

# **City of Bellevue Library Advisory Board**

## **Monthly Meeting Minutes June 20, 2023**

### **OPENING**

The regular monthly meeting of the Library Advisory Board (the "Board") was called to order at 5:11 PM on June 20, 2023 by Gunjan Murarka, Vice President. The meeting was held in person at the Bellevue Library with an option for hybrid attendance via Zoom.

### **MEETING ATTENDANCE**

Board Members Present: Sam Fetchero, Gunjan Murarka, Kat Pipkin (remote), and Sarah Rock. Kim Anderson joined remotely during the first business item.

Board Members Absent: Jim Rusk

KCLS Representative(s): David Frappier, Kirsten Corning

Friends of the Bellevue Library: Susan Peterson

Newport Way Library Association: Kim Anderson

Guests: Councilmember Lee

### **APPROVAL OF MINUTES**

The meeting minutes for May 2023 were approved as written.

### **APPEARANCES AND PUBLIC COMMENT PERIOD**

There were no public comments.

### **REGULAR BUSINESS**

The meeting began with an introduction of David Frappier, the new Regional Manager for the Lakeview region, which includes Bellevue, Lake Hills, Newport Way and Crossroads branches. He formerly worked at University of Washington and Seattle Public Library. He shared that he is learning about the Lakeview region and working on practical things behind the scenes like scheduling, exploring big picture things like changing outreach to new Bellevue community members and working with the Library Advisory Board.

#### **Agenda Item #1: Summer Reading Program**

Erin Ostrander, one of the children's librarians, shared an update on the program, which started on June 1. There are three different levels: under 5, 5-12, and 12-adult. Program goals are flexible and set by each participant; specifically, each member decides how many minutes they aspire to read. There are prizes for completing half the program and the full program. To receive the prizes, a participant must visit a library branch. The staff visited over 20 elementary and middle schools to promote the program. There will be a wrap up celebration on Wednesday, August 16 on top of the Bellevue Library parking garage.

It was shared that last year's participation was lower than pre-pandemic participation. Sam challenged all board members to participate in the Summer Reading Program. (Kim Anderson joined remotely during this presentation.)

**Agenda Item #2: Interview Timeline**

Councilmember Lee shared that the recruitment is underway to fill the open board position. He has interviews next week. He invited David Frappier to participate in the interview process.

**Agenda Item #3: Outreach Discussion**

Councilmember Lee spoke about outreach and shared appreciation for David Frappier's role.

**Agenda Item #4: Program Numbers**

Kirsten asked for clarification regarding this request. Gunjan shared we are interested in general statistics about the Lakeview region and hoped for reports that were already being done and did not wish to create additional work for staff to create custom reports. Kirsten explained that there are branch-level dashboard with checkout and traffic data that could be shared monthly, but not one for the region as a whole. Staff discussed doing quarterly program reporting and will share an update at a future meeting regarding what is possible.

Kat asked about library meeting room space. Is it possible to determine how many groups are booking space? Kirsten explained that the booking system is based on email addresses and staff checks to ensure that an email address is monopolizing meeting room space. Staff don't have capacity to do extensive research but will address it if it is identified or noticed.

Sam asked if calls for public safety are tracked. Yes. Is this something that could be shared at a future meeting.

Gunjan also shared that statistics were typically included in the advisory board's report to City Council and requested that the report be discussed at a future meeting.

**REPORTS**

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

Susan Peterson gave an update on the Bellevue Friends group. They are open three days a week at the Bellevue location and the busiest day is Saturday. Lake Hills library is continuing to see success with the "puzzle Sunday" campaign. In August the Bellevue Friends will host a special children's book sale for back-to-school. Proceeds from Bellevue Friends activities fund programs and services at the Bellevue and Lake Hills library. The Crossroads branch is supported by the Bellevue Friends group as needed, however due to its size it has significantly fewer programs.

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

The Newport Way Library Association's children's book sale is next weekend. The group hold's the children's book sale at the beginning of summer to support summer reading. Kim Anderson also shared that the association has switched to selling excess books through ThriftBooks and noted that donations are still lower than prior to the pandemic.

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

Kirsten shared that library hours will expand on July 9 for the Bellevue area libraries. Bellevue branch will add Sunday hours and be open every day of the week. Crossroads branch will also add hours on Sundays

and be open every day of the week. The Lake Hills and Newport Way branches will increase from being open five days a week to six days a week. Both will be open on Fridays and Saturdays and closed on Sundays starting July 9. Additional details can be found on the KCLS website.

Staff shared that there are a still a few vacancies to be filled hopefully by the expansion date. One librarian did transfer to another region so there is a librarian vacancy in the makerspace.

Kirsten shared that she has reserved meeting room space for the BLAB at different branches through the end of the year. However, there is a potential conflict at the Lake Hills Library because they are starting a new standing program at 6PM on Tuesdays. The board would need to limit meetings held at Lake Hills to 1 hour if the program continues.

## **NEW BUSINESS**

Items for future meetings

- Review the BLAB Bylaws
- Discuss the BLAB report to City Council
- Review library statistics
- Review meeting locations in light of the new program at the Lake Hills Library at 6PM on Tuesdays.

## **ADJOURNMENT**

The meeting was adjourned at 6:31 PM.

**UPCOMING:** The next meeting will be held on July 18, 2023 at Bellevue 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
- November 2023: Bellevue Regional Library
- December 2023: no meeting

**Minutes Submitted:** By Sarah Rock

**Approved:** at the July 18, 2023 Bellevue Library Advisory Board Meeting