



**Regular Meeting of the Library Board of Trustees
Tuesday, July 19, 2022 – 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, Jim McCabe, and Rebecca Craven
- Board Members Absent:** Kristy Van Ness
- Library Staff:** Rebecca Judd, Bethany Hogle, Jon McConnel, Katie Bray and Wendy Jenkins
- Others Present:** Kristina Michele Martens, City Council Liaison; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents; Melissa Morin, Board Trustee candidate

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

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

Public comment: No comments

Consent agenda: Jim provided a clarification to the June 21 minutes. In the third paragraph under Facilities committee update, he suggested changing:

“Looking at the LOS standards, they would be even lower than they are today. The approach has been to work from the statistics that Chris Behee and Jon provided to identify gaps in service” to

“Looking at the LOS standards, the square footage per capita standard would be even lower than it is today. Godfrey's has been working with statistics that Chris Behee and Jon provided to map and identify gaps in service.”

Jim McCabe moved to approve the June 21, 2022 Regular meeting minutes as amended and the June 2022 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Last month, the Board voted to continue with virtual meetings until COVID-19 conditions substantially change. Seeing no new positive trends, the August Board meeting will be held via Zoom.
- Rick and Rebecca Judd met and discussed inviting new department heads to future board meetings: Planning director, ITSD Director, and Police Chief. These will be scheduled in the Fall.
- Rick and Rebecca Judd met with Andy Asbjornsen, City Finance Director, as a follow-up to the June meeting with City Finance, City attorneys, Whatcom Community Foundation (WCF) and Bellingham Public Library. The discussion centered on the Agency Endowment Fund held at Whatcom Community Foundation. The recommended solution would be to transfer the Bellingham Public Library Agency Endowment Fund (currently less than 6% of the total funds for the Library at WCF) into the Library's gift fund. This would put City funds back within City accounting protocols. Rebecca Craven and Jim McCabe agreed with this path. Rick asked Wendy to reach out to WCF to begin this process.
- Rick and Rebecca Judd met with Mayor Fleetwood on July 7, 2022. The discussion revolved around the committees' recommendation to fill the Board vacancy. Mayor Fleetwood enthusiastically endorsed Melissa Morin – she should obtain final confirmation at the July 25 City Council meeting. The other topic discussed was the pilot project for a northside Library presence at the Bellis Fair Mall as proposed in the Library's operating budget requests for 2023-2024.

Board member reports:

- Jim stopped by the Library Party @ Cordata Park, commenting that it was a great event.

City Council liaison report:

- Council is busy getting ready for budget season.
- Rebecca Judd met with Kristina to provide an update on last month's board meeting.
- Kristina thanked everyone who attended the Pride Parade, stating it's important to be present and involved in the community.

Friends of BPL report:

- Leigh Ann reported the July 9 Pop-up book sale brought in \$3,000.
- Myra has been working hard to get the Friends known in the community. Tabling at the Farmer's Market is one example. There are now 191 members.
- The next Pop-up sale will be held September 10. Decisions are still being made about an indoor sale in October or November.
- At the last Farmer's Market, Rick Steves stopped by to talk with Myra. She quickly located one of his books, 2007 Best of Europe, which he autographed.
- The Friends participated in and assisted with both of the Library parties at Squalicum and Cordata parks.
- Four Friends participated in the Pride Parade. Jennie shared the sign she carried – an enlarged picture of an 'I Read Banned Books' button.

Melissa Morin introductions:

- After introductions, Melissa noted that she is excited to join the Board. She has been a resident for 10 years and worked 5 of those years on community-based projects for Whatcom County Health Department, including serving as the Communications Manager for the Health Department during the pandemic. She currently works remotely as a Senior Account Director for DH, a communications and marketing firm based in Spokane. She is an avid reader and promoter of social change.

Library Director report:

- As mentioned in the Director's Report, Rebecca reiterated that we are saddened that our close partners at Whatcom County Library System are going through such a disruptive event. The situation is still evolving and being investigated. Rebecca will inform the board of any new relevant information. Rebecca thanked the strong city team involved in this event – primarily Bryce Carter, Senior Information Security Analyst, Sarah Chaplin, Assistant City Attorney, and Jon McConnel, Digital and Collection Services Manager, Library.

Facilities committee update:

- Rick reported that the Facilities Committee met with Godfrey's Associates at a regularly scheduled meeting on Friday, July 15. The Committee was presented with a partial first draft of the report. The report is still in very draft form and will be re-organized to include an Executive Summary, Report, and separate Appendices.
- The bulk of the August Board meeting will be a presentation from Godfrey's.
- The Capital Budget request to the City for 2023-2024 focuses on the Central library renovation. This is in addition to the 2-year pilot project at Bellis Fair Mall.
- Highlights of the Facilities Master Plan recommendations include:
 - Proceeding with completing the renovation of the Central Library, including new HVAC system (Library's capital budget request for 2023/24). And the 2-year pilot project at the Bellis Fair mall (Library's operating budget request for 2023/24).
 - Then, in phases yet to be determined: permanent location and development of a Northside library; renovation to improve library spaces within current Fairhaven library; and expansion and relocation of a Barkley neighborhood library. These would be followed by expansion of or replacement of the Central Library.
 - Each phase is designed to address underserved areas within the current and future city, and to further the library towards meeting its Level of Service standard through the combination of 4 library facilities—Central, Northside, Fairhaven and Barkley. Questions remain about how to phase this and how to finance it. This will be resolved through city/library efforts.

Jim commented that this is a good summary and pointed out that Godfrey's is specifically a library consultant, so in addition to facilities, they have many recommendations concerning library operations.

Rebecca Judd offered thanks to Jon McConnel and Chris Behee, Long Range Division Manager for the Planning department, for the work they have done.

Rebecca Craven asked if Godfrey's had a suggested order for a Northside branch. Rick answered that the preliminary goal is to look at Northside after the renovation at Central, then Fairhaven and Barkley. For funding, it needs to be determined if it should be one big ask, or individual asks. Rebecca Craven asked if there are plans for staffing. Rick responded that it is difficult to project at this stage.

Rebecca Craven asked for more information about the decision to focus on branches rather than a larger scale expansion of Central. Rick answered that it is based on the population density in the north and east, stating that we want to place facilities closer to where people live. Rick added that he is supportive of the recommendation to focus on branch libraries. After that, we will have a better idea about what size the Central library should be.

2023-2024 Capital Budget proposal:

- Rebecca screenshared the draft Capital Budget proposal that is included in the packet. The format of this proposal mirrors the questions asked by the city. Much of the work for this proposal was done while preparing and submitting the Capital State Improvement Grant application. Rebecca read through the sections of the draft: description, justification, expected outcomes, and other implications.

Rebecca Craven commented that she is excited to see HVAC addressed, adding that she isn't surprised, but 8.5 million is a big cost. Rick added that about half of the cost is for HVAC.

Rick Osen moved that the library submit the 2023-2024 Capital Budget Request as written. Jim McCabe seconded. Motion carried.

2nd Quarter Action Plan update – April-June 2022:

- Rebecca screenshared the 2nd Quarter Action Plan update that is included in the packet, pointing out that she wants the document to be useful for the board and invited feedback. She included a link to the [2022 Annual Action Plan](#) in the update. Rebecca added that it is great to see all that has been accomplished so far this year.

New Business:

- No new business

Action items for next meeting:

- Godfrey's presentation

Meeting adjourned at 4:40 p.m.

Next Regular Library Board Meeting – August 16, 2022 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees