

Regular Meeting of the Board of Library Trustees
Tuesday, September 21, 2004 - Library Board Room
02:30 PM - 04:15 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, David Edelstein

Board Members Absent:

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

Others: Grant Deger, City Council Liaison, Tom Glenn, President, Friends of BPL, Sue Tercek, Velma Wendt

Minutes approved: August 17, 2004 regular meeting minutes were approved. Moved by Judith Wiseman, seconded by David Edelstein.

Claims approved: August, 2004 general fund \$55,917.42; gift fund \$1,214.66. Moved by Barney Goltz, seconded by Alan Kemble.

Welcome: Tim Douglas welcomed Pam Kiesner, Library Director, to her first Board meeting.

Statistics: The high volume of patrons has been challenging with the new computer system. Staff is handling it well, and patrons have been patient due to good publicity building up to changeover.

Board Member Reports: Judith Wiseman visited the Crossroads Library in Bellevue Crossroads, a major shopping center. It is a browsing library. Books are not alphabetized. The exit area is wired for lap top computers. It is an alternative to keep in mind. Pam is making a list of libraries to visit.

Tim Douglas visited the Kirkland Library. Although it is ten years old, it looks new. It has a nice and open look, and has good computer access. Their Friends do book mending in the community room. The building is now 15,000 square feet. A 5,000 square foot expansion is planned.

Tim Douglas talked to Public Works about advancing the geo-technical study of the land behind the library and feasibility of adding to the present building or along side it. An existing list of interested vendors could be used to save advertising time, depending on the size of the project. Tim would like to see the project undertaken this year. Public Works says the project could run into next year. The Mayor shares the goal of finishing sooner. The appropriation ordinance will go to City Council September 27, 2004. Pam will notify board members of the committee meeting and Council times.

Barney Goltz read a letter of appreciation from the Board to the president of the Birchwood Garden Club: "The Board of the Bellingham Public Library wishes to once again express its thanks to the Birchwood Garden Club for the ongoing maintenance of the beautiful gardens, which enhance our library. This valuable service makes the library a more welcoming place, and it is much appreciated by the hundreds of daily library visitors as well as our Board and staff."

"Your recent financial contribution is also noted with thanks. Please convey to your membership that their efforts and support are greatly appreciated."

Barney also read a Statement of Board Consensus: "The Bellingham Public Library Board wishes to acknowledge the outstanding performance of Gayle Helgoe as Interim Director of the library during the past several months. Her professionalism and administrative talents led to a successful search for a new

highly qualified director, and they also allowed the library to run smoothly and efficiently during this period. The Board thanks Gayle Helgoe, the Human Resources Department, and the entire library staff for their extraordinary dedication and service during the transition.”

Barney moved to put the resolution in the minutes. Alan Kemble seconded. So moved.

Library Director Report: Pam Kiesner appreciated the resolution commending Gayle, and Gayle and Gladys’ support for her during this transition time. Pam also commended Gayle, Madeline Sheplor, Iris Kaneshige, Doug Dickinson and the entire staff for the transition to Horizon. Circulation staff checked in and out 12,500 items on September 15; average daily check in/out is 7,000.

The Friends recent book sale earned \$4,800. The Friends love what they do and are dedicated to what they do.

Pam asked the board members if they wish for her to continue with the written Director’s reports. It was agreed the board members find it very valuable. Good information can trigger questions to bring up at the Board meeting.

There are no significant cuts to the library’s budget for 2005. Barney Goltz asked about the discrepancy for the base number of the 2005 budget. That number is in the detailed Board minutes.

Pam met with Don Drake, President of Whatcom Community Foundation. Pam suggested he could come to a Board meeting to talk about what we can do with our fund, and to see if they can provide guidance in money management in terms of developing a new facility.

News articles about library events and issues were shared with the Board.

Sue Tercek presented the Friends of Fairhaven Library’s plans for the Fireplace Room. They have applied for a grant to renovate and upgrade the Fireplace Room through the City. Friends are providing matching funds and supplying some of the physical work. Plans include covering the brick with wallboard, adding paneling, cornices, sconces, an electrical fireplace insert and mantle with tile work around it. The Friends are keeping historical integrity and values in mind. They are hoping the project will be completed in time for Fairhaven Library’s centennial birthday party. It is understood work has been done to take care of the previous structural problem, and is now a question of maintenance.

Judith Wiseman asked about the annual reports that gave statistics for the year, board members and staff names. Gayle Helgoe has been putting the statistical information on bookmarks the last few years.

Public Comment: None.

Discussion Items: Tim Douglas suggested a strategic plan for the future should be a continuing agenda item. A strategic advisory group consisting of key people would provide further breadth of people in the community, and evolve to help the Board in making planning decisions. Once the Board has determined a strategy, Tim Farris and Susan Trimmingham will be contacted to see if they are still available and interested in serving on such a committee. The possibility of creating a Bellingham Public Library Foundation or having the Whatcom Community Foundation manage contributed money was discussed, and will be investigated. A case statement to be used for the campaign is needed to tell the library story. The November election is critical. EMS needs to pass before the library can go forward.

The Board will have a work session on Wednesday, October 13, 2004, at 2:30 p.m. to map out a strategic plan, which will include specific steps and a timetable for achieving a new facility.

Action Items: Gayle Helgoe presented the Retaining Circulation Records Policy. With the new Horizon computer program, a new policy for retaining back-up records was needed. The new back-up schedule

reduces length of time records are kept. The policy conforms to state auditor standards. Information Technology Services and Whatcom County Library System are also in agreement. The servers reside at Fibercloud. The interlocal agreement will set out who is owner of the records. Judith Wiseman moved to approve the policy. Barney Goltz seconded. The motion carried.

The remodel of the circulation area will include return slots that go directly to the returns room. That wall holds the time capsule clock. The museum owns the clock. They are willing to accept it back into storage. Alan Kemble moved to deaccession the time capsule clock on condition that the museum will take it. Judith seconded. The motion was approved.

Communications: A letter from Joan Airoidi commending Gayle Helgoe for the outstanding job she did as Interim Director.

Next Regular Meeting – October 19, 2004 will begin at 2:30 p.m.

Meeting adjourned at 4:15 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees