

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, October 19, 2004 - Library Board Room**  
**02:30 PM - 04:00 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:** Chairperson: Tim Douglas, Vice-Chairperson: Alan Kemble, H.A. Barney Goltz, Judith Wiseman, David Edelstein

**Board Members Absent:**

**Library Staff:** Pamela Kiesner; Gayle Helgoe; Margaret Ziegler; Gladys Fullford

**Others:** Grant Deger, City Council Liaison, Velma Wendt

**Minutes approved:** September 21, 2004 regular meeting minutes were approved as read.

**Claims approved:** September, 2004 general fund \$31,560.73; gift fund \$720.23.

**Statistics:** Staff is still learning how to create statistical reports from Horizon. Statistics are as accurate as possible. Circulation continues to increase even with fewer hours.

**Board Member Reports:** None

**Library Director Report:** Pam Kiesner explained the suggested revision to the interlocal agreement will tighten up the language regarding ownership of library records. We are working on the agreement and our policies.

Pam met with Dean Brett, who has been appointed as the Library Liaison from the PFD. Dean brought Pam up to date on the PFD issues. He also offered that his firm would represent the library pro bono if we were served a subpoena related to the Deming Library issue. Pam also met with Tom Livesay, Museum Director.

Pam attended the Fairhaven Friends meeting and the historical lecture on Bellingham, "Then and Now", by Jeff Jewell. The November 22nd lecture at Fairhaven will be by Laura Jacoby, Galen Biery's granddaughter. It will be a magic lantern show about Fairhaven. The Fairhaven Friends would like to have the concrete bench across the street by the flagpole moved in front of the Fairhaven Library. Public Works will move it for them.

The Management Team meets twice a month. They are discussing issues related to the long lines at the Circulation Desk. In the 2005 budget, we have requested three desk components that can be maneuvered to varying heights to provide ergonomic comfort for the staff. Other issues include whether to replace the security system, and possibly adding efficiencies such as self-check out and patron pick up of holds. This could increase staff efficiencies, and customers would be relieved of a long wait.

Gayle Helgoe explained we are working to settle the finer elements with the Horizon conversion. The slow response time of the public terminals is a network issue. Pat Lord is working on a way for data to pass more efficiently. Training on creating customized reports is needed. Gayle, Madeline Sheplor, and Jennifer Lovchik will be attending the CODI conference for customers of Dynix/Horizon in November in Portland.

Pam will be attending the City Council 2005 budget sessions on November 4th and 9th.

**Public Comment:** None.

**Action Items:** Judith Wiseman moved to approve the withdrawal of 3,725 materials during July and August. David Edelstein seconded. The motion carried.

The Whatcom County Library System (WCLS) Board approved the language that gives equal ownership of records and data to both BPL and WCLS to be inserted in the Interlocal Agreement this morning. Our legal department has not looked at it yet. The Board had questions on the language, and the language was not approved.

**Discussion Items:** A Draft Strategic Planning Work Plan, combining efforts from the Special Meeting of October 13, 2004, was handed out. This will be a template for strategic planning. David suggested that formulating a compelling written case statement should be completed before steps 3, 4 and 5. This should be a positive document with lots of information and with answers to all possible questions. Barney suggested another work session. The Work Session will be November 9th at 2:30 p.m. Each person will review the draft Work Plan and make any suggestions for changes, additions or omissions. The board members will review and provide suggestions for changes/additions to the case statement on BPL's homepage titled: "Bellingham Public Library Facilities Needs Analysis, May 2004". Board members will also come prepared with questions they would like to see included in a "Frequently Asked Questions" (FAQ) document, to be used with our compelling case statement. Tim Douglas said it would be helpful for staff to bring a list of the best things being done in other new libraries.

Pam will contact Public Works regarding questions about the geo-technical study.

Gayle mentioned the Seattle City Council had passed a resolution supporting a new library. She has been working on a similar document to put before Bellingham City Council when appropriate.

**Next Regular Meeting – November 16, 2004 will begin at 2:30 p.m.**

**Meeting adjourned** at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees