

Regular Meeting of the Board of Library Trustees
Tuesday, May 18, 2004 - Library Board Room
03:00 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: H.A. Barney Goltz, Judith Wiseman, Chairperson: Tim Douglas, Vice-Chairperson: Alan Kemble, David Edelstein

Board Members Absent:

Library Staff: Gayle Helgoe; Margaret Ziegler; Iris Kaneshige

Others: Grant Deger, City Council Liaison, Tom Glenn, President Friends of the Library

General Session Convened: 3:00 p.m.

Minutes approved: April 20, 2004 regular meeting

Claims approved: April, 2004 general fund \$129,588.15; gift fund \$181.51

Statistics: Reduction in meeting room use was questioned. Is the meeting space square footage being adequately utilized? Should the Board take a look at the utilization and revenue comparisons? Gayle Helgoe reported that some groups like the Genealogical Society have found other safer venues to meet. The meeting rooms are a revenue source for the library.

Board Member Report: Tim Douglas reported that he was invited by the Talbots to tour a branch library in Portland with apartments above the library. The visit was intended to take a look at libraries in a mixed-use space. Judith Wiseman mentioned that the new Seattle Public Library opens May 23rd. Tim Douglas asked Gayle to put together a short list of libraries in the region for Board members to tour. An action item will be on the June agenda to set possible dates for Board members to designate as good dates for tours. Alan Kemble reminded the Board that Claudia McCain has offered to provide tours of the Seattle Public Libraries.

Library Director's Report: Board members were appreciative of the new format. Gayle stated that this format was to reflect the current and major things happening with staff and programs in the Library. Questions were asked about the policy differences between the two library systems. Gayle reported that the exercise will be a painful process, but the migration to a new system provides an opportunity to make changes. Gayle also ensured the Board that publicity would be done to educate the public of the changes including the cooperation between BPL and WCLS.

Barney Goltz asked if merging the two libraries was being reviewed? Tim stated that the issue needed to be addressed. Judith made a motion to conduct a study to gather information whether we take a serious look at consolidating with WCLS. Dave Edelstein seconded the motion. Discussion ensued and the motion was approved.

Gayle reported that she, Gladys Fullford and Linda Hodge will be attending the City's 2005 Budget Kickoff May 26th. The Department Heads budget retreat is June 9th at Lake Samish. Mayor Mark wants the Departments to review and plan for 4.5 years. An email was sent to Board Members regarding a Fundraising Seminar being held in the lecture room, on May 19th at no charge.

Grant Deger mentioned that he was concerned about the budget challenges that the Library, Parks and Museum were facing. There has been no discussion at the Council regarding these departments, yet many other issues (i.e, EMS) were at the forefront.

Discussion Items: Gayle reported that she has been working with Finance to establish a policy to purge delinquent records. She ran a report of patrons with less than \$50 balances and no use in the past 10 years. It resulted in 9,309 accounts with a total value of \$148,000. This included overdues and lost items. This item will be brought up as an action item for the June meeting.

Gayle reported that she and Deborah Brewer met with Alan Marriner the City's Legal liaison to the Library regarding Trespass Guidelines. The Library's policy has been revised to reflect the following changes:

- o 1 year and 5 year options have been added for period of Trespass
- o Role of Police was clarified
- o Board is the ultimate arbiter
- o The Appeal process was added to the Trespass form
- o The Trespass report was revised

Dave Edelstein said the changes were excellent and far superior to what was in place. He made a motion to make this an action item for the June meeting. Alan seconded. The motion was approved.

Public Comment: Tom Glenn reported on the **Collector's Books Sale** held on Friday, May 7th. The Friends raised \$3,200, but were disappointed in the attendance. Tom also noted that the Annual Ski-to-Sea Book Sale starts on May 27th. They have a large amount of wonderful books lined up for the sale. He acknowledged the hard working, innovative team of Ken and Phyllis Weber who spearhead the book sale efforts.

Action Items: Gayle asked the Board to approve the Teen Summer Reading - Fine Forgiveness program. This program allows teens to submit a book review for a one-time fine waiver of up to \$5.00 during the program period. Barney Goltz moved to approve the Fine Forgiveness. Alan Kemble seconded the motion. The motion was approved.

Tim brought for action the next steps for the DRAFT Facilities Needs Analysis. Discussion ensued. Alan Kemble made a motion (inclusive of minor edits) to adopt the Analysis and develop strategies to present to the City Council. A subcommittee would develop strategies and review the final Analysis before the next Board meeting. Judith Wiseman seconded the motion. The motion was approved.

Trespasses: None.

General Session concluded at 4:40pm

Executive Session: Discussion of New Director Search. Began at 4:45pm

Next Regular Meeting – June 15, 2004. Executive session will begin at 3:00 p.m.

Meeting adjourned at 5:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees