

**City of Bellevue
Library Advisory Board**

**Monthly Meeting Minutes
November 27, 2018**

Opening

The regular monthly meeting of the City of Bellevue Library Advisory Board was called to order at 5:03 PM on November 27, 2018 in the meeting room of the Bellevue Library, by Kim Anderson, President.

Meeting Attendance:

Board Members Present: Kim Anderson, Chad Davis, Gunjan Murarka, Ankit Saraf, Jillian Selem, Barbara Spindel, Cris Dreher

Board Members Absent: None

KCLS Representatives: Cecie Streitman, Bellevue Library Regional Manager; Kirsten Corning, North Central Regional Manager.

Friends of the Bellevue Library: Julie Schuman

Newport Way Library Association: Barbara Spindel

Guests: Jennifer Robertson, Bellevue city council member and library advisory board liaison

Public Comment Period:

No members of the public were present for the meeting.

Approval of Minutes:

Minutes for October 2018 meeting were approved. They will be posted on the LAB One Drive and filed with the Deputy City Clerk.

Regular Business

Agenda Item 1 – Tour Of The Bellevue Library

The board was treated to a tour of several library areas including:

- New flexible meeting rooms on the first floor of the library - The rooms are being marketed to the business community. The rooms don't need to be reserved and include equipment that someone running a business meeting might need. For example one room includes a monitor for making presentations.
- The Automated Materials Handling Machine (AMH) - The AMH, also known as "the beast", has cut the time for processing incoming materials and routing them to their destination (whether that be to the holds shelf, to another branch, or back onto the regular shelves) from 7-10 days to daily. In addition, the carts onto which books are sorted for shelving have a new ergonomic design that greatly reduces chances of injury for staff.
- The new third floor children's area - the new area has been positively received overall by parents and children despite a few safety concerns that were raised.

Agenda Item 2 – Discussion With Jennifer Robertson

Jennifer indicated that the annual update presentation/report by the library advisory board to the city council is well received and is helpful in ensuring that the council doesn't forget about the library board. The frequency of one report a year is about right. However, if there is a lot to report or if there is something that requires more immediate attention then by all means the board should schedule additional reports as needed. This is similar to the general practice of other boards and commissions (e.g. one primary annual report and then additional reports as agenda items require).

Jennifer requested that the board let her know first if there are specific issues that require attention so that she can facilitate with the council and/or identify and route the issue to the appropriate departments or entities. For example a security issue might better be addressed to the Bellevue Police Department than the council.

One thing to keep in mind is that the city council doesn't generally take a position on specific issues without following a defined process as required by state law. Therefore, if the board wants to request that the council take a position on an issue we should make sure that it is truly important.

Jennifer is aware of ongoing discussion about the upcoming levy lift but would like to know more. This would be a good topic to inform/educate the council about when the time is right. Presenting about this to the council also has the benefit of helping to inform the public via Bellevue TV.

Jennifer mentioned that for anyone who is interested in becoming more involved in civic affairs the Bellevue Essentials program is an excellent resource. Many Bellevue leaders have participated in the course in the past. In addition to the information that one learns it also provides a great network.

Reports:

- **Bellevue Friends of the Library**

BFOL will be setting up for the annual holiday sale on Wednesday; the sale will occur Thursday through Saturday. The goal is to raise \$3,000 (last year the sale raised \$5,000 but had some one time significant/valuable donations that boosted the overall sales figure). Last year the Bellevue friends of the library were able to give a total of \$48,000 to the library. This year's goal is \$40,000. This continues a trend as people transition to digital formats and therefore revenue from the bookstore and from book sales fall off.

- **Newport Way Library Association:**

The annual book sale was just completed. Initial sales figures are \$3,800. Credit card sales accounted for more than half of the total so providing this capability has proven to be worth it. In addition, pricing at the annual sale suggests that people would be willing to pay \$2 for ongoing sale materials so the plan is to raise the price in the near future.

The discussion about sales lead to several questions:

- Can the Association sell used library books at the sale? Answer: this is not allowed by statute.
- Why doesn't the Association sell donated books on Amazon? Answer: when factoring in all the costs (e.g. time and effort for processing) it cuts too far into the margins to be worthwhile.

An upcoming science program for 7-10 year olds on shadows and light sponsored by the Newport Way Library Association was highlighted.

- **KCLS Staff Report**

LeGrand Olsen, who currently manages adult services will be taking on management of children's services as well. LeGrand will be attending the January board meeting to review programming and services from 2018 and to talk about 2019 goals.

Year to date circulation statistics show no decrease year over year for Newport Way as well as for the overall cluster (Newport Way, Newcastle, Mercer Island). Door count is actually up.

Several recent well attended programs were highlighted including a pop-up voter registration table, an escape room event, a seasonal cooking workshop, book talks at Tyee Middle School, and the STARS "all-terrain science" workshop.

New Business:

No new business was introduced.

Adjournment:

Meeting was adjourned at 6:20 PM by **Kim Anderson, President**. The next general meeting will be at 5:00PM on January 15, 2019, at the Bellevue Library.

Meeting Agenda: Will be distributed by Kim Anderson, President, prior to the next meeting.

Minutes Submitted By: Chad Davis, Board Secretary