



**Regular Meeting of the Library Board of Trustees
Tuesday, July 21, 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, Rebecca Craven, and Jim McCabe
- Board Members Absent:** Rachel Myers and Vernon (Damani) Johnson
- Library Staff:** Rebecca Judd, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, Deborah Brewer, Katie Bray and Wendy Jenkins
- Others Present:** Hollie Huthman, City Council Liaison; Faye Hill, Friends of BPL
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Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

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

Public comment: No email comments.

Consent agenda: Jim suggested that it would be helpful to add YTD percentage to the YTD monthly financial report. Rebecca Judd noted that the Performance & Activity Measures in the packet were not complete. Wendy added that there were two missing statistics: we had 171 total new borrowers registered and 65 virtual programs with 1,924 attendees in June. Jim McCabe moved to approve the June 16, 2020 Regular meeting minutes and the June 2020 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report: Rick extended a thank you to library staff for their commitment to the public and flexibility for daily changes – it is difficult to work with construction going on which is complicated by COVID-19.

Rick also thanked Rebecca and the management staff for the monthly Director's Report, calling the current approach satisfying and useful. It saves significant meeting time.

Board member reports: Jim reported that, in the last Cordata Neighborhood Association newsletter, it was announced that Julie Guy has arranged for a fund to be established at Whatcom Community Foundation for a children's library at a hoped for northside branch.

City Council liaison report: Hollie reported that the Transportation Fund, approved 10 years ago, is up for a renewal vote. The tax is 2/10 of 1% on all consumer goods purchased within the city limits (20 cents per \$100 purchase). Hollie stressed this is not a tax increase, we have been paying it for 10 years and it has been responsible for many transportation safety improvements. For more information visit: <https://cob.org/transportationfund>

Friends of BPL report: Faye thanked the staff for the wonderful job they are doing with curbside service, commenting that many libraries are offering curbside service, but not many also have a remodel going on. The Friends have been meeting virtually once a month and are exploring ways, in the absence of book sales, they can help the library. Faye requested that ideas be sent to her.

Library Director report: Rebecca also has been attending the Friends' Zoom meetings. She reported it has been a good opportunity to share remodel and Phasing plans and that she has enjoyed seeing the group.

Rebecca reminded everyone that, in April 2019, we received \$35,150 from the Christina White estate which we have earmarked for the renovation. We just received an additional \$1,200 as the final distribution for the estate.

Rebecca announced she is proud of the library staff for handling curbside service and the remodel with grace and skill. She also thanked Parks and the Museum employees for stepping in to help with check-in – she is grateful for this collaboration as well as with Purchasing, Legal, Public Works and Janice from the Mayor's office.

Rebecca pointed out that there has been an extraordinary response to the "always available" digital Anti-Racist Reading list – there have been 3,800 checkouts since June 1.

As a follow-up to the REACH (Respecting Ethnic and Cultural Heritage) staff training, Rebecca, Bethany and Julie Mauermann have set up a monthly meeting to continue the discussion of how to make our organization more accessible, welcoming, and inclusive for staff and the public.

Rebecca Craven, referring to the Director's Report information about SimplyE, asked if this service will replace Overdrive. Jon responded that SimplyE will be in addition to Overdrive and Libby – it is a way to access all digital items except Kindle ebooks.

COVID-19 update: Jen provided two graphs illustrating curbside statistics. Curbside Activity Jun 15 – Jul 18 shows number of curbside phone calls, Help Desk phone calls, items checked out and Patrons served. Checkout Activity Feb vs. Jun 2020 compares In-person checkout activity in February (all branches) to Curbside checkout activity in June (Central only). (See Attachment #1 for Curbside Activity and Checkout Activity. All attachments are located at the end of the minutes.)

Rebecca discussed the Institute for Museum and Library Services' study on coronavirus detection on library materials. There are three sets of tests: the first set showed no detectable coronavirus on the five studied surfaces after 3 days; the second set showed no detectable coronavirus on four of the five studied surfaces after 3 days, and a trace amount on one surface, a magazine cover, after 4 days; the third set of tests is still pending. Based on these tests the Library moved to a 4-day quarantine for all items. Whatcom County Library System is also going to a 4-day quarantine.

Rebecca reported that we are prepared for the possibility of a Phase roll back by county or state. The management team recommends that, with Phase 1.5, we continue curbside service unless specifically directed not to.

Typically, the Library opens for Sunday afternoons after Labor Day. After consideration, the management team is not recommending additional Sunday curbside service. Sundays might be used for special projects related to the remodel.

As mentioned in the Director's Report, the Hot Spot lending program is in the final planning stages. We have three funding streams: Library Giving Day; a CARES Act grant; and a Friends' donation. We are planning for a total of 55 devices, funded for 10 months to 1 year of service.

Rebecca reported we are about to embark on a digital storytelling initiative with Monica Koller from [Connecting Community](#). Over the summer and fall, Monica will be documenting the lived experience of black life in Whatcom County through a series of six interviews. Thank you to the Friends of the Library for funding this important work.

Rebecca Craven noticed that the hold-pickup date is significantly extended with curbside service and asked what the impact on hold wait times would be. Jon responded that the extended pick-up date is part of the COVID response as it is difficult for some patrons to get to Central for pick-up.

Rick asked what the Hot Spot circulation parameters will be. Rebecca answered that we have decided on a 3-week checkout because we have so few devices. If we can fund more devices, we can adjust the checkout period to be longer.

Facilities update: Rick clarified that there are 2 Facilities update topics: Barkley Branch and Central construction update.

- Barkley Branch: Rebecca shared a document (*See Attachment #2 for Barkley recommendations, July 2020*) which reviewed the February 2020 board discussion concerning Barkley. After meeting virtually with Neal Swanson from Barkley Company, Rebecca provided three recommendations to the Board:
 - 1) Bellingham Public Library takes over the suite at no additional charge
 - 2) Custodial service oversight is moved to the Library. Barkley to reimburse custodial cost. Agree to re-evaluate when financial situation as the City improves
 - 3) Move to licensing agreement instead of lease

Rebecca explained that using the full suite doesn't allow for expansion of service but does better accommodate established service level.

Rebecca Craved moved to approve recommendations and authorize Library and City staff to work with Barkley Company on a draft licensing agreement. Jim seconded. Motion carried.

- Central construction update: Jen reported she has been meeting weekly with Tiger Construction, Public Works and Facilities and has been providing a weekly email update to staff. All operations have been moved to the lower floor. Old main floor furniture has been surplused, disposed of or given away (the new drop-in center, Base Camp, took many furniture pieces); and shelving has been dismantled. Library staff have access to the main floor from 3-6 p.m. to shelve and pull holds. Jen shared an old *Guide to Loan Policies* found under removed shelving which listed vinyl records and cassettes as well as 16 mm films and projectors (See Attachment #3 for Old Guide to Loan Policies). Demolition is scheduled to last 5 weeks, followed by floor water pipe mapping, electrical, mechanical, plumbing and wall framing.

Rebecca is finalizing the furniture order. We have approximately \$200,000 available for furnishings. This is less than what is needed, so the plan is to wait to order some of the soft seating until social distancing requirements relax.

2021-2022 Budget update: Rick and Rebecca had a budget meeting last week with the Mayor, Brian Heinrich, Forrest Longman and Andy Asbjornsen. Rebecca went over the 5%, 10% and 15% budget exercise proposals. Rick and Rebecca stressed that during the 2008-2009 economic downturn, Library use increased significantly. Brian appreciated how Level of Service (LOS) impact was explained. Rick called it a good meeting, a beginning for further discussion.

Rebecca added that we should hear back in the later part of August about the first level of decisions concerning the General Fund and Capital budgets. Rick added that the exercise proposals we submitted can be adjusted once we know the level of 2021 cuts.

A new revenue forecast is anticipated in the middle of August.

New Business:

- Trustee recruitment – open application process in early September.
- An announcement: the Head of Community Relations position closes Friday. Interviews will be held at the end of August. Rachel Myers, Mary Vermillion from WCLS, Bethany Hoglund and Rebecca Judd will make up the interview team.

Action items for next meeting:

- Construction update
- Operations update
- Budget update

Meeting adjourned at 4:32 p.m.

Next Regular Library Board Meeting – August 18, 2020 – at 3:30 p.m. Zoom meeting

Chair, Library Board of Trustees

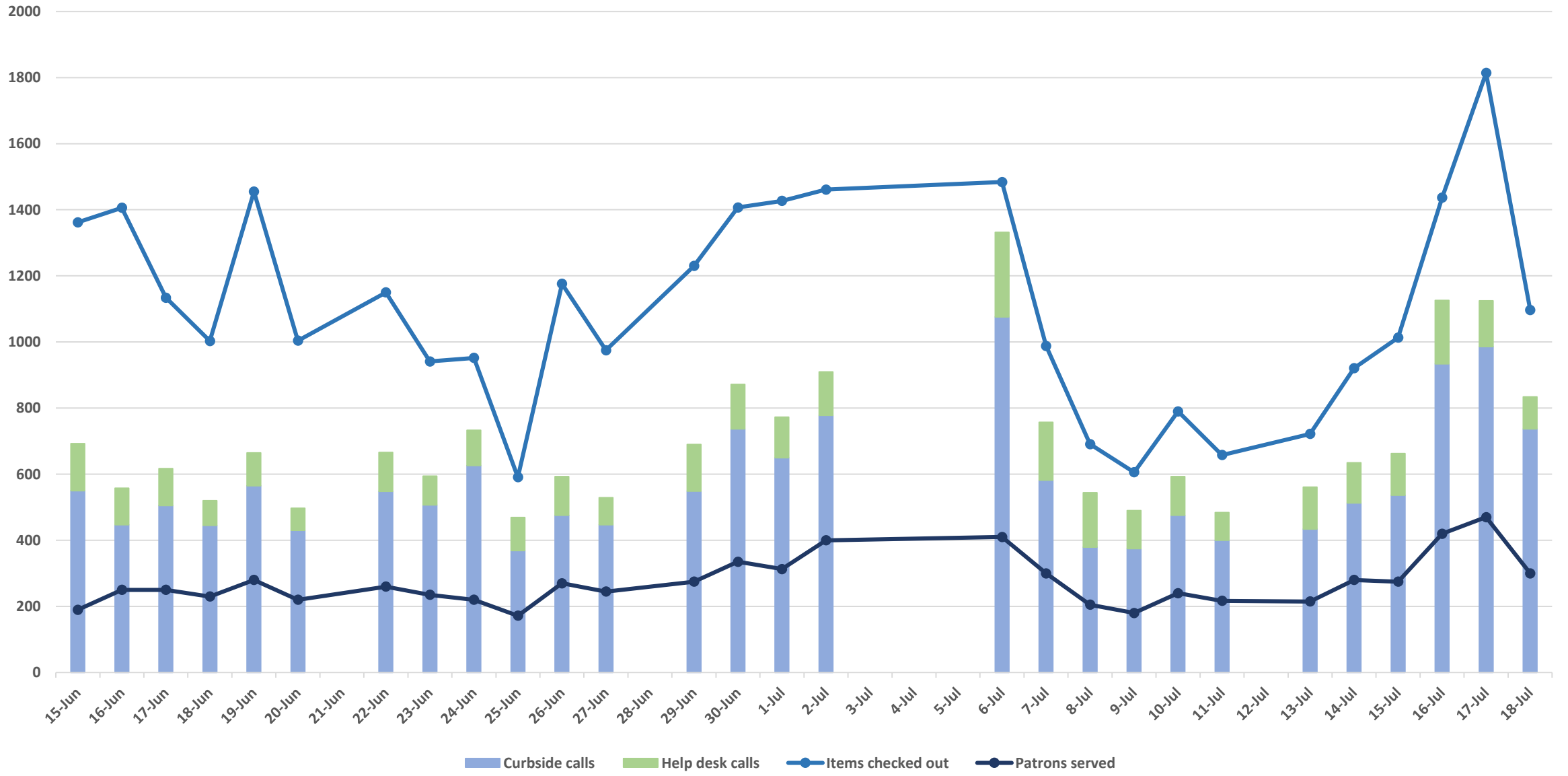
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Secretary, Library Board of Trustees

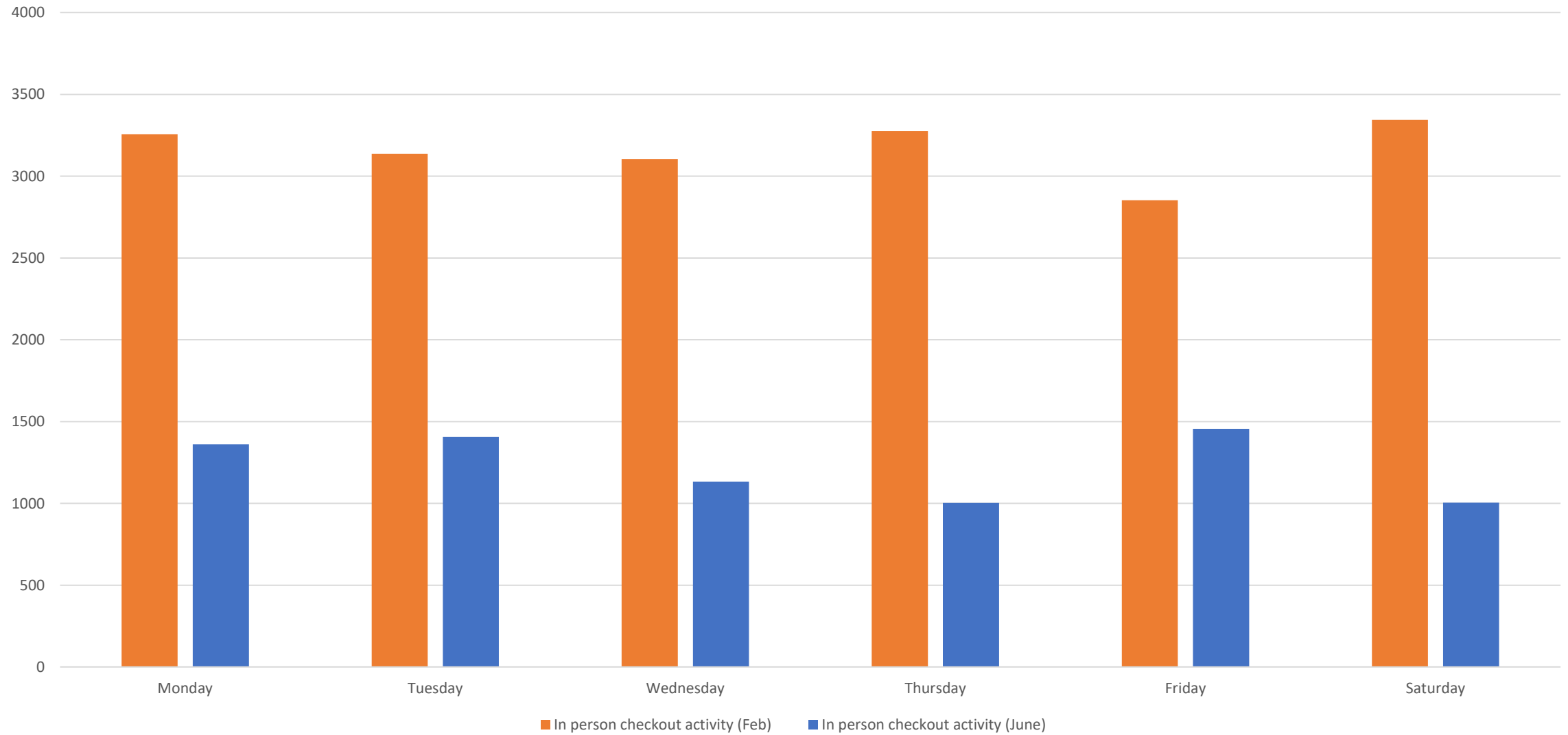
Attachments:

- Attachment #1: Curbside Activity and Checkout Activity
- Attachment #2: Barkley recommendations, July 2020
- Attachment #3: Old Guide to Loan Policies

Curbside Activity Jun 15 - Jul 18



Checkout activity Feb vs. Jun 2020





July 21, 2020

Barkley branch

From February 2020 Board of Trustees meeting, minutes:

Barkley Branch proposal discussion: Currently the Barkley Branch is housed in 700 square feet adjacent to another 700 square feet that is an open reading space managed by Barkley Company. Barkley Company is interested in allowing the Library use of the full space. Rick met with Jim, Rebecca Judd and Jen and they determined this would be a good direction to go as community members already perceive the space belongs to the library, plus it would solve issues such as not having enough space for patron holds, moving collections upon opening and closing and locking up part of the space. This change wouldn't allow for expanded service, but it would allow for more effective, efficient current service. Barkley Company has asked that we consider how much we can pay in operating costs (we currently pay \$6,400 a year in operating costs), plus take over custodial care. Rebecca Craven moved to authorize the Facilities Committee to work with staff to bring forward recommendations to improve management of existing services and reading room space at the Barkley Branch for consideration at the March 2020 Board of Trustees meeting. Rachel Myers seconded. Motion carried

Recommendations:

- Bellingham Public Library takes over the suite at no additional charge
- Custodial service oversight is moved to the Library. Barkley to reimburse custodial costs.
Agree to re-evaluate when financial situation at the City improves
- Move to licensing agreement instead of lease

Note: We had initially talked with Barkley Company about underwriting the cost of new furniture, but Jen Vander Ploeg is comfortable repurposing furniture from the Central library remodel.

Draft motion:

Motion to approve recommendations and authorize Library and City staff to work with Barkley Company on draft licensing agreement.

GUIDE TO LIBRARY LOAN POLICIES...

Each item is either **Long Term Loan** (checked out for three weeks) or **Short Term Loan** (checked out for two weeks).

There is **one renewal** of seven days on most items (see summary opposite) when requested in person — no phone renewals, please.

Overdue Fine Policy: All library materials with the exception of 16 mm films, 16 mm projectors, and motor manuals are charged an overdue fine of **10¢** per day after a “grace period” of **one** day until the maximum fine is reached.

Children (age 0-13) are charged **5¢** per day after the grace period of **one** day.

Library fines charged will be those currently in effect, regardless of a greater or lesser amount which may be indicated on the pocket of an item in the Library's collection.

The Library is a participating member of North Washington Collections. Un-collected fines/fees of \$50 or more will be referred for collection.

SUMMARY OF LOAN PERIODS, LIMITS AND FINES

Item	Loan Period	Renewal Period	Limit	Max. Fine (ea. item)
Fiction	3 weeks	7-day	none	\$10.00
Non-fiction	3 weeks	7-day	3 per exact call number	\$10.00
New Books	2 weeks	none	5	\$10.00
Paperbacks	3 weeks	7-day	none	\$5.00
Magazines	2 weeks	7-day	10	\$5.00
Special issue periodicals	3 weeks	7-day	10	\$5.00
Vertical file	3 weeks	7-day	10	\$5.00 per envelope
Records	2 weeks	7-day	5 albums	\$10.00
Cassette tapes	2 weeks	7-day	5	\$10.00
Slide projector	overnight/ weekend	none	1	\$10.00
16 mm films	overnight/ weekend	none	4 films or 90 minutes (whichever comes first)	\$10.00 per film
16 mm projector	overnight	none	1	\$10.00
Motor manuals	1 week	none	reasonable	\$10.00

SOME OF THE SERVICES AVAILABLE TO YOU...

- **Records and Cassettes** — We have all kinds — music (classical, popular, jazz), poetry, drama, documentaries, and short stories.
- **16 mm Films and Projectors** — Ask for information describing terms of loan.
- **Information/Reference Service** — The Library Staff will help you find facts or material on anything you need.
- **Inter-Library Loan** — If the library does not have the book you need, perhaps it can be borrowed for you.
- **Reserving Books Not In** — Books not currently in may be reserved by phone or in person.
- **Community Outreach** — Homebound people may receive personalized library service upon request. Call us for information.
- **Program Planning** — Assistance will be given to committees planning club programs as well as to individual participants.

- **Telephone Books** — We have most all of them — Washington State, the Northwest and the U.S. — Canada too.

- **Typing Room** — A private typing room is available for your use.

- **Children's Programs** — We provide a regular series of preschool storytimes and concerts as well as occasional special programs and a Summer Reading Club. Call for information.

- **Public Access Computer** — An Apple IIE with 64K RAM, color monitor, disk drive and a variety of educational and entertaining programs is available for children.

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BELLINGHAM PUBLIC LIBRARY 210 CENTRAL AVENUE

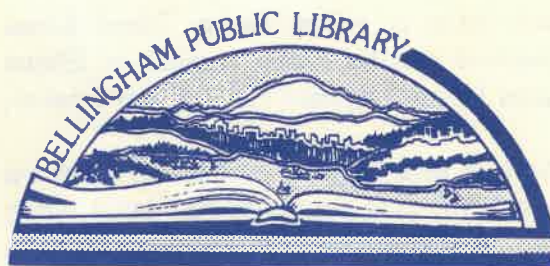
Adult Services 676-6860
Children's Services 676-6864
Fairhaven Branch 676-6877

HOURS (MAIN LIBRARY):

Monday-Wednesday 10 am-9 pm
Thursday-Saturday 10 am-6 pm

HOURS (FAIRHAVEN BRANCH):

Monday-Saturday 1 pm-6 pm



GUIDE TO LOAN POLICIES