

Regular Meeting of the Board of Library Trustees
Tuesday, January 21, 2003 - Library Board Room
04:00 PM - 05:40 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.

Board Members Present: Alan Kemble, H.A. Barney Goltz, Karen Durham, Rick Rhodes

Board Members Absent: Judith Wiseman

Library Staff: Julie Carterson; Gayle Helgoe; Margaret Ziegler and Gladys Fullford

Others:

Minutes approved: December, 2002 regular meeting

Claims approved: December, 2002 general fund \$49,200.83; gift fund \$781.07

Statistics: New people counters were installed for the Adult Department, Children's Department and Fairhaven Branch. This will give us good numbers for future statistical reports.

Director's Report: Sandy Zell is giving a presentation to the Sister City Committee requesting funding for the We Share A Story project. Money is needed to purchase books and for translations.

Dick Little will be lobbying against the three legislative measures affecting libraries: Capturing information on who has accessed child pornographic websites, filtering children's computer terminals, and the election of Board members. Relevant information provided.

Two way-finding signs have been installed. The Office of Neighborhoods and Community Development is considering our request for four more signs.

Fairhaven is undergoing landscaping improvements. Sue Hynes is working on a plan with the Parks Department. The Friends have donated \$1,200 to this endeavor.

We have retained the services of Jim Zervas to develop a preliminary planning document. There will be several sessions with the staff, Board members and Friends.

Gayle Helgoe is chair of a city/county library committee. She is working with a consultant to develop a needs survey for a new integrated library system. The consultant will also help with the evaluation of a competitive bidding process and the negotiation of a contract.

Communications: Jane Lowrey formally responded to two patrons regarding a book with inaccuracies.

Discussion Items: Gayle recommended the library keep one backup tape for 8 weeks and one backup tape for 16 weeks for the Records Retention Policy.

The County Library has developed a bookmark advising patrons that their records may not be confidential. We would like to print a brochure that would be more comprehensive. The County Library is willing to pursue this as well. Jane Lowrey will be working with the county library staff on this brochure.

Action Items: Barney Goltz moved for the adoption of the Records Retention Policy as presented. The motion was seconded and approved.

The Board approved 6,602 withdrawals during the fourth quarter of 2002.

Karen Durham moved that the Board renew the contract with the Friends for 2003. The motion was seconded and approved.

Executive Session: Updates of building sites and personnel contract.

Action Items after Executive Session Closed: Rick Rhodes moved to adopt the Library Holiday Schedule. The motion was seconded and approved.

The Board will move the meeting starting time to 4:30 p.m.

Next Regular Meeting -- February 18, 2003 will begin at 4:30 p.m.

Meeting adjourned at 5:40 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees