

Regular Meeting of the Board of Library Trustees
Tuesday, April 20, 2004 - Library Board Room
03:00 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: Chairperson: Tim Douglas, Vice-Chairperson: Alan Kemble, H.A. Barney Goltz, Judith Wiseman, Karen Durham

Board Members Absent: None

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

Others: Grant Deger, City Council Liaison, Velma Wendt, Susan Tercek, Kathryn Hanowell, Lorna Klemanski

Executive Session: Discussion of New Director Search, Potential Litigation, and Personnel matters.

General Session Convened: 4:30 p.m.

Minutes approved: March 16, 2004 regular meeting

Claims approved: March, 2004 general fund \$54,043.08; gift fund \$34.96

Statistics: Fairhaven serves 44 people per hour. Children's Library serves 54 people per hour, the main floor 162 per hour. Our system is used extensively.

Board Member Report: Barney Goltz revealed that Steve Trinkhaus is anticipating the conversion of the Safeway site to a mini mall. Judith Wiseman mentioned she was returning the three videos of the meetings that were held last year. Videos on CIPA (Children's Information Protection Act) are available for trustees to familiarize themselves with the issues.

Library Director's Report: Julie Carterson stated the reappropriations from 2003 have been approved by City Council.

Julie is working on the State Library Annual Report.

The Friends will have a collector's book sale May 7th. Admission will be \$10, and there will be a silent auction. The Friends have bought a new laptop computer and a projector for Power Point presentations.

Discussion Items: Gayle Helgoe reported that a key checkout form has been added to the Fairhaven room rental form to alert people to our policy. The form states that rentals need to comply with city code, and activities are restricted to the room rented. Other rooms should not be accessed. Alcohol consumption is strictly prohibited on the premises, and will result in loss of use of the building. Signature on the checkout form assumes responsibility for the key and for reading the policy and procedures. Judith Wiseman made the motion to adopt the proposed policy. Barney Goltz seconded the motion. The motion was approved.

The Friends have purchased a new laptop computer and a projector for Power Point presentations. Julie Carterson presented the Hennen's American Public Library Ratings Index. Statistics from 2001 were collected from 9,000 public libraries in the United States. Bellingham Public Library has a very high collection turnover and experiences extremely high per capita usage. On-line comparisons are available through the National Center for Education Statistics at www.nces.org.

Tim Douglas and Gayle Helgoe presented a draft Facility Adequacy Analysis Report. It contains information about the current library, what was anticipated at the last expansion, limitations of facilities and changes to be made to overcome those limitations. Inadequacies include shelving, lighting, space and personal security issues. The future direction of technology is wireless, but wireless is very insecure. The Board is encouraged to read the report, and give critiques to Tim and Gayle.

Tim Douglas talked with Jim Talbot about the difficulties and cost of opening a new branch library. They may work toward developing a convenience facility for drive up, pick up and drop off.

David Edelstein suggested the need to combine the information from the Facility Adequacy Analysis Report and the Hennen's American Public Library Ratings Index for the public. It should contain both charts and narrative.

Margaret Ziegler and Iris Kaneshige visited two branches of King County Libraries. They were looking at the self-checkout, the management of holds, and the use of staff to sort and re-shelve books. Iris picked up some ideas for current use. We have gone twenty years without taking away seating, but we will need to remove seating for more shelves.

Public Works has reviewed and edited our Request for Proposal of the study of the present site, which should be submitted as a Capital Request.

We have the opportunity with the new system to work out major policy dichotomies between BPL and WCLS. We will work together to determine what can be reconciled, adjusted or reprogrammed. Changes will enhance the user's perceptions of a seamless interface.

Public Comment: Velma Wendt thanked the Board members for coming to the history lecture at Fairhaven. Tim Wahl will present a lecture about Cyrus Gates on May 24th. She also noted that **The Collector's Books Sale** is Friday, May 7th. There will be 1,200 to 1,500 books at the silent auction.

Sue Tercek addressed the Board as an individual citizen and as a Friend of Fairhaven and Bellingham Public Libraries. She wanted the Board to know that the population values branch libraries. The public will want explanations if new branches are not included in development planning. She also observed that the issue of combining Bellingham Public Library and the Whatcom County Library System needs to be addressed. She asked how the Board would like the Friends to bring forward their input? Sue feels a program is needed to inform the public of the repercussions if the Eyeman initiative is approved. Tim Douglas replied that the Board could be a source of information, but the Board is not able to campaign. The Friends as a separate organization can campaign. Barney Goltz suggested individual letters to the editor could point out the problems.

Action Items: Alan Kemble offered the resolution that Gayle Helgoe be appointed Acting Library Director, effective May 1, 2004 until such time as a new Director commences employment. The appointment will carry a temporary increase in salary to level 2, being equal to \$6,004 monthly; this rate of pay will continue for one month after the new appointee starts. Judith Wiseman seconded the motion. The motion was approved.

Barney Goltz moved for adoption of the job description for the position of Library Director. Judith Wiseman seconded the motion. The motion was approved.

Materials Withdrawn: There were 8,657 items withdrawn during the first quarter of 2004. Judith Wiseman moved to approve the withdrawals. Barney Goltz seconded the motion. The motion was approved.

Trespasses: Anthony Bergren was trespassed for six months for a habitual behavioral problem. Judith Wiseman moved to ratify the trespass. Alan Kemble seconded. The motion was approved.

John William Dick became violent when the police escorted him out of the library. The police trespassed him for life. David Edelstein made the motion to trespass him for five years pending further confirmation with legal staff. Barney seconded the motion. The motion was approved.

Next Regular Meeting – May 18, 2004 will begin at 3:00 p.m.

Meeting adjourned at 6:05 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees