



**Regular Meeting of the Library Board of Trustees  
Tuesday, November 15, 2022 – Central Library Lecture Room  
3:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

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**Board Members Present:** Rick Osen, Jim McCabe, Rebecca Craven, Kristy Van Ness and Melissa Morin

**Library Staff:** Rebecca Judd, Annette Bagley, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins

**Others Present:** Kristina Michele Martens, City Council Liaison; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents; 3 Urban Planning students from Western Washington University

**Call to order and introductions:** Regular session was called to order at 3:31 p.m. by Chair, Rick Osen. Rick read aloud the Land Acknowledgement.

**Approve/modify agenda:** Rick mentioned that Police Chief Rebecca Mertzig had a scheduling conflict and was not available for today's meeting. We will try to re-schedule sometime early in 2023. He noted that prior to the pandemic, printed agenda packets were made available. Returning to in-person meetings, we decided to try projecting the packet onto the screen. Rebecca Craven moved to approve the agenda. Melissa Morin seconded. Motion carried.

**Public comment:** Rick welcomed the attending students and provided a brief overview of the Library Board. Concerning public comment, Rick pointed out that during the pandemic public comment could only be submitted through email. As governing bodies go back to in-person meetings, new information and interpretations of the Open Public Meetings Act (OPMA) have been published by the Municipal Resources and Service Center (MRSC). One of the issues is about the necessity or method of providing oral public comment time on the agenda. Rick asked the board members if they wanted to go back to the pre-pandemic process for comments or to look more deeply into the OPMA changes. Rick invited trustees to send him comments or suggestions.

**Consent agenda:** Rebecca J. commented that a correction was made to the revenues on the October YTD report. She screenshared the corrected report. Annette added that the library website version has been updated. Jim McCabe moved to approve the October 18,

2022 Regular meeting minutes and the October 2022 performance and activity measures and financial reports as corrected. Kristy Van Ness seconded. Motion carried.

#### **Board Chair report:**

- **Donation to Outreach in honor of Colleen Morse, Outreach Specialist:** The Outreach department recently received a donation of \$10,000 in honor of Colleen's exemplary service, and in loving memory of Outreach patron Dorothy Berry. During the pandemic, Colleen reached out to Dorothy regularly to make sure she had enough to read and to help her feel connected during an isolating time. On behalf of the library's Board of Trustees, we thank you, Colleen, for making such a difference in the lives of so many.
- **Fundraising committee:**
  - With the completion of the Facilities Master Plan and submission of the Library's 2023-24 budget requests, the committee plans to get back to work on the Planned Giving initiative. We expect to settle on a contract with Rachel Myers and begin work with her in March.
  - Library Giving Day (LGD) is scheduled for April 5, 2023, and the Board will need to decide how the contributions will be used. Rick thanked the Friends for holding a book sale on that day to benefit LGD. Rebecca J. suggested that, with the Central Library renovation moving through the budget process, perhaps renovating the Children's space would be something people would enjoy supporting. There was general agreement for this idea.
- **Facilities committee:**
  - Anticipating that the funding will be allocated for the proposed branch Library at Bellis Fair Mall, the Facilities Committee is beginning to look at the lease options and will meet tomorrow to discuss.
  - Regarding the next phase of the renovation of the Central Library, we have received news that our Capital Improvement grant request to the state legislature was not accepted. Rebecca J. commented on the grant process and noted that we learned a lot with this first attempt and will be better prepared next time with third-party cost estimates. This grant opportunity is on a two-year cycle. Rebecca added that she met with the Finance/Budget team – Brian Heinrich, Deputy Administrator; Andy Asbjornsen, Finance Director; Forrest Longman, Deputy Finance Director; and Carol Rofkar, Superintendent of Traffic, Facilities & Fleet – and they decided to bid the renovation project at \$6.5 million, with an additional 2 million in alternates if needed. Rick added that we used alternate add-ons with the Central main floor renovation. Rebecca C. asked if the \$6.5 million includes the HVAC system. Rebecca confirmed that it does.

#### **Board member reports:**

- Jim commented that he visited the Friends' pop-up sale on Saturday and it looked like it was going well.
- Kristy reported she attended the Community Voices Film Fest and found it incredible and moving, calling it an example of great community building.

#### **City Council liaison report:**

- Kristina reported that funding for the Immigration Resource Center (IRC) did not come through, but the Mayor's office will be issuing an RFQ for planning and cost estimates for operation of an IRC. Kristina requested support for this project.

**Friends of BPL report:**

- Leigh Ann reported that Saturday's pop-up sale was held in the Lecture Room. They limited attendance to 50 people at a time – this went well. They raised \$3,600 (more than the September sale). The next pop-up sale is scheduled for February, followed by a return of the Ski to Sea sale in May.
- At the Annual Friends' meeting to be held on April 22, 2023, they will be electing a new board of directors and are in need of a treasurer.

**Library Director report:**

- Rebecca welcomed everyone who was attending in-person for the first time. She pointed out there are a few changes from pre-pandemic in-person meetings – the room is set up differently and we are projecting the packet rather than providing paper copies. Rebecca welcomed feedback on the changes.
- Whatcom Literacy Council's 2022 fundraising breakfast, featuring Nancy Pearl, will be held in person this Thursday.
- Rebecca announced the Land Acknowledgement has been installed in the lobby and she invited everyone to see Jason LaClair's artwork.
- As noted in the packet Director's Report, the library Lecture Room and Conference room have been identified as the location for the city's Day-Use Warming Center during severe weather events. Road2Home contracted with the City to run the Day-Use Center as well as the overnight shelter at Civic Field. Activation criteria has been established (28 degrees daytime high for 2 or more days for day use; 28 degrees overnight low for night shelter) and shelter status is posted on the Whatcom County Health Department website. If the Day-Use shelter is activated, Lecture Room activities will be cancelled or relocated.
- Jim asked for more information about the \$2,995 Whatcom Community Foundation (WCF) grant referred to in the Director's Report. Jon responded that WCF has funded the Foundation Directory Online database for many years. This database helps non-profits identify funding sources. This database is not available from home, only to patrons in our building.

**2023 Holidays:**

- Rebecca screenshared the 2023 Holidays & Closures document and explained the city is on a 5-day week schedule, but the library is a 7-day operation. In this proposal, the Library will be closed for the city observed holidays and also the actual holiday when it falls on a weekend. Rebecca also noted that a few years ago we decided to be open on Easter Sunday. Rick commented that the Board does not need to approve the city observed holidays but will vote on the additional library closure days. Melissa Morin moved to approve the additional library closures as written. Rebecca Craven seconded. Motion carried.

**2023 Meeting Schedule:**

- Rebecca screenshared the 2023 Library Board of Trustees meeting schedule. Rick noted the September meeting will be held at an alternate location (due to a Friends' book sale in the Lecture Room). The Fireplace Room at the Fairhaven branch has been reserved, but the Board may want to hold the meeting at the pilot mall location. Rick Osen moved that the meeting schedule be approved as written. Kristy Van Ness seconded. Motion carried.

**2023 Rates & Fees:**

- Rebecca screenshared the 2023 Rates & Fees spreadsheet. Jen Vander Ploeg reviewed the fees, adding that there are no changes from 2022. Kristy asked for clarification as to why the Eligibility for Library Service policy says, "Library cards are available at no charge," but this spreadsheet shows a fee for Non-Resident borrowers. Jen explained that this Non-Resident fee is for patrons who do not have a library card in Washington state, and who do not live, work or attend school in Whatcom County. Jim McCabe moved to accept the 2023 Rates & Fees as written. Rebecca Craven seconded. Motion carried.

**Policy updates:**

- Eligibility for Library Services: Rebecca noted that we incorporated the suggested changes from last month's meeting. Kristy Van Ness moved to approve the updated Eligibility for Library Services policy. Melissa Morin seconded. Motion carried.
- Collection Development: Rebecca noted that we made light edits to this policy and incorporated suggested changes. Rick added that with many book challenges occurring across the country, it was important to review and update this policy. Rebecca Craven moved to approve the updated Collection Development policy. Jim McCabe seconded. Motion carried.

**New Business:**

- For the 2023 Action Plan, Rebecca and Rick have discussed that there needs to be a review of our LOS standards, particularly those for Materials (to factor in the inflation from 2017-present) and Library Hours.

**Action items for next meeting:**

- Election of 2023 board officers
- 2023 Library Giving Day focus

**Meeting adjourned** at 4:19 p.m.

**Next Regular Library Board Meeting – December 20, 2022 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees