

**Special Meeting of the Board of Library Trustees**  
**Tuesday, November 09, 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, David Edelstein

**Board Members Absent:** Judith Wiseman

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

**Others:** Grant Deger, City Council Liaison, Sue Hynes, President, Fairhaven Friends

**Budget:** Department Heads were assigned a task of prioritizing the services matrix for City Council review. Pam Kiesner assigned costs to all the library services. It is the statutory responsibility of the Library Board to make prioritization decisions. The City believes it is time to cut service programs. Tim Douglas and Pam will produce a letter to present to the City Council underlining the fiduciary responsibilities and prerogatives of the Library Board. The Mayor has mentioned that we may want to explore the ramifications of a merger with Whatcom County Library Services.

**Seismic and Geo-technical Study:** Dick McKinley and Rory Routhe will include questions from the Board to be answered by the study. Suggested questions that will answer why or why not this will be a good site for a new library:

Can additional floors be added to the building at a reasonable cost?

What costs will be incurred to bring the building up to current seismic standards?

What is involved in putting a foundation under the new building in Lee Park?

Assuming we cannot build up, is the existing building at the end of its life as a public building? Could it be used for offices, museum, apartments, or courts?

(Can this building function as a public building or does it need to be demolished?)

Could we continue to function during additions and extensions to present building?

**Library Field Trips:** Gayle Helgoe is drafting an itinerary of area libraries to visit in January as well as libraries to visit on our own. It will be helpful to ask these libraries for their Building Program Statements, also.

**Work Plan Suggestions:**

# Barney Goltz mentioned that we should show our relationship to the Public Facilities Group. We should establish a way to relate to them. Tim Douglas said they have asked us to participate in development discussions. We need to be involved and keep in touch. Add PFD to #11.

# If the seismic/geo-technical study tells us this site is buildable, we may not need to open the site evaluation question.

# Determine maturity dates for bond issues and levies. What issues are coming up? Pam will ask Therese Holm.

# We need a positive, intellectual, concise plan of where we are going, and must be aware of what the negatives might be.

# We need to address “branches” and why/why not build full-service branches. Where is a library presence necessary, especially to provide drop-off and pick-up?

FAQ (Frequently Asked Questions) should be an appendix to the Case Statement.

Tim Douglas, Gayle Helgoe and Pam Kiesner met with Claudia McClain. They discussed the productivity of automation. RFID (Radio Frequency Identification) should be studied for inclusion in a new library facility. Can we start this technology now, and add to it later? Staff is looking into costs. Additional space, or space reconfigured may be necessary for implementing certain technologies.

Website Piece—Case Statement: The mission statement on the web is an abbreviated form. Should we add comments, or let it stand?

Tim Douglas mentioned that he is uncomfortable about waiting to help create clusters of people gaining insight in the library. We need the public to step forward and say we need a new library. Start establishing contacts with groups. Take them on tours, or say “You should have seen...” Tim and David will work on strategy.

**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