



**Regular Meeting of the Library Board of Trustees  
Tuesday, April 18, 2023 – 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, Bethany Hoglund, Jennifer Vander Ploeg and Wendy Jenkins

**Others Present:** Jennie Tuckerman, Friends of BPL Co-President; Carol Comeau, Friends' Liaison

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

**Approve/modify agenda:** Rick suggested that we continue to print the land acknowledgement on each month's agenda, but only read it aloud in November, during Native American Heritage Month. Trustees expressed agreement. Jim McCabe moved to approve the agenda. Rebecca Craven seconded. Motion carried.

**Public comment:** no comments.

**Consent agenda:** Melissa Morin moved to approve the March 21, 2023 Regular meeting minutes and the March 2023 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

**Board Chair report:**

- Rick reported that he and Rebecca Judd had their monthly meeting with the Mayor on April 3rd. The main topic of discussion was the upcoming opening of the Bellis Fair Branch.
- On behalf of all of the Board, Rick thanked the City Council and the Mayor's office for their support of our budget request to supplement the Library's security and information staff.

**Board member reports:**

- Kristy reported she participated in a presentation and discussion from the Library Support Network (led by the Seattle Public Library Foundation), regarding planned giving programs within libraries and library foundations. Staff from other libraries offered insight and answered

questions, also offering to share written materials they have used for their organization's planned giving efforts.

- Kristy attended a library class visit with 30 third graders. She reported that Children's Services Librarian Bernice Chang did a fantastic job, and it was wonderful to see kids getting their picture taken with their new library card.
- Melissa said that she would be out of town for the May board meeting and requested a virtual option. Rebecca Judd said this would be a good opportunity to test the new OWL technology.

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

- Not present.

#### **Friends of BPL report:**

- Jennie reported that the Library Giving Day pop-up sale brought in \$2,990. Bernice heard this and promptly donated \$10 to bring the total to \$3,000.
- The Friends will hold their Annual Membership meeting on Saturday, April 22. Jennie extended an invitation to everyone present.
- The first post-pandemic big book sale will be held in the Lecture Room May 24-27, 2023.
- Beginning next month, Carol Comeau will be attending the board meeting as the Friend's Board Liaison.

#### **Library Director report:**

- Rebecca announced that next week is National Library Week, with our main celebration the opening of the Bellis Fair Branch. We'll also be celebrating Library Snapshot Day throughout the week, taking behind the scenes, week-in-the-life photos.
- Tuesday is National Library Workers day – a time to celebrate staff. The Friends have plans to support staff on that day.
- Annette showed copies of the 2023 Summer Reading challenge cards (See Attachment #1 for samples. All attachments are at the end of the minutes). The Library will have Spanish, Vietnamese and Russian cards ready to print on demand.
- Rebecca thanked BTV for making the Community Voices Kits video, featuring Bernice.
- As mentioned in the Director's report, starting this month, Jon will be providing a quarterly Database and Learning Resources statistics report. Rebecca noted that the Freegal music statistic will be removed from the Circulation/Online Services section of the Performance & Activities report and moved to the Database report (to match State reporting guidelines).
- Safety, Security & Ease:
  - Funding for the FTE increase for the Security & Information Attendant team will be available April 25, and the vacant positions are currently posted.
  - Guidelines for staff volunteer administration of naloxone are undergoing final legal review.
  - Micah Scheff, a library security consultant, will be contracted to do a building walkthrough at Central. We are excited to make this connection for future security training for the library.

#### **1<sup>st</sup> Quarter Action Plan report:**

- Rebecca Judd screenshared and explained the highlights listed on the document in the packet.

### **Facilities Committee update:**

- Bellis Fair Branch pilot update:
  - Shelving will be delivered April 19.
  - Furniture will arrive the week of April 17.
  - A Public Services staff meeting was held at the branch on April 18 and there will be a second on Thursday, April 20.
  - Books are being boxed and delivered daily, which is great practice for delivery drivers.
  - Preparations are underway for the open house and grand opening.
  - The Mayor plans to announce the grand opening at Monday's City Council meeting.
  - Signage: the entrance signs have been installed; the interior book drop has been wrapped (exterior drop will be wrapped soon); interior signage will go up next week.
  - Wiring, cabling, painting, carpet installation and cleaning, and drywall are complete, as is the installation of a cardkey system on the back door.
  - Mobile shelving units will arrive in May.
  - Flip-through picture book shelving is in place.
  - The early learning space is being set up.
  - State Librarian Sara Jones plans to attend.
  - Annette is working on social media for the event.
  
- RFQ update for Central Library remodel: Rick reported that the selection committee (Library and Public Works) has decided on an architectural firm to lead the design of Phase II of the Central Library renovation. Contract negotiation/clarification is under way, so we will wait to announce the firm until the contract is signed. The notice to proceed is expected in the next couple of weeks.

### **Fundraising update:**

- Library Giving Day update and Burgeon Group Funding: Rick reported that Library Giving Day generated \$8,755 in donations, just over a third of that coming from the \$3,000 raised by the Friends at their book sale supporting the day. Thank you, Friends! Rick noted that the Seattle Public Library Foundation's promotions for Giving Day did not mention specific projects and had matching funds for up to \$25,000 in contributions. The Fundraising Committee will discuss strategies prior to next year's Giving Day.

Expenditure decision: the Burgeon early childhood learning products for the Bellis Fair branch have a cost of \$24,389. Subtracting the \$8,755 raised from Giving Day, the balance is \$15,634. Rick proposed that the Board authorize \$15,634 for this purchase from the Library's gift fund, which has a current balance of \$285,128. The bulk of this balance comes from the recent transference of the Agency Fund from Whatcom Community Foundation to the library. The remainder comes from an accumulation of leftover funds allotted for the Library Master Plan [from the Bragg-Muldrow distributions], remainders of 2021 distribution funds from our other endowments held at WCF, and the 2022 distribution funds from those endowments as listed on the handout in the packet for this meeting. Rick moved that we proceed with purchasing the Burgeon early learning installation, using our current gift funds. Kristy Van Ness seconded. Motion carried.

- 1<sup>st</sup> quarter donated funds review: Rebecca screenshared the document included in the packet and thanked the Friends for their support. Rebecca Craven pointed out that the second section, for WCF donations, needed to be re-added – the total should be \$1,105 rather than \$1,045. Melissa suggested that, to provide context, we include a list of all WCF funds with current balances and funding designations in the quarterly report.
- Planned Giving project: Rick reported that Rachel Myers has begun work with the Board’s project leader, Kristy, on this initiative. Today’s video from Rachel, *Transformational Gifts that Shape the Future*, is to provide background on planned giving. She will be attending the Board’s May meeting.
- In the video Rachel pointed out that planned giving is so important right now – a Great Wealth Transfer is currently underway. She provided basic vocabulary as well as outlining systems, tools, and strategies to encourage planned gifts. She requested that Trustees be prepared to choose a name for the BPL Legacy Society at the May meeting.
- Questions raised by Trustees were:
  - Do we have conversations with potential donors about giving to the City/BPL-housed Gift Fund? From Rebecca: we steer potential donors to our website, where there is information about Library Giving Day and other funds held at WCF.
  - Concerning thanking donors, could there be a box to check that allows WCF to share contact information with the library?
  - Is WCF able to offer a deeper level of donor support?
  - Does WCF have staff to help with fundraising?
  - WCF manages many funds – do they have particular donors that can be tapped for specific needs or matching funds?
  - We would like to clarify the roles from the City’s perspective, WCF’s perspective and the Board’s perspective (public employees cannot be involved in fundraising).

**New Business:**

- None

**Agenda items for next meeting:**

- RFQ update
- Rachel Myers, from RM+Company

**Meeting adjourned** at 4:49 p.m.

**Next Regular Library Board Meeting – May 16, 2023 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: 2023 Summer Reading challenge cards



Play a game	Swoon-worthy	Great cover	From your TBR pile	Read outside
<i>Red Paint</i> by Sasha La Pointe	Go digital	Graphic novel	Start a new series	Bingeworthy
Your favorite author	Legendary creatures	<b>FREE SPACE</b>	A classic retold	Recommendation
Set outside U.S.	Published in 2023	One word title	Short and sweet	Childhood favorite
Set in the past	Road trip	Thrills and chills	Cookbook	Cozy read

# SUMMER READING

June 1 – August 31, 2023

Name: \_\_\_\_\_

Email or Phone #: \_\_\_\_\_

## Adult SUMMER READING

June 1 – August 31

- 1. Complete any five squares** this summer and enter to win fun prizes. Reading counts in all formats.
- Bring your completed card to any Bellingham Public Library location by August 31 to be **entered in prize drawings**.
- 3. Have fun!**



### Bellingham Public Library Locations and Hours

#### Central Library

210 Central Avenue  
Bellingham, WA 98225

#### Hours:

Monday – Thursday: 10 am – 7 pm  
Friday & Saturday: 10 am – 6 pm  
Sunday: 1 – 5pm

#### Fairhaven Branch

1117 12th Street  
Bellingham, WA 98225

#### Hours:

Monday & Tuesday: 10 am – 2 pm  
Wednesday – Friday: 2 – 6 pm  
Saturday: 10 am – 2 pm  
Sunday closed

#### Barkley Branch

3111 Newmarket St.  
Suite 103  
Bellingham, WA 98226

#### Hours:

Monday & Tuesday: 10 am – 2 pm  
Wednesday – Friday: 2 – 6 pm  
Saturday: 10 am – 2 pm  
Sunday closed

#### Bellis Fair Branch

Bellis Fair Mall, Suite 616  
Bellingham, WA 98226

#### Hours:

Wednesday – Friday: 2 – 6 pm  
Saturday: 11 am – 6 pm  
Sunday: 1 – 5 pm



Bellingham  
Public Library

[bellingshampubliclibrary.org](http://bellingshampubliclibrary.org)



**KIDS**

Read outside	Author you've never read	Picture book	Didn't finish / didn't like	Makes you laugh
Make a bookmark	Listen to a book	Folktale	Learn and tell a joke	Loved it!
Read with a flashlight	From a series	<b>MAKE IT YOURS!</b> Change any square you want.	Book you've read before	Nonfiction
Read to somebody	Read in bed	Biography	Graphic novel	Librarian recommended
Read on a Tuesday	Adventure	Your choice	Make a card for someone	Cover you like

# SUMMER READING

June 1 – August 31, 2023

Name: \_\_\_\_\_ Grade (Fall 2023): \_\_\_\_\_

School (Fall 2023): \_\_\_\_\_

## Kids SUMMER READING

June 1 – August 31

1. **Set your Summer Reading Goal.** Make it yours!

My goal is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Once you've met your goal, come to any Bellingham Public Library location and receive a:

- **Mystery coupon**
- **Free book**
- **Summer Reading Superstar yard/window sign**

3. **Celebrate! You did it!**



Bellingham  
Public Library

[bellingshampubliclibrary.org](http://bellingshampubliclibrary.org)

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## NÓI

## HÁT

## ĐỌC

## VIẾT

## CHƠI

Nói về những gì bạn nhìn thấy ở bên ngoài	Sáng tác một bài hát về những hoạt động bạn đang làm	Ôm vào lòng và đọc	Xé giấy	Đi dạo ngoài thiên nhiên
Nói xin chào bằng các ngôn ngữ khác nhau	Hát và diễn "Row, Row, Row Your Boat"	Đọc ngoài trời	Vẽ một câu chuyện về bản thân	Chơi với thìa/muỗng
Tạo tiếng động vật	Hát một bài hát nhanh, rồi chậm	<b>HÃY LÀM THEO CÁCH CỦA BẠN!</b> Thay đổi bất kỳ ô nào bạn muốn.	Lên danh sách những việc cần làm trong mùa hè này	Tổ chức một bữa tiệc khiêu vũ
Mô tả những người trong gia đình bạn	Hát danh sách mua sắm tạp hóa	Tổ chức giờ kể chuyện cho thú nhồi bông	Viết/vẽ một ghi chú đầy yêu thương cho ai đó	Chơi với nước
Tìm các hình chữ nhật trong nhà của bạn	Hát một ca khúc yêu thích	Tìm và đọc các biển báo	Dùng tay của bạn để hát bài "Itsy Bitsy Spider"	Làm điệu bộ khuôn mặt trong gương

Tên: \_\_\_\_\_

Tuổi: \_\_\_\_\_

## Đọc Sách Mùa Hè của Trẻ nhỏ

1 tháng Sáu – 31 tháng Tám

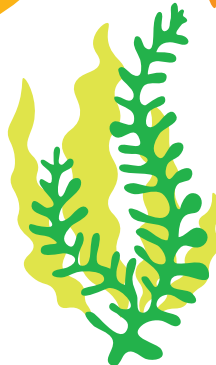
### 1. Nói, hát, đọc, viết và chơi trong mùa hè này.

Thực hiện bao nhiêu hoạt động trên thẻ tùy thích. Đánh dấu hoàn thành chúng khi bạn xong hoặc vẽ một bức tranh. Thoải mái thay đổi bất kỳ hoạt động nào để phù hợp với nhu cầu của con bạn.

2. Khi bạn hoàn thành các hoạt động của mình, hãy đến bất kỳ địa điểm nào của Thư viện Công cộng Bellingham để nhận một:

- Cuốn sách miễn phí
- Giải thưởng đặc biệt
- Bảng hiệu Summer Reading Superstar (Ngôi sao Đọc sách Mùa hè) đặt ở cửa sổ/sân vườn

3. Hãy ăn mừng! Bạn đã làm được rồi!



### Các Địa điểm và Giờ làm việc của Thư viện Công cộng Bellingham

#### Thư viện Trung tâm

210 Central Avenue  
Bellingham, WA 98225

#### Giờ làm việc:

Thứ Hai – Thứ Năm: 10 am – 7 pm  
Thứ Sáu & Thứ Bảy: 10 am – 6 pm  
Chủ nhật: 1 – 5pm

#### Chi nhánh Fairhaven

1117 12th Street  
Bellingham, WA 98225

#### Giờ làm việc:

Thứ Hai & Thứ Ba: 10 am – 2 pm  
Thứ Tư – Thứ Sáu: 2 – 6 pm  
Thứ Bảy: 10 am – 2 pm  
Đóng cửa Chủ nhật

#### Chi nhánh Barkley

3111 Newmarket St.  
Suite 103  
Bellingham, WA 98226

#### Giờ làm việc:

Thứ Hai & Thứ Ba: 10 am – 2 pm  
Thứ Tư – Thứ Sáu: 2 – 6 pm  
Thứ Bảy: 10 am – 2 pm  
Đóng cửa Chủ nhật

#### Chi nhánh Bellis Fair

Bellis Fair Mall, Suite 616  
Bellingham, WA 98226

#### Giờ làm việc:

Thứ Tư – Thứ Sáu: 2 – 6 pm  
Thứ Bảy: 11 am – 6 pm  
Chủ nhật: 1 – 5 pm

WECU



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