

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, December 17, 2002 - Library Board Room**  
**04:00 PM - 05:45 PM**

Minutes of Actions and Decisions of the Board of Library 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:** Alan Kemble, Karen Durham, Rick Rhodes

**Board Members Absent:** H.A. Barney Goltz, Judith Wiseman

**Library Staff:** Julie Carterson; Margaret Ziegler; Gladys Fullford

**Others:**

**Minutes approved:** November, 2002 regular meeting with a correction that the Whatcom County Library System contract is in the amount of \$114,000.

**Claims approved:** November, 2002 general fund \$56,632.00; gift fund \$2,515.27

**Director's Report:** Julie Carterson will be speaking about the implications of the Patriot Act for libraries to the League of Women Voters on January 18th and the ACLU on February 13th.

Julie will have an initial meeting with Jim Zervas regarding a preliminary building report this week.

We are looking at new software: My Community and Newspaper Indexing. Both are user friendly for patrons and easy to update. They will transition well with the upcoming system migration. The County may share in the cost.

The Staff Meeting and Breakfast is Monday, December 23, 2002. We had a Page Recognition Day to honor the hard work of our pages.

The 2003 budget has passed Council.

The Friends have agreed to purchase four book trucks for Outreach. The Friends had a fantastic book sale. They made \$9,700.

**Communications:** A report from Whatcom Community Foundation and letters from the young adult reading group. Mary Swenson sent a letter of clarification of the Board as the employer, and suggests the need of a written agreement regarding the relationship of the City to the Board and the employees. The Board has a labor agreement with AFSCME 114L but not 114 or Supervisors & Professional union groups. A 1977 determination from Pat Brock, City Attorney, stated that by State Law the Library Board is not a department of the City. Once the mayor makes an appointment to the Board, the Board member becomes autonomous.

**Discussion Items:** We are formalizing the Records Retention Policy. Gayle Helgoe is checking with other libraries on their computer backup tape policies. We are continuing to work on this along with the County.

**Action Items:** The Downtown Renaissance membership annual renewal is \$100. Karen Durham made the motion to authorize membership. Rick Rhodes seconded. The motion was approved.

**Trespasses:** We have a new on-line system on the City network that gets information out quicker. Nothing that the patron uses goes on the hard disc. This provides patron privacy.

**Public Comment:** None

**Executive Session:** Discussion of personnel matters and building sites.

**Next Regular Meeting: January 21, 2003 will begin at 4:00 p.m.**

**Meeting adjourned** at 5:45 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees