

**City of Bellevue  
Library Advisory Board**

Monthly Meeting Minutes  
July 18, 2023

**OPENING**

The regular monthly meeting of the Library Advisory Board (the "Board") was called to order at 5:01 PM on July 18, 2023 by Jim Rusk, President. The meeting was held in person at the Bellevue Library with an option for hybrid attendance via Zoom.

**MEETING ATTENDANCE**

Board Members Present: Kim Anderson (remote), Sam Fetchero, Kat Pipkin, Sarah Rock, Jim Rusk and new member Imran Siddique.

Board Members Absent: Gunjan Murarka

KCLS Representative(s): Kirsten Corning, David Frappier

Friends of the Bellevue Library: Susan Peterson

Newport Way Library Association: Kim Anderson

Guests: Councilmember Lee

**APPROVAL OF MINUTES**

The meeting minutes for June 2023 were approved as written.

**APPEARANCES AND PUBLIC COMMENT PERIOD**

There were no public comments.

**REGULAR BUSINESS**

Jim introduced the newest member of the board, Imran Siddique, who was appointed by City Council on July 17, 2023 for a full term expiring May 31, 2027.

Councilmember Lee joined remotely and shared that the Council was very interested in the library and work of the advisory board.

**Agenda Item #1: Review Bylaws**

Sam had a clarifying question about terms. If someone is appointed does that count as a regular term per Article 3, Sections 2-4.

Sarah suggested appending a page to indicate that the board had reviewed and readopted them as of a date.

Kim had a question about hybrid meetings, do we need to add a section for that? Jim suggested checking with the City Clerk to see if there was a City standard.

The board agreed to continue this discussion at the next meeting.

**Agenda Item #2: BLAB Report to City Council**

Jim researched and found that this was started in 2016 and the first report was provided in March 2017. Kirsten shared background information about the report. She shared that it was an update to Council specifically about the libraries in Bellevue versus a KCLS report.

Kim shared that the last update was in 2019 so it would be good to share an update about the pandemic recovery. She shared that Newport Way Library Association is concerned that they are only open six days a week. Kirsten and David shared what went into the library hour expansion including circulation and community need. Crossroads has very high circulation numbers despite its small size.

Jim said he would look at past presentations and work with the City Clerk's office to schedule.

**Agenda Item #3: Library Statistics**

David Frappier discussed statistics available including door count, circulation statistics, etc

The board discussed items of interest

- Door count
- Circulation statistics
- Meeting room reservations
- Calls for aid
- Programming data

Kirsten suggested sharing their current location dashboards. There would be 4 dashboards for Bellevue, Crossroads, Newport Way, and Lake Hills. Annual system-wide reporting is sent to the Washington State Library and shared as a courtesy shared with the American Library Association for national comparison. KCLS Board of Trustees reporting is done annually for the entire system but reporting for regions is done on an ad-hoc basis.

Kirsten shared that most reporting was not centrally tracked prior to the pandemic, but the system is improving reporting now. As well KCLS has had a philosophy of patron privacy first meaning that patrons must opt in to have their information tracked.

Kim asked what time periods would be available and if we could do year over year comparisons.

Sam requested that library statistics be sent out with the agenda so that board members could review in advance so that they could ask informed questions during the meeting.

David also clarified that the numbers don't always tell the whole story and that the qualitative information is often as important to tell the whole story.

**Agenda Item #4: Meeting Location**

Jim made a motion to move the meetings at the Lake Hills library 30 minutes earlier to start at 4:30PM so that we don't conflict with the Talk Time program that starts at 6PM on Tuesdays.

Seconded by Kat, unanimous approval.

## REPORTS

### **Report #1 – Bellevue Friends of Library**

Susan Peterson gave an update on the Bellevue Friends of the Library. She said that the puzzle Sunday campaign at Lake Hills library was moved to Saturdays following the change in hours earlier this month.

### **Report #2 – Newport Way Library Association**

Kim Anderson shared an update on the Newport Way Library Association. She shared that the childrens' book sale in June was a great success and raised about \$900 for library programs.

### **Report #3 – Bellevue Library staff reports**

David Frappier reported about the expansion of library hours. The response has been overwhelmingly positive. The Bellevue branch has seen massive increase in weekend usage nearly doubling over the first few weeks of new hours.

Summer reading program is going well despite absences and staff shortages. They are hosting "sold-out" story times. There was an egg drop event at Lake Hills with support from the new teen library volunteer group. Kirsten suggested bringing in the teen services librarians to talk about the teen library volunteers.

Library staff will host tables at the Downtown Movies in the Park later this summer.

## NEW BUSINESS

Items for future meetings

- Continue review or approval of bylaws.
- Discuss the criteria for expanding library hours.

## ADJOURNMENT

The meeting was adjourned at 6:24 PM.

**UPCOMING:** The next meeting will be held on September 19, 2023 at Newport Way Library. The meeting agenda will be distributed before the next meeting.

### Locations for upcoming meetings:

- August 2023: no meeting
- September 2023: Newport Way Library
- October 2023: Lake Hills Library, NOTE earlier time
- November 2023: Bellevue Regional Library
- December 2023: no meeting

**Minutes Submitted:** By Sarah Rock

Approved as written on September 19, 2023