

**Regular Meeting of the Board of Library Trustees
Tuesday, December 16, 2003 - Library Board Room
04:00 PM - 06:30 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, Tim Douglas, and Judith Wiseman by Speaker Phone

Board Members Absent:

Library Staff: Julie Carterson; Margaret Ziegler; Scott Blume; Gladys Fullford; Fay Fenske

Others: Grant Deger, City Council Liaison, Susan Trimmingham, Tim Farris, Lavelle Freudenberg, Tom Glenn, Velma Wendt

Minutes approved as corrected: November 18, 2003 regular meeting

Alan Kemble and Julie Carterson will draft specifications for a study of this building. Julie Carterson will discuss a timeline with Alan Kemble and Tim Douglas.

Claims approved: November, 2003 general fund \$51,583.79; gift fund \$3,450.94

Statistics: We topped the half million mark in visitors at Bellingham Public Library averaging 1,925 people a day. Julie Carterson commented that we have added only 12,000 items to date to the collection; we had added 14,047 this time last year. This reflects both inflation (significantly higher for books than for other consumer products) and budget cuts. We had been adding 18,000 to 19,000 items yearly.

Financing/Public Disclosure – Special Report: Lavelle Freudenberg has worked with the Bellingham School District special elections since 1988. She spoke to the Board about guidelines for public agencies. The Public Disclosure Commission advises on the many gray areas. Current rules forbid a public officer or official to promote a campaign on work time; and, though new interpretations may permit use of public spaces, caution is advised. The process of submitting a proposition as official ballot measure was detailed noting the minimum timeline between declaration and election is 45 days.

Freudenberg differentiated the permitted uses of private and public funds and discussed the mechanics of setting up a citizens campaign committee. Private funds can be used for targeted mailings and newspaper advertisements as well as for soliciting specific voter information. Campaign materials printed by an advisory committee must clearly identify the responsible organization along with the chairperson's name. Surveys funded with public monies can ask how the voters feel about an issue, but not how they will vote. Informational materials that state only the facts may be printed at public expense, but cannot be sent to targeted voters.

The treasurer of the advisory committee files regular reports to the Federal Department of Commissions. The advisory committee should appoint a Public Disclosure Officer who would make judgment calls and act as liaison with the FDC. Lavelle will provide a copy of the guidelines and a sample fact sheet to the Board.

Director's Report: Circulation staff has concerns about the 8:00 p.m. closing and would like the Board to reconsider this decision. Staff has been impacted by increased circulation, raised fines, reduced custodial staff, and library staff cuts. A series of staff meetings will be held to brainstorm ways to reduce stress. Fay Fenske spoke to concerns of staff regarding the 8:00 p.m. closures and asked for a postponement. Alan Kemble acknowledged the Board's awareness of the impact on staff, but the 8:00 p.m. closures seemed to be the less onerous of many considered alternatives. A Staff and Board meeting is tentatively planned for February or March.

Margaret Ziegler, Gayle Helgoe and Helen Scholtz are meeting with Facilities management and a mediator to promote better working relationships between the two departments. Currently, Public Works manages custodial and maintenance using a cost model based on square footage. The Library experiences heavy use and foot traffic seven days a week and has proposed coverage based on general public usage.

Pamela Jull, Managing Partner of Applied Research Northwest, and Julie Carterson are working on a ballot measure timeline. Julie has also been working on the proposal for the engineering service contract. An engineering/architectural feasibility study would definitively determine if the current site should be considered. The assessment would include geo-technical, seismic, health, and safety aspects. Although this site was not recommended to City Council, there is broad public sentiment for this site. Tom Glenn said the Friends Board voted to contribute support for a study of this site and suggested that the Board make a firm recommendation to City Council. Barney Goltz moved that the Board request a meeting early in 2004 with the City Council to present our recommendation for a future library site recognizing that the ultimate decision, which may or may not correspond with the Board's, will be made by the City Council. Karen Durham seconded the motion. After discussion the motion was approved. The Board will go before the City Council in January to present their choice and rationale.

Action Items: Julie recommended the new Systems Contract with Dynix. The total cost before taxes is \$169,390. This will be split with the Whatcom County Library System. There is a provision for sending two people to CODI's annual membership training for critical updates and a 3% annual cap on maintenance. Barney Goltz moved to adopt the Systems Contract as presented. Karen Durham seconded. The motion was approved.

The Interlocal Agreement between Bellingham Public Library and Whatcom County Library System for FY 2004 was proposed at \$116,847.32. Barney Goltz moved acceptance of the Interlocal Agreement. Karen Durham seconded. Motion passed.

An amendment to the Meeting Room Policy would attach a penalty for failure to lock rooms after a rental. Karen Durham moved to accept the Meeting Room Policy as amended. Barney Goltz seconded. The motion was approved.

Executive Session: Discussion of personnel matters.

General Session: No action taken.

Next Regular Meeting – January 20, 2004 will begin at 4:00 p.m.

Meeting adjourned at 6:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees