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City of Bellevue
Library Advisory Board
Monthly Meeting Minutes
September 20, 2016

Opening

The regular monthly meeting of the City of Bellevue Library Advisory Board was called to order at 5:07PM on September 20, 2016 in the Newport Library Meeting Space, by Chad Davis, President.

Meeting Attendance:

Board Members Present: Judy Bailey, Chad Davis, Cris Dreher, Loretta Lopez, Alice Lee, and Barbara Spindel. Board Members Absent: Peter Maxim,

KCLS Representatives: Debra Westwood (Bellevue Cluster Manager)

Bellevue Friends of the Library: Ned Kurabi, President

Newport Library Friends: Barbara Spindel, President

Public Comment Period:

No members of the public requested time for comment.

Approval of Minutes:

Discussion regarding the approval of minutes from May through July. The minutes were for May through July will be resubmitted for review and approval at the October Meeting. September minutes will be reviewed for approval at the October meeting.

Regular Business:

Agenda Item 1: Library Advisory Board engagement with Bellevue City Council

The Board engaged in a wide ranging discussion regarding the structure and timing of the previously adopted resolution to develop and deliver an official report of LAB activities. Discussion was led by Loretta Lopez and Barbara Spindel covering topics including:

- Report frequency and timing
- Content and format
- Delivery

The Board decided the report would be an annual action and delivered in March each year. The report will be delivered as part of the “Boards and Commissions” time at the Council meeting (allowing for inclusion in Council Members’ pre-meeting packets). The report will contain highlights from the previous year activities and actions of the LAB gleaned from monthly meeting notes as well as KCLS statistics and actions aligned to and impacting the “livability” of the City of Bellevue for its citizens. Work on the report will commence in January and will be supported by KCLS graphics staff to produce a finished product by March 1.

Working sessions and Board review will be scheduled as appropriate.

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New Business:

Document Repository for Library Board:

The Board now has a OneDrive site for collection and sharing of working documents supporting its ongoing activities. The site does not replace the official repository of Board agendas, minutes, and reports filed with and maintained by the City of Bellevue. A full demonstration of capabilities and use will be done at the October meeting due to time constraints at September meeting. A question was raised regarding potential issue of having a "separate" document site. Loretta volunteered to check with the City on this issue and report back to the Board.

Reports:

Advisory Board:

Barbara reported on the August KCLS Trustees meeting. Two issues generated significant discussion. The Library Page program was requested to be included in KCLS benefits by the union representing KCLS employees. The Pages are employed on a basis that restricts their hours to approximately 20 per month. Once an employee exceeds 70 hours in a three-month period, they must be covered by the State retirement system (with the required employee and KCLS contributions). The second issue receiving significant attention was the staff report on Library security. Five locations are now being served with off-duty Police which is expensive (Bellevue is one of the five). Gary Wasdin reported on examples of security issues which need to be addressed and is looking at a 3% reduction in other operating expenses to address this issue. Staff are reviewing other potential options including reintroduction of security cameras in parking lots and garages.

Additional reports will take place at October meeting.

KCLS Staff Report:

Debi provided an update on Ice Rink this winter and potential impacts on the Library (parking, events, etc.) and a brief overview of the Bellevue Transit Center outreach event which was quite successful (more on this in October).

Friends of the Library:

Barbara reported that a Newport FoL member is being inducted into the FoL Hall of Fame.

Ned reported on the FoL book sale coming up and reminded everyone about the silent auction in November. FoL will be supporting events in conjunction with the Ice Skating rink in Ashwood Park.

Adjournment: Meeting was adjourned at 6:37PM by Chad Davis, President. The next general meeting will be at 5:00PM on October 18, 2016, at the Bellevue Library.

Agenda for Next Meeting: Will be distributed by Chad Davis, President, prior to the October meeting.

Minutes Submitted By: Cris Dreher, Board Secretary