

Special Meeting of the Board of Library Trustees
Thursday, July 10, 2003 - Library Board Room
04:30 PM - 05:30 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, Judith Wiseman, Karen Durham, Tim Douglas

Board Members Absent:

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

Others: Velma Wendt

Discussion Item: 2004 Budget

The 2004 budget reductions are based on the original Projected 2004 budget, and do not include facilities. The reductions can be accomplished mostly with a mix of revenue increases, staffing reductions and other line item adjustments.

Staffing reduction savings amount to \$72,412. Bruce Radtke, Outreach Librarian is retiring; his position will be reduced to .8 full time equivalent. Jane Lowrey will oversee Outreach. It is proposed that Jennifer Lovchik and Deborah Brewer be increased from 0.9 FTE to full time to assume tasks requiring continuous attention – tasks previously performed by Bruce and Susan Henderson. The Outreach Librarian's collection development responsibilities will be shifted to these and other librarians. Jennifer will also be responsible for the web page development. Judith Swatosh is filling a temporary half-time Reference Librarian position through December. Susan Henderson has resigned and the Network Manager position will be eliminated. ITSD (Information Technology Services Department) will assume responsibility for telecommunications, network and database administration. This will provide us expertise and manpower as we transition to a new system and allow us the opportunity to assess actual IT needs. In the interim we can rely on our Dynix maintenance contract. We do need a Department Computing Specialist to maintain computer hardware.

We will be able to achieve the balance of our deductions through voluntary reductions with no layoffs. It is proposed to close at 8:00 p.m. Monday through Thursday beginning January, 2004.

Action: Motion made by Tim Douglas, seconded by Judith Wiseman.

Tim Douglas moved to adjust the budget consistent with the recommendations discussed today including closing the library at 8:00 p.m. Monday through Thursday. The motion was seconded and approved. The 2004 budget is adopted.

Meeting adjourned at 5:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees