

Regular Meeting of the Board of Library Trustees
Tuesday, July 20, 2004 - Library Board Room
03:00 PM - 05:50 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, Judith Wiseman, David Edelstein

Board Members Absent: H.A. Barney Goltz

Library Staff: Gayle Helgoe; Margaret Ziegler; Scott Blume; Gladys Fullford

Others: Grant Deger, City Council Liaison, Jo Zeimet, Therese Holm, Tom Glenn, President, Friends of BPL, Velma Wendt, Joan Airoidi, Amory Peck

Executive Session: Personnel Issue

General Session Convened: 3:30 p.m.

Budget Briefing: Therese Holm, Finance Director, explained the City Budget and the budget process to the Board. The General Fund is \$2.9 million over in the preliminary forecast for 2005. The shortfall in revenues is partly a result of Initiative 695 and the Georgia Pacific closure. Even if an EMS Levy was approved, there would still be a shortfall. The General Fund is 66% Salaries and Benefits, and we need to look at salaries for reductions. City employees are compensated at similar amounts as the public. It is the number of employees. Bellingham has programs not offered by other cities. A Departmental Services Matrix is being used as an informational tool in looking at which services are mandated, essential or policy. The City's definition of mandated or essential is basic public health and safety. The City does not want to hamper services, but to maintain fewer services, and do them well.

The Geo-Technical Study is in the 2005 Capital Budget. David Edelstein moved to present a proposal to City Council to take the Geo-Technical Study expense out of 2004 funds. Judith Wiseman seconded the motion. The motion was approved.

Minutes approved: June 15, 2004 regular meeting minutes were approved with a correction in the Board Member Report. The outline of ideas was drawn up at a sub-committee meeting with Judith Wiseman and Alan Kemble.

Minutes approved: July 6, 2004 special meeting minutes were approved with the correction that it was a July meeting, not June.

Claims approved: June, 2004 general fund \$34,178.32; gift fund \$156.89

Statistics: Some groups who have rented the meeting rooms have disbanded or reduced their number of meetings. Do we want to publicize our meeting room availability? Discussion of room rental availability will be added to the next agenda.

Board Member Reports: None

Library Director Report: Gayle Helgoe mentioned we have reduced one staff position from 32 to 20 hours in order to pay for an upgrade in a professional position. The staff member had requested reduced hours.

The new computer system is making great progress. Uniformity issues are being discussed by Whatcom County Library System's Board. There will be more details next month. The big training effort begins next week.

Public Comment: None

Discussion Items: The Board was informed of potential litigation regarding circulation records. It is possible a subpoena will be presented to the Legal Department for certain records. An executive session will be held to decide how to respond. It is not a Patriot Act subpoena. Amory Peck of the WCLS Board and Joan Airoidi, WCLS Director, revealed they had been subpoenaed, but it was being deflected to Bellingham because the records are held here. WCLS Board filed a motion to quash the subpoena. WCLS would like to be kept informed.

Judith Wiseman asked if the Board wants to commit to developing the outline of ideas, background information and strategies into a source document for making a case for a new library. Judith said the idea was to have all the information in one place. As the new Director defines Gayle's responsibilities, she may possibly be assigned to work on this document. There is also some money budgeted in 2005 for the services of a technical writer. Judith moved the Board place a high priority of helping the public understand what the library does for the public, and use the outline provided to make a complete document. David Edelstein seconded. The motion was approved.

Action Items: Alan Kemble made the motion to withdraw the recommended 4,007 materials from the collection for the second quarter. Judith Wiseman seconded. The motion was approved.

The Volunteer Policy states that volunteers will not do bargaining unit work unless previously agreed between the Library and the Unions. Potential volunteers are referred to the Friends of Bellingham Library for a variety of opportunities. The Library does not participate in the Community Service Program due to lack of space, equipment, supervisors and cost of training. Alan Kemble moved to adopt the policy presented in today's packet. Judith Wiseman seconded. The motion was approved.

The Board agreed to change the regular starting time of their meetings to 2:30 p.m. Regularly scheduled meetings will start at 2:30 p.m. beginning with the August 17th meeting.

Next Regular Meeting – August 17, 2004 will begin at 2:30 p.m.

Meeting adjourned at 5:50 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees