

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, November 16, 2004 - Library Board Room**  
**02:30 PM - 04:35 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:** Sue Tercek, Michael Menard, Ben Mann

**Modified Agenda approved.**

**Minutes approved:** October 13, 2004 special meeting minutes were approved with corrected name, Growth Management Act.

**Minutes approved:** October 19, 2004 regular meeting minutes were approved as read.

**Claims approved:** October, 2004 general fund \$39,757.72; gift fund \$3,236.83.

**Communications:** None.

**Statistics:** Tim Douglas expressed concern that library rooms are not being booked as much as in the past. Could the rooms possibly be converted to other usage? Community meeting space usage does not seem to be as high as other usage. Gayle Helgoe mentioned the rooms are being booked regularly. We are on track for the 2004 budget revenue.

**Public Comment:** Sue Tercek asked the Board to keep Fairhaven in mind during the budget cutting period. Michael Menard asked for advice for strategies to save the Fairhaven Library. Suggestions were for personal contact with the council and mayor, but hand written letters are most powerful. True, heartfelt feelings should be expressed. Provide data why services are valuable, level of use, and circulation figures. The City needs to face emergency services funding, and eliminating other departments will not be enough.

**Action Item:** Ben Mann would like to donate a piece of art to the Children's Library. According to City policy, it must be approved and accepted by the Board as well as the Municipal Arts Commission. Ben Mann said the library had influenced him as a child, and he would like to donate the artwork as well as the use for possible reproduction purposes. David Edelstein asked how the artwork would be rotated if there are many more donations, or how would we dispose of it. Once something is donated, it is the Library's property to deaccession, but could not be removed without submitting it to the Municipal Arts Commission. We need to seek legal counsel on drafting an agreement to receive donated artworks on temporary loan and for the artist to give up any claim on it. Concern was expressed regarding obligation of caring for the object for the long term at this time. David Edelstein moved to table this item for discussion at the December meeting. Barney Goltz seconded. So moved. We will review our policies closer to the time we are in a new building since public artwork will be an issue.

**Board Member Reports:** Tim Douglas and Pam Kiesner attended the City Council budget work session. Council had no questions except Fairhaven's cost. Pam's remarks in Library Board packet were presented at the November 4th Council work session.

**Library Director Report:** Pam Kiesner mentioned she has offered the library as a site for a Library Marketing Training Workshop in 2005. Staff could learn techniques for marketing library services, and display of materials.

Pam has appointed a small task force to study reorganizing the lobby area. This includes the security gates, incorporating self pick-up of holds, and self-checkout. Self-checkout could possibly be achieved with a PC terminal, barcode scanner and receipt printer. When implemented, staff and volunteers would be available to re-train the public to use the self-checkout equipment.

Pam has visited two British Columbia libraries. She also attended the City Council budget work session. The next session will be November 23rd. Pam will be out of town, but Gayle Helgoe and Tim Douglas will attend. Pam has been assembling a Fairhaven Facts sheet that will provide circulation trends, customer visits, meeting room revenues and hours. The ownership of the Fairhaven library, if it is cut from the budget, was questioned. Would we lose the land through reversionary rights? This will be researched.

**Discussion Items:** Existing levies include Deemer Road and Beyond Greenways which ends in 2006. There is discussion of a new Greenways levy, and, as well, a new library bond in 2005.

Questions to give to Rory Routhe, Assistant Director of Engineering, Public Works, for the Geo-technical Study were discussed. They will include asking if additional floors can be added to the present building at a reasonable cost. What costs would be incurred to bring the building up to current seismic standards? What would be required to allow the library to function during additions and extensions to the present building? Assuming we cannot add floors to this building, can this building function as a public building without bringing it up to current seismic standards? What is the economic feasibility of laying a foundation in Lee Park that would support a new building? The Board suggested it might be a good idea if a few of them met with the selected engineering firm to clarify the intent of these questions.

Repair, replacement, or removal of the security gates was discussed. Alan Kemble moved to accept the recommendation to remove the gates in order to more efficiently redesign the lobby for self-checkout. Barney Goltz seconded the motion. Motion was approved with 4 ayes and 1 nay. David Edelstein opposed the motion. If money can be found in the near future for the "RFID" security system, it could lend itself to more automation abilities. The Board would like a presentation on RFID at the December meeting.

Pam Kiesner will ask staff members to report on what is happening here and around the country in their area of expertise. This will provide the Library Board information they need concerning children's services, reference, teen services, marketing, technical services, automation, and other issues.

The Mayor has mentioned studying the feasibility of a possible merger with WCLS. Pam suggested that if a study is conducted, perhaps the most effective way to accomplish this would be to hire a consultant. Tim Douglas mentioned that Therese Holm's previous study determined that revenues would fall short of our current budget. The revenue stream must be determined if BPL became part of the county system. We should continue to work together to figure efficiencies without merging. Pam and Tim will plan to meet with Therese and the Mayor to talk about this and a new library bond.

**Action Items:** Barney Goltz moved to adopt the proposed 2005 schedule of meetings. Alan Kemble seconded. So moved.

**Next Regular Meeting – December 21, 2004 will begin at 2:30 p.m.**

**Meeting adjourned** at 4:35 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees