, multimedia initiative to archive our community's experiences during the COVID-19 pandemic. Please include the name of your city with your letter.

Mail your letter:
Bellingham Public Library
c/o Dear History project / Rebecca Judd
210 Central Avenue
Bellingham, WA 98225

Email:
To: libraryadmin@cob.org
Subject line: Dear History Project

Learn more about the project at
wcls.org/covidperspectives.

BellinghamPublicLibrary 

 whatcom county
library system



Disconnected in isolation: How the coronavirus pandemic shed light on the digital divide

June 9, 2020 at 6:00 am Updated June 10, 2020 at 8:35 am



Daria Smith, photographed outside her residence in Seattle on Wednesday, had to pay for internet so her teenagers could learn at home while schools are closed. (Mike Siegel / The Seattle Times)

By [Anna Patrick](#) and [Melissa Hellmann](#) / Seattle Times

When Daria Smith moved to South Seattle, she wasn't planning to get the internet any time soon. It's expensive, and she had other, more pressing bills to pay.

But her priorities shifted after the Auburn School District sent her son and daughter, ages 14 and 13, home in the middle of March because of the coronavirus pandemic.

She tried to sign up for a free or reduced-cost internet plan through CenturyLink, a special she thought her family qualified for. Smith waited for hours on hold to ask about their deals, but never received a clear answer. After more than a month without internet and worried her kids would fall behind in school, she caved and signed up for a \$70 a month plan in early April.

"I would have waited," Smith said. "I was trying to bring down bills and stuff."

She signed up for the service after she received her first paycheck from Amazon. To support her family, she has become a front-line worker, grocery shopping for other people at the Whole Foods in North Seattle's Roosevelt neighborhood. On a 10-hour shift, she gets two 10-minute breaks to check in with her kids via text: "Did you log on to school today?"



Daria Smith had to prioritize getting internet service for her teenagers after schools were closed in March. (Mike Siegel / The Seattle Times)

As people are encouraged to shelter in place, it has placed a greater reliance on technology in the home. But working, learning and connecting with friends remotely requires households to meet a digital threshold. For many low-income families, seniors and immigrants, such connection is a luxury that comes at too high a cost.

School and library closures in mid-March eliminated access to free computers and the internet many people relied on, bringing to light digital inequities that have always existed. The pandemic has spurred organizations, major tech companies and school districts to contribute some computers and tech support to people in need. Some transit systems are even using buses to create drive-in, public Wi-Fi hotspots.

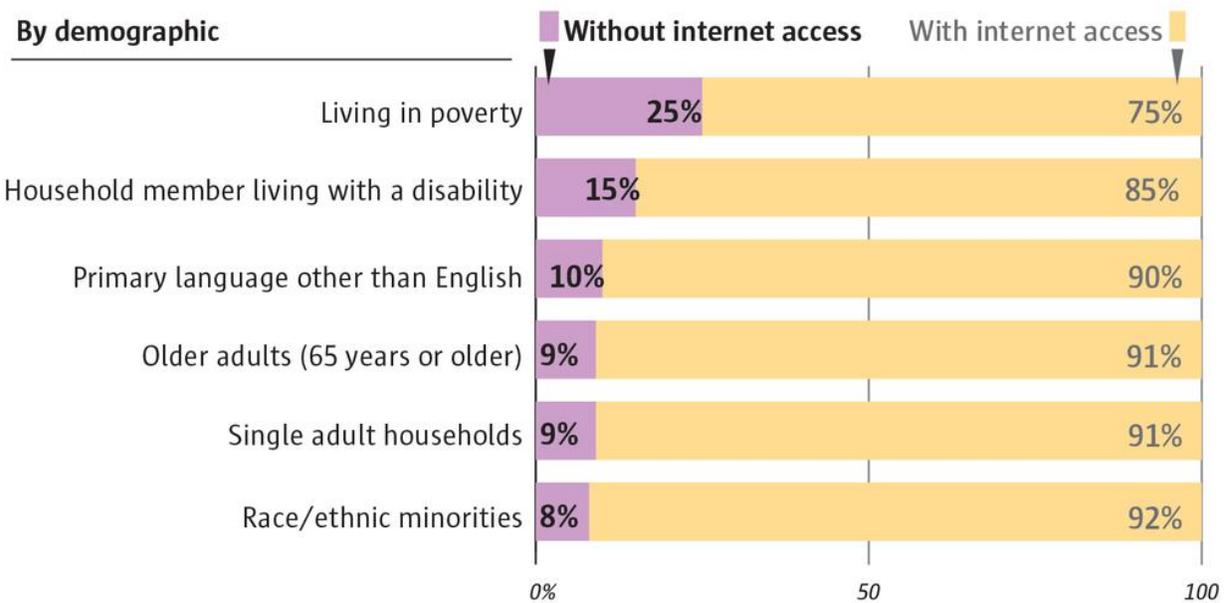
But closing the long-held digital gap isn't as simple as handing out computers: It requires reliable internet, adequate devices and digital literacy skills in order to take advantage of the technology, researchers say. And to do that now, during a global pandemic, would be an incredibly large feat.

"It seems simple at first," said Laura Robinson, an associate professor at Santa Clara University whose research examines digital inequities. "Let's just get everybody what they need and let's just go. But it's horrifically complicated."

Even in the greater Seattle region — one of the country's leading technology hubs — a significant digital divide persists, particularly for low-income families. Households earning \$25,000 or lower in Seattle have the lowest internet access rates, with 21% of households reporting a lack of internet access, [according to a 2018 technology study by the city](#).

A breakdown of internet access in Seattle

For Seattle, income level is the greatest determining factor when it comes to internet in the home.



Sources: National Digital Inclusion Alliance; broadbandnow.com/Washington; 2018 Technology Access and Adoption Study, City of Seattle

MARK NOWLIN / THE SEATTLE TIMES

The divide is even more pronounced across the state: In Washington, 15% of households lacked internet subscriptions, according to U.S. Census data from 2013-2017, the most recent available. But for families in Washington earning \$20,000 or less a year, the percentage of those without access was almost 40%.

“This isn’t about cat videos on YouTube anymore,” said Lloyd Levine, senior policy fellow at the University of California-Riverside, who studies the digital divide. “The internet is an essential, integral part of civic life in America in 2020. People who don’t have access to the internet at home suffer demonstrable educational and economic harms.”

Meanwhile, 24,041 cases of COVID-19 have been reported in Washington, according to a Monday update from the Washington State Department of Health, and 1,161 people have died from the disease. The state’s newest numbers represent an additional two deaths and 312 cases compared to the day before.

Adapting to a pandemic

After the coronavirus pandemic shut down the Seattle Public Library classroom used by Asian Counseling and Referral Service, the organization knew it had to get computers into students’ homes if there was any hope of continuing their English as a Second Language classes.

Volunteers got to work, dropping off loaner computers and even helping to sign up students through Seattle Public Library for free Wi-Fi hotspots. But the new equipment brought a host of accompanying hurdles for families, like connecting to the internet.

“For most of them, this is the first time getting the internet,” said Getu Hunde, program coordinator at ACRS.

Hunde helped one student over an hourlong WhatsApp video call get connected to Wi-Fi and then on Zoom, so she could attend classes. Another case manager drove to students’ homes

and stood on their porches to talk them through connecting to the internet from a safe distance.

“Even speaking the same language, it’s still a problem,” Hunde said.

English as a second language speakers are more likely to lack internet than native English speakers, [according to city data](#). Living without computers or the internet is a reality for many Beacon Hill International Elementary School students from immigrant families.

When the school closed due to the novel coronavirus, first-grade teacher Nisha Daniel found about half of her 51 students lacked the resources they needed to do school work remotely.

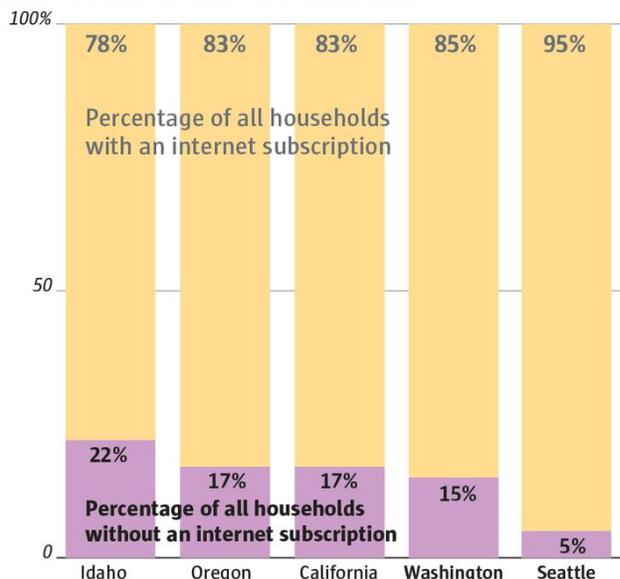
Their families are “struggling to put food on the table and keep a roof over their heads; the internet and a computer is the last thing on the list,” she said.

As the economic ramifications from the pandemic worsen, more families could be out of work and with less expendable income to pay for devices or cover internet costs. Washington’s unemployment rate rose from 5.1% in March to 15.4% in April, according to Washington’s Employment Security Department.

Who has internet access?

Across Washington, large disparities in broadband access still exist.

Internet access In the Pacific Northwest



Sources: National Digital Inclusion Alliance; [broadbandnow.com/Washington](#); 2018 Technology Access and Adoption Study, City of Seattle

MARK NOWLIN / THE SEATTLE TIMES

Using laptops provided by Amazon and secondhand computer donations, Daniel was able to find computers for her students. The PTAs are working with internet companies and lobbying landlords to get the students Wi-Fi.

In the meantime, Daniel calls her students without internet access through their parents’ phones to ensure they received the weekly lesson plan, and helps them practice their English pronunciation by reading stories over WhatsApp video chat.

“It’s so unfair, because the kids who need intervention and help are the ones who don’t have the internet,” Daniel said.

Locally, [Amazon donated 8,200 Chromebook laptops](#) to elementary-age Seattle Public School students throughout April and early May. As of May 27, an additional 5,313 devices and 367 Wi-Fi hotspots have been distributed to SPS students, according to SPS spokesperson Tim Robinson.

In May, a free, tech-support phone line was created to support SPS families with their new devices. So far, the call center has answered 309 tickets and is being staffed by more than 100 volunteers, many of whom work in the tech industry, said Nick Merriam, whose organization sea.citi is overseeing the service.

Still, [there remains a lot of ground to cover](#) to ensure every Seattle Public Schools student has access to reliable internet and adequate devices in the home.

“For kids, let’s just say they fall behind in math or in STEM,” said Robinson, “this period where they are losing out on their education could be a stumbling block that has lifelong implications for their educational trajectories and life chances.”

Outside the city

Many of the private sector’s efforts have focused on closing the urban divide, but there are still rural areas of Washington, including in King County, that lack access to reliable, high-speed internet.

Alex Audretsch bought his house outside of Redmond because he wanted to live somewhere quiet.

But he didn’t know moving to a less dense place would mean sacrificing his connectivity. In order to do his software developer job from home, Audretsch had to purchase a second phone plan from Verizon. The family plan consists of five Wi-Fi hotspots, totaling 75 gigabytes of high-speed data a month, which he said he always maxes out.



Alex Audretsch carries 3 hotspots from his data plan but they only cover 45 gigs a month, which is not nearly enough for Audretsch’s job. (Ken Lambert / The Seattle Times)

“I’m grateful I can afford enough hotspots to have the internet I need to do my job,” Audretsch said. “This event reveals how tenuous our connection with infrastructure can be.”

Over 21 million Americans, most of whom live in rural areas, lack access to reliable broadband internet, according to [a 2019 Federal Communications Commission report](#). Washington state ranks 16th in the nation when it comes to broadband access, which covers nearly 95% of the state, according to data by BroadbandNow, a national policy organization focused on broadband expansion.

In recent months, public-private partnerships have emerged to address the digital gap during the pandemic. For instance, Microsoft and the Avista Foundation are funding a recently launched effort between the state and tech organizations, to create more than 300 new drive-in Wi-Fi hotspots throughout Washington. The free parking-lot hotspots are mostly located at Washington State University Extension campuses and at libraries.

But Devin Glaser, broadband advocate and executive director of Upgrade Seattle, said expecting families and students to work from their cars is a failure of the system.

He described “the cruelty of a world where we say, ‘You can’t go outside because you’ll get sick and you can’t go to a library because you’ll get sick, but you also need internet and we can’t provide it to you.’”

Navigating a digital world

Auburn resident Diane Knutson, 61, never needed the internet until she found an eviction notice taped to her front door in February. New management took over her building in November and planned to raise the rent by \$600, Knutson said. She needs to find a new home by the end of June, but “I don’t have the internet to find a place,” Knutson said over her landline phone.

Seven years ago, Knutson and her husband drove around Auburn looking for rent signs until they found the place where she currently lives. Knutson is no longer able to drive due to mobility issues, and she doesn’t have a co-pilot after her husband died a few years ago.

Now, Knutson lives alone without a computer or internet. She has a cellphone that she reserves for emergencies, although she prefers her landline.

“If I had someone to teach me how to use [the internet], I absolutely would use it,” Knutson said. Without it, she’s uncertain how she’ll find a new home.

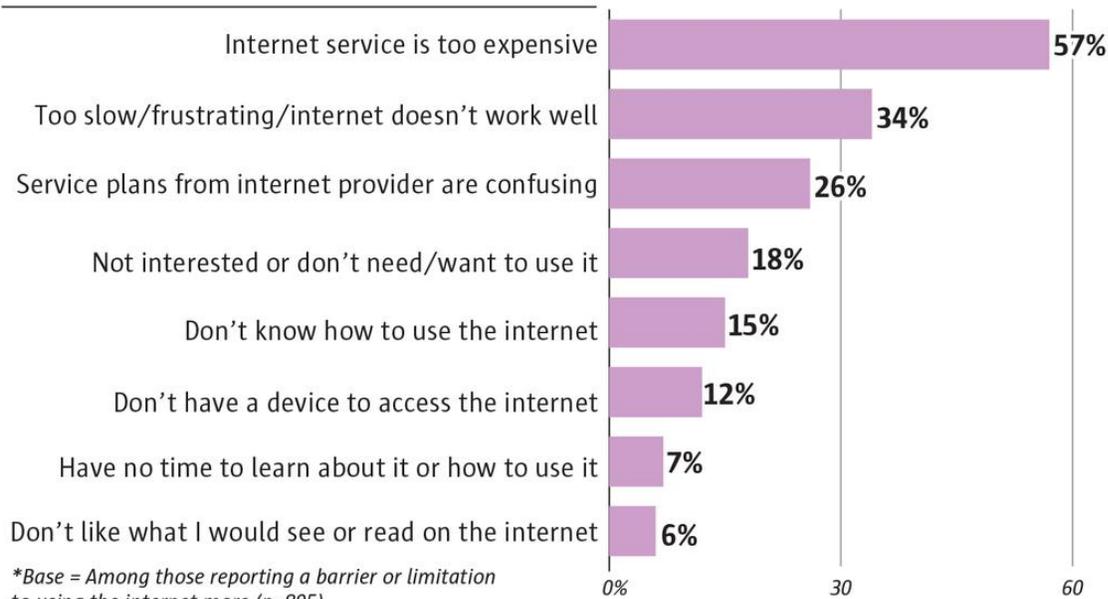
Knutson isn’t alone. The state’s shelter-in-place order has inspired more people to set up internet connection in their homes, said low-income housing providers.

“I think there’s also some populations that are being missed when it comes to accessibility with devices,” said Joanna Endo, who works in a low-income housing unit run by Bellwether Housing in Seattle.

Barriers to access

Here are the most common reasons Seattle residents cited for not having or using the internet.

Top reasons why people do not use the internet more*



*Base = Among those reporting a barrier or limitation to using the internet more (n=895)

Sources: National Digital Inclusion Alliance; broadbandnow.com/Washington; 2018 Technology Access and Adoption Study, City of Seattle

MARK NOWLIN / THE SEATTLE TIMES

Mercy Housing Northwest, an affordable housing provider, saw more than 300 new requests from residents wishing to get laptops or tablets in their home for the first time. Many senior residents would access their email from the library, or visit their building's community rooms to use computers, providers said. But those places have been closed for several months now. Some of her senior residents have started walking to libraries so that they can sit outside and log on to the internet, Endo said.

Low-income housing providers also find themselves helping their clients navigate internet costs. Many of Endo's residents lack a credit card or debit card to set up an internet contract.

Some residents have old bill delinquencies following them, like Melodie Clarke who lives in a senior community in Sea-Tac. Living on a fixed income, Clarke struggled to pay off a \$296 debt she owed to Comcast. Recently, the \$1,200 CARES stimulus check finally helped her pay the bill and get low-cost internet, so she can continue attending her art classes from home.

In March, Comcast announced new customers of the Internet Essentials program — a less than \$10 a month broadband internet service for low-income households — would receive the first two months free when signing up through June 30. Launched in 2011, the program has connected more than 340,000 Washington residents, including more than 132,000 people in King County, said the company's Regional Senior Vice President of Washington, Rodrigo Lopez.

But some critics say private internet companies limit access for the poor, by throttling internet speeds, requiring yearlong contracts, and limiting the number of devices online at one time.

“They don’t really have an equity lens,” Glaser said.

Since 2015, Glaser’s organization, Upgrade Seattle, has advocated that Seattle join the more than 300 cities around the country that have switched to municipal broadband, in which cities pay for the expansion of broadband infrastructure in order to provide it to every resident’s home. The service is then operated by the city, costs are controlled, just like electricity or water. Seattle City Councilmember Alex Pedersen announced a new resolution in May to encourage the city to start “charting the course for universal internet access in Seattle.”

Levine, the senior policy fellow at UC-Riverside, hopes the pandemic’s revelation of digital inequities shows broadband internet can no longer be treated as a luxury in our society, but rather as a public utility.

“The reason we’re concerned about the digital divide is not because of the digital divide in and of itself, but because it fosters other divides,” Levine said. “It fosters educational divides and economic divides and health outcome divides.”

Anna Patrick: apatrick@seattletimes.com;

Melissa Hellmann: 206-464-2168 or mhellmann@seattletimes.com; on Twitter: [@M_Hellmann](https://twitter.com/M_Hellmann). Seattle Times staff reporter Melissa Hellmann covers South Seattle and South King County with a focus on marginalized communities.



**Regular Meeting of the Library Board of Trustees
Tuesday, May 19, 2020 – Zoom Meeting
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 (Damani) Johnson

Library Staff: Rebecca Judd, Michelle Becker, Katie Bray, Bethany Hogle, Theresa Keith, Jon McConnell, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: Hollie Huthman, City Council Liaison; Faye Hill, Friends of BPL

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: No comments.

Consent agenda: Rick noted that the April 21, 2020 minutes should be amended to note that the meeting was called to order by Vice-Chair Rachel Myers rather than Rick Osen. Damani Johnson moved to approve the April 21, 2020 Regular meeting minutes as amended and the April 2020 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

Board Chair report: Rick reported that he and Rebecca had a Zoom meeting with Mayor Fleetwood, for their regular monthly meeting, on May 7.

Rick thanked the library staff for persevering and keeping services going in new ways.

Rick announced that Janice Keller has been appointed as the Communications Director for the City of Bellingham. He wished her well and expressed gratitude for the good work she has done for the library.

Board member reports: Rebecca Craven celebrated staff for their social media work such as publicizing storytimes and Title Tuesday. She has enjoyed watching the public reactions. Rebecca added that many people have asked her when curbside service will be available.

Jim commented that, in relation to the Department of Commerce communication in the packet, the local amateur radio organization received a request from the state to put an app on cell phones to measure wi-fi and cell coverage so they could use this information to map coverage.

City Council liaison report: Hollie suggested it is worthwhile to watch the May 18, 2020 Council meeting – Forrest Longman, Deputy Finance Director, and Andy Asbjornsen, Finance Director, provided an informative presentation about revenue projections.

Friends of BPL report: Faye reported the Friends' Board held a Zoom meeting. She expressed that the volunteers are finding it difficult to not be preparing for the next book sale – this is the way they serve the library. Between COVID-19 and the remodel plans, the Friends are in 'wait and see' mode. The Finance Committee is meeting tomorrow to look at current resources and to make a recommendation for going forward. Rachel suggested they consider an online membership drive since they can't hold a book sale. Faye will share this idea with the membership chair.

Library Director report: Rebecca also reported on the Mayor's appointment of Janice to the permanent position of Communications Director. She added that Janice will be missed and highlighted her exceptional work on the Strategic Plan, Whatcom READS, the website, as the Friends' liaison, and more. The vacant position will be posted after a job description update.

Rebecca asked if Trustees had any questions about the Director's Report and she thanked the management team for their contributions to it.

COVID-19 update: Return to work outline & Fee Schedule proposal: Rebecca screen-shared the Return to Work Plan included in the packet. Jen created this spreadsheet based on the Governor's phased reopening plan. Progression through the phases could be back and forth, rather than linear. The document will be updated as new directives come forward from the city or state. Libraries are specifically listed as able to open in phase 3, but we are hoping to get the Governor's approval to begin curbside service in phase 2. We do plan to open the book drop returns at Central in phase 2, as well as begin to pull holds and prepare for the remodel. Rebecca pointed out that Jen, Michelle and Theresa have been doing a great job of pulling together this detailed plan.

Priority is to keep health and safety first in mind for staff and patrons.

Rachel asked if there are plans in place for social distancing. Jen responded that there are – some workstations will be closed, and shifts will be staggered to keep in-the-building staff levels low. There are many details involved; Jen called it a good logistics exercise.

Rebecca screen-shared the Rates & Fees schedule with a proposed board motion. (See *Attachment #1 for Bellingham Public Library Rates and Fees schedule. All attachments are located at the end of the minutes.*) Rebecca Craven asked if staff could be overwhelmed

with requests. Rebecca Judd responded that we would not advertise this service in Phase 2 but would like to be able to handle it case by case to minimize small dollar transactions. Rick added that he asked Rebecca to consider a limit on requests if the need arises. Rebecca Craven moved that the Library Board of Trustees authorizes the Library Director to suspend the 2020 Fee Schedule as needed during the COVID-19 emergency to minimize money handling. Damani Johnson seconded. Motion carried.

Remodel update: Rick reviewed the process to date: the project went out to bid in early April and bids were due by end of day on May 4th. The bid did not include two additional items that have been rolled into the project by the city's Public Works department: a planned upgrade of the library's main elevator and improvements to the building's fire alarm system panel (brought to the library's attention during the permit process). Bids include tax, but do not include "soft" costs such as architectural and engineering fees, permits, and contingency. Furniture and equipment are also not included.

Bids were split between a base bid and 7 alternates. The base bid, which was kept at a minimum because of an unknown bid climate, includes a new staff work area on the west side of the building, restrooms on the east side, a relocated computer lab, new study rooms, a relocated SkillShare area and the teen area moved to the east side. Alternates include:

- 1) Shelving alterations, relocation of shelving within the base bid area.
- 2) New carpeting on main floor outside of base bid area.
- 3) Painting existing walls and window frames on the main floor outside of base bid area.
- 4) New ceiling tiles on main floor outside of base bid area.
- 5) New dock canopy outside door of loading dock area.
- 6) Remove existing ceiling fluorescent lights and replace with LED lights on main floor outside of base bid area.
- 7) Replace existing window glazing on the main floor.

Rick reported that 9 contractors bid on this project. Five of the companies are from Whatcom County plus one each from Snohomish, Everett, Federal Way and Tacoma. The initial look at the bids was favorable.

Rebecca and Rick met via Zoom on May 12 with Eric Johnston, Public Works Director, three of his staff members, and Forrest Longman, Deputy Finance Director. Available budget was compared with the low base bid plus all alternates. This includes uncertain prices for the elevator and fire alarm upgrades. Funds for this project derive from budget lines that can only be used for capital work (REET), thus is relatively unaffected by prospects for the operating budget due to virus-caused reductions in city's revenues. Eric, Forrest and the others are very supportive of trying to do all this project (including the alternates), so will be analyzing how to supplement current budget to cover it. No final numbers are currently available.

The city has notified Tiger Construction of the intent to award contract. They are the most responsive low bidder (besides price costs, the bid also includes meeting a variety of other stipulations and qualifications that must be met for Public Works projects). Approval for the project, including the additional funding (REET) for all alternates and the elevator and fire panel upgrade, will be placed before the City Council for their meeting on June 8.

Rachel asked if the replaced windows would be able to open so that fresh air can circulate. Rick believes this is the case but will review the documents to be sure.

Rebecca Judd added that she or Rick will send out an update after the June 8 Council meeting.

2021-2022 Budget update: Rick commented that there is much uncertainty surrounding the City's operating budget. Budget increases are off the board for now and we need to determine how to handle any possible cuts.

Rebecca said that the May 18 Council meeting video is worth watching, it provides a good overview of how the City is funded and what the current projections are. The Mayor alerted Department Heads that the City is preparing for reductions in spending in 2021-2022. Rebecca has received budget instructions that outline the process – we have some thinking and number crunching to do. Rebecca anticipates providing a full report to the Board in June.

Library Giving Day update: Rebecca reported the first Library Giving Day was held on April 23 and we raised \$1,683.00 to be used for the new mobile hotspot lending program. Rebecca thanked Jon for managing this project. Rebecca also thanked Rachel and Whatcom Community Foundation for the significant work they did building the infrastructure for this program. Janice Keller worked on this, as well as Laura Johanson, from Straightup Communications. Rachel added that we hope to raise more next year. Rebecca Craven asked how far this amount will go. Rebecca Judd responded that we think it will fund 10 hotspots for 1 year, but we are still reaching out to mobile carriers for pricing and determining if there are additional funds available.

Summer Reading update: Bethany provided information about this year's program which will run June 1 – September 30, 2020:

SUMMER READING 2020 GOALS & OBJECTIVES:

- Inspires a joy of reading.
- Gets books into the hands of children and teens.
- Sparks joy among library staff.
- Appeals to those who feel reading isn't for them.
- Reinforces that reading is fun.
- Is accessible and reduces barriers to participation and goal achievement.
- Inspires youth and adults to take ownership of their reading and learning.

Summer Reading 2020 has a theme: Imagine Your Story. Summer Reading is again using a bingo card format, with four separate bingo cards designed with the following age groups in mind:

- Early Learning (ages birth – 5 years)
- Kids (grades K – 6)
- Teens (grades 7-12)
- Adults

The Library encourages participants to choose the card that appeals to them. The bingo card squares are merely content suggestions; participants can use them or change them to whatever they'd like. Youth participants are encouraged to set their own reading or listening goal. We ask adults to complete five bingo squares.

This year, bingo cards will be available in English, and translated in Spanish, Punjabi and Russian. Thank you to WCLS for the translation work. Bingo cards will be available online on June 1 through the website. The Library will distribute physical bingo cards through curbside pickup as well as educational and social service community partners.

We've aligned Summer Reading with the library's and the state's phased Return to Work plan. Summer Reading during phases 1 and 2 will be about promoting the program and encouraging people to read or listen. In phase 3 we will be able to distribute free books to kids and take names for prize drawing entries for adults.

New Business:

- Rebecca Judd announced that she and Hollie are involved in a new project called Peoples' Perspectives. This project provides the opportunity for everyone to share their experience of this time in whatever medium they choose. The committee is currently working on a website that will be a central repository to collect the perspectives. The plan is to launch the website by early next week. Hollie added that we will appreciate this archive in the future.
- Jim reported that Western has been offering good webinars during this time, generally on Friday mornings. He asked if the library could make them available on our website. Rebecca Judd responded that we can put a link on our COVID page and thanked Jim for the suggestion.

Action items for next meeting:

- Budget updates
- Remodel updates

Meeting adjourned at 4:31 p.m.

Next Regular Library Board Meeting – June 16, 2020 at the Zoom online – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Bellingham Public Library Rates and Fees

BELLINGHAM PUBLIC LIBRARY RATES and FEES
 Effective January 1, 2020

Library Rates and Fees are set by the Library Board of Trustees		
Description	Fee	
Fees		
Non-Resident borrower fee	\$52/year	
Senior Non-Resident borrower fee	\$26/year	
Visitor fee	\$5/month	
Photocopies/Print copies		
Black and White	.15/page	
Color	.50/page	
Lost and Damaged Library Materials	replacement cost	
Collections fee	\$10	
Facility use rates		
Fairhaven Branch Auditorium		
Specialty uses by non-commercial groups with pre-existing agreements	\$25/hour	
Proposed Motion: the Library Board of Trustees authorizes the Library Director to suspend the 2020 Fee Schedule as needed during the COVID-19 emergency to minimize money handling.		

**Bellingham Public Library
Performance & Activity Measures, 2020**

	May-20	May-19	Year to Date		% of change
			2020	2019	YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	4	2,970	7,653	13,098	-41.57%
Electronic copies added to the Consortium collection by BPL	157	116	937	417	124.70%
Physical copies withdrawn from collection	(1)	(803)	(8,061)	(3,367)	139.41%
Total physical holdings			182,445	191,723	-4.84%
Total electronic holdings in Consortium available to BPL			96,016	91,679	4.73%
Total Holdings (Physical and Electronic)			278,461	283,402	-1.74%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	347	56,139	153,408	284,447	-46.07%
Youth	68	44,101	126,361	223,836	-43.55%
Sub-Total Central	415	100,240	279,769	508,283	-44.96%
Fairhaven Branch					
Adult	1	7,636	20,346	36,117	-43.67%
Youth	0	2,773	7,268	12,751	-43.00%
Sub-Total Fairhaven	1	10,409	27,614	48,868	-43.49%
Barkley Branch					
Adult	3	5,792	16,559	26,491	-37.49%
Youth	0	3,956	10,838	17,213	-37.04%
Sub-Total Barkley	3	9,748	27,397	43,704	-37.31%
Bellingham Technical College					
Adult	0	93	123	357	-65.55%
Youth	0	28	42	81	-48.15%
Sub-Total BTC	0	121	165	438	-62.33%
Whatcom Community College					
Adult	0	359	866	1,714	-49.47%
Youth	0	128	222	494	-55.06%
Sub-Total WCC	0	487	1,088	2,208	-50.72%
Western Washington University					
Adult	2	600	1,311	2,657	-50.66%
Youth	0	321	910	1,428	-36.27%
Sub-Total WWU	2	921	2,221	4,085	-45.63%
Online Services					
Kanopy (Soft launched May 2019)	2,131	334	7,362	334	
WA Anytime Library Overdrive	33,055	21,737	139,218	105,152	32.40%
RBdigital	3,772	2,447	16,400	12,051	36.09%
Sub-Total Online	38,958	24,518	162,980	117,537	38.66%
Total Circulation	39,379	146,444	501,234	725,123	-30.88%
Holds Activity					
Items placed on hold shelf	0	47,461	125,375	225,946	-44.51%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	0	38,566	101,447	194,627	-47.88%
Childrens	0	9,099	25,134	50,261	-49.99%
Fairhaven Branch	0	6,673	16,695	33,365	-49.96%
Barkley Branch	0	4,705	10,936	22,405	-51.19%
Total Persons Visiting	0	59,043	154,212	300,658	-48.71%
Website Visits	18,856	40,027	168,519	210,347	-19.89%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	4,350	11,712	46,302	59,100	-21.65%
This count reflects number of visits to Bibliocommons					
Total Website Visits	23,206	51,739	214,821	269,447	-20.27%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	0	5,184	12,817	26,075	-50.85%
Childrens (3 terminals)	0	131	363	737	-50.75%
Fairhaven Branch (6 terminals)	0	557	1,193	2,526	-52.77%
Barkley Branch (4 terminals)	0	307	782	1,426	-45.16%
Total Computer Sessions	0	6,179	15,155	30,764	-50.74%
New Borrowers Registered					
Central Library	155	355	1,765	1,989	-11.26%
Fairhaven Branch	0	41	130	212	-38.68%
Barkley Branch	0	26	93	127	-26.77%
Total New Borrowers Registered	155	422	1,988	2,328	-14.60%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	49	94	339	577	-41.25%
Attendees	2,282	2,446	11,584	12,968	-10.67%
Volunteer Hours	0	874	1,431	2,938	-51.27%

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED
AND APPROVED AT THE REGULAR BOARD MEETING OF JUNE 16, 2020, IN
ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Supplies	Amazon.com	201.74
Membership dues	American Library Association	204.00
Email newsletter	Constant Contact	364.15
Printing	Copy Source	17.34
Water @ Barkley Branch	Crystal Springs	8.69
Library Giving Day advertisement	Facebook	50.00
Graphics	iStock	115.00
Copier lease and copies	Oasys Inc.	677.41
Office supplies	Office Depot	(12.85)
Security software	Secure by Design	43.48
Library Giving Day design	Straightup Communications	1,935.00
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
	ADMINISTRATION Sub Total	\$4,476.43
PUBLIC SERVICE		
	PUBLIC SERVICE Sub Total	\$0.00
TECHNICAL SERVICES		
ILL & tech services	OCLC	2,167.63
	TECHNICAL SERVICES Sub Total	\$2,167.63
LIBRARY ACQUISITIONS		
Books	Gale	140.76
eBooks, audiobooks	Overdrive Inc	11,109.18
	LIBRARY ACQUISITIONS Sub Total	\$11,249.94
GIFT FUND		
	GIFT FUND ACQUISITIONS Sub Total	\$0.00
	TOTAL GENERAL FUND	\$17,894.00
	TOTAL CLAIMS	\$17,894.00

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 5 ending May 31, 2020

Transaction status 1
Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	113,732	277,738	270,424	156,692	42.1
ExO 020	PERSONNEL BENEFITS	49,834	134,661	136,680	86,846	36.5
ExO 030	SUPPLIES	18,640	82,785	110,626	91,986	16.9
ExO 040	SERVICES	187,328	360,993	349,789	162,462	53.6
		-----	-----	-----	-----	-----
Grp 191	LIBRARY ADMINISTRATION	369,534	856,178	867,520	497,986	42.6
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	762,496	2,256,479	2,444,228	1,681,733	31.2
ExO 020	PERSONNEL BENEFITS	360,970	1,116,290	1,246,623	885,653	29.0
ExO 030	SUPPLIES	258,721	643,465	681,738	423,017	38.0
ExO 040	SERVICES	14,119	66,035	27,322	13,203	51.7
		-----	-----	-----	-----	-----
Grp 193	LIBRARY SERVICES	1,396,306	4,082,269	4,399,911	3,003,605	31.7
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	251,780	602,452	601,056	349,276	41.9
ExO 060	CAPITAL OUTLAY		200,000	200,000	200,000	
		-----	-----	-----	-----	-----
Grp 195	LIBRARY FACILITIES	251,780	802,452	801,056	549,276	31.4
		-----	-----	-----	-----	-----
Report Final Totals		2,017,620	5,740,898	6,068,487	4,050,867	33.3
		=====	=====	=====	=====	=====

*Please note that report does not include Payroll for May 16-31, 2020

DIRECTOR'S REPORT FOR June 16, 2020

WELCOME & INCLUDE

The killing of George Floyd by Minneapolis police outraged the world. On May 29, four days after his death, a vigil was held in front of the Central Library to honor his memory, to grieve, and to demand systemic change. The memorial that accompanied this vigil grew over the weeks that followed and served as an important place of community connection and reflection.

During this time, I have tried, with greater or lesser success, to sit in the uncomfortable place of listener. To reflect that "normal" is not a safe or just place for others – and that what comes next will necessarily and rightly be different. My reading list has shifted to *How to be an Antiracist* (Ibram X Kendi), and I am deeply appreciative, personally and professionally, of the work we have done to make [these titles](#) available without holds. Education is critical right now.



Memorial to George Floyd at Bellingham Public Library

The public library, as an institution, values equity and inclusion for all. But libraries also have a checkered past, and, as the events of the past week have taught us, we must continue to educate ourselves about bias, privilege, and systemic racism within our institutions. With thanks to Specialist Julie Mauermann and Deputy Director Bethany Hوجلund, we'll be hosting a three-hour REACH training (Respecting Ethnic and Cultural Heritage) for all staff in June as a starting point for this work. (Rebecca Judd, Library Director)

Just As We Are: Children's Programming Specialist Julie Mauermann recorded a virtual Preschool Storytime on the theme of color and inclusion. Her program included stories, songs and activities for children and caregivers to begin conversations about the colors in human diversity and being fully included just as we are. Thank you, Julie, for your timely, sensitive, and inclusive storytime. (Bethany Hوجلund, Deputy Library Director)

Phase 2 is Here: With Whatcom County's successful application to move into Phase 2 of the Governor's Safe Start plan, lights have been turned on at the Central Library and staff, who are not high risk or telecommuting, have returned to work. We are adapting to new processes and additional safety measures needed in this new environment.

As part of Phase 2 operations, we opened our returns bins at the Central Library on June 8 to an enthusiastic public response. Materials have been rolling in and are being safely quarantined (72 hours) prior to check in. Our expanded phone service hours have also been hopping, and staff have been busy trying to keep up with the volume of calls. On June 15, curbside holds pick-up will begin, following the guidelines outlined by the state. We expect this service to be well used and appreciated by our patrons. (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

Drive-In Wifi: With funding from the Friends of the Library and the state, and with support from the City's ITSD department, new routers are being installed at Central and Fairhaven to improve wifi access around the buildings. This is particularly important for community members who do not have high speed internet access at home and wish to access our service 24/7 from the parking lot. (Jon McConnel, Head of Digital Services)

Digital services have remained very popular with stuck-at-home patrons. Our streaming video service, Kanopy, saw an increase of 538% compared to May 2019, when we first made it available to patrons. Our eBook/eAudiobook service, Washington Anytime Library from Overdrive, and our emagazines service, RBDigital, both saw year-over-year increases of just over 50%. Compared to April 2020, May saw average daily use of Kanopy and RBDigital increase 4%, and average daily checkouts from WA Anytime Library increased by 5.5%. (Jon McConnel, Head of Digital Services)

Connect Whatcom: Jon McConnel and I attended the kick-off meeting for Connect Whatcom on June 9. Organized by the Port of Bellingham, over 30 city, county, and state organizations were in (virtual) attendance to discuss digital equity in the time of COVID-19. Bellingham Public Library was asked to speak to the group about our plans for a hotspot lending program, and we listened with interest about other initiatives across Whatcom County. A wonderful start to an important county-wide collaboration. (Rebecca Judd, Library Director)

READ & LEARN

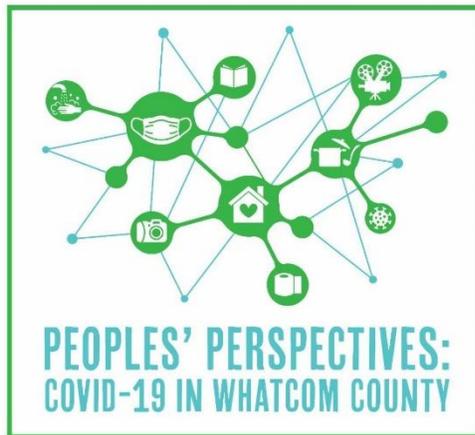
Always Available: In response to the death of George Floyd and the international #BlackLivesMatter movement, the Library is supporting our community's desire to learn more about bias, privilege and systemic racism through a curated collection of 'always available' digital eBooks and eAudiobooks. The *Anti-Racist Reading List*, highlighting #ownvoices and black authors, is featured prominently on the Washington Anytime Library site and features titles for adults, teens and children. Over 1500 copies have been checked out to date. Public Services Librarians also worked to curate additional reading lists such as *#BlackLivesMatter for Youth*, *Racism in America*, and *Award Winning African American Fiction*. (Bethany Hoglund, Deputy Library Director)



Summer Reading began June 1 for all ages: kids, teens and adults. Bingo cards are available online at www.bellinghampubliclibrary.org and print copies will be distributed with curbside pickup of holds at the Central Library beginning June 15. Library staff have been working with the Bellingham School District to distribute Summer Reading materials digitally and in print to elementary students in four languages: English, Punjabi, Russian and Spanish. (Bethany Hoglund, Deputy Library Director)

Back in Business: Collection Services staff have been happy to get back into the building and resume doing normal work. While the catalog clean-up tasks they were doing from home are highly desirable, they aren't always highly interesting. As of June 8 we are revving back up for ordering, receiving, and cataloging, with our suppliers informed that we can once again accept shipments. (Jon McConnel, Head of Digital Services)

INFORM & INVOLVE



WCLS.ORG/COVIDPERSPECTIVES

Peoples' Perspectives - COVID-19 in Whatcom County:

With thanks and appreciation to our partners at Whatcom County Library System, Peoples' Perspectives is now live at www.wcls.org/covidperspectives. The City of Bellingham alone has contributed three ways for community members to share their experiences of the pandemic: a digital story dome (Whatcom Museum), a place to share photographs (City of Bellingham), and a "Dear History" letter-writing initiative (Bellingham Public Library with Whatcom County Library System). We look forward to promoting wide community participation in the months ahead and to archiving these stories for the future. At present, I am working with the Directed Fieldwork coordinator at the University of Washington iSchool to recruit a graduate student to assist with the development of the archive. (Rebecca Judd, Library Director)

THRIVE & GROW

Staffing update: On May 18, Mayor Fleetwood made it official: Janice would be the new Communications Director for the City of Bellingham. He had discovered, of course, what we already knew; Janice is a rock star! During the pandemic, City communications not only survived, never missing a beat, but thrived with enhanced video PSAs, cross-departmental news stories, and staff memos from Mayor Fleetwood that kept all City employees informed. Janice, *congratulations*. You'll be right across the street, but we will sure miss you at the Library. The announcement for a new Head of Communications at the Library will post soon, with thanks to Library Trustee Rachel Myers for serving on the hiring panel.

Current vacant positions include: Head of Communications, Children's Services Librarian (second of two Children's Librarian positions), Specialist 2, and multiple Library Assistant positions. (Rebecca Judd, Library Director)



Children's Services Librarian Bernice Chang

New Children's Librarian: Congratulations to Bernice Chang who began her first day as Children's Services Librarian on June 1. Bernice previously worked as the Library's Children's Programming Specialist for nine years and is responsible for creating successful programs like Baby Storytime, Time for Tales, planning Summer Reading, and establishing strong, positive relationships with community partners as well as the children and families we serve. We are thrilled to have Bernice in her new position! (Bethany Hoglund, Deputy Library Director)

Respectfully submitted,
Rebecca Judd