

Regular Meeting of the Board of Library Trustees
Tuesday, June 17, 2003 - Library Board Room
04:00 PM - 06:05 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, Judith Wiseman, Karen Durham, Tim Douglas

Board Members Absent:

Library Staff: Julie Carterson; Gayle Helgoe; Gladys Fullford

Others: Velma Wendt

Minutes approved: May 20, 2003 regular meeting with the clarification of abbreviations for EAP (Emergency Assistance Program) and PFD (Public Facilities District).

May 29, 2003 special meeting

June 6, 2003 special meeting

Claims approved: May, 2003 general fund \$36,831.12; gift fund \$253.23

Statistics: Statistics continue to show healthy increases. We now have overflow videos on the top floor.

Meeting Room Fee Policy: This policy has been revised to conform with the Parks Department handout. It clarifies the problem of different amounts for profit and non-profit room rentals. The commercial rate would be charged unless the renter gains approval as a non-profit. Barney Goltz moved to approve the policy in respect to the meeting room definitions. Staff will work on the form. The motion was seconded and approved. Tim Douglas moved to exempt from commercial fees those groups who participated in the restoration of the Fairhaven Library floor. The motion was seconded and approved.

Board Member Reports: Judith Wiseman reported that the Site Evaluation Committee has seven different ways of looking at this site. The report will be ready soon.

Director's Report: Julie Carterson met with the Rudat Group. Their preliminary report should be ready by June 23rd.

Information was handed out regarding a workshop for planning a successful library election campaign. Discussion revealed that the library is not eligible to ask for an increased levy as opposed to a new levy. The City may be able to do so on the library's behalf.

The Whatcom County Library Board would like to meet with our Board. They would like to discuss automation, filtering, budget and our network systems analyst position. It was decided to meet with them at their next meeting on July 15, 2003, at 10:00 a.m.

Julie attended the Council Budget Workshop yesterday. Information on the various City department's attempt to meet the budget cuts was presented.

Human Resources is doing a study of other cities to find what a City staff should look like. The library is severely understaffed professionally. Bellevue has 75 fte (full time equivalents), Everett with less activity has 59 fte. Bellingham Public Library has 46 fte. For every 1% increase in circulation, we have an additional 15 hours of restocking book shelves.

Susan Henderson's last day here is June 27, 2003. She is going back to school. The job description will be for a data base administrator who will manage all our computers and handle the web programming. We may hire someone on contract to take us through the Dynix transition. ITSD (Information Technology Services Department) will take over the telecommunications.

Julie will be attending a fundraising software workshop at the Seattle Art Museum. It is presented by software developer, Blackbaud.

Jane Lowrey will oversee Outreach. Bruce Radtke's position will be filled with a reference librarian.

Discussion Items: The budget cuts of 2% for 2003 and 7% for 2004 were discussed. The 2003 cuts consist of increased fines, unpaid family leave and a savings in computer hardware funds. The Board asked for a detailed accounting of the savings by closing at 8:00 p.m. in 2004. The report will be ready for a Special Board Meeting to approve the 2004 budget cuts. Julie has suggested changes in the clerical staff. Extra labor hours will be reduced while Office Assistant II's may staff the circulation desk for three to four hour shifts.

Next Meetings: The architect's will present their report. It is hoped to have the Campaign Co-Chairs, Tim Farris and Susan Trimmingham involved. There will be an earlier special meeting Thursday, July 10, at 4:30 p.m. to discuss the budget. The Board will meet with the Whatcom County Library Board at 10:00 a.m. on July 15th.

Executive Session: None.

Next Regular Meeting – July 15, 2003 will begin at 4:00 p.m.

Meeting adjourned at 6:05 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees