

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, July 19, 2005 - Library Board Room**  
**02:30 PM - 04:45 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, Judith Wiseman, David Edelstein

**Board Members Absent:**

**Library Staff:** Pam Kiesner; Gayle Helgoe; Margaret Ziegler; Gladys Fullford; Madeline Sheplor

**Others:** John Watts, City Council Liaison, Velma Wendt, Bob Ross, Dave Christensen, Jim Zervas and Terry Moore

### **Called to Order**

**Strategic Planning:** Tim introduced the R/UDAT Group (Regional Urban Design Assistance Team). They have been active in civic center planning. Jim Zervas explained that members of the National Institute of Architects came to Bellingham for a four-day visit. They produced a report exploring civic center in respect to the waterfront and how to tie them together. The R/UDAT committee has pushed agencies to help improve the civic center in a planned way. They want to help the process and be a catalyst to move forward. Terry Moore mentioned Georgia Pacific opening the waterfront. Bob Ross has observed Fairhaven's growth and realized the need for an advocacy group for downtown and neighborhood design studies.

Tim explained because of the high use rates of the library along with a study of the adequacies and inadequacies, there is a need to either expand or replace the current building. It is important to preserve the Fairhaven Branch historical building. The Board is looking at the feasibility of a library presence in the Barkley area. The Board has looked at 17 sites thoroughly. It was first thought the park area on the current site was dedicated land. It was discovered that the P. P. Lee family had actually not dedicated that land. Money was borrowed from the P. P. Lee fund to build the park. The City Council authorized a study of the land and a structural analysis of the current building. It is possible to build on the land with one parking level; two parking levels would be more expensive running into the water level. The current building does not meet seismic standards, but could be made to meet the standards. The County is five years away from making a decision on developing their parking lot. The Board is asking what is feasible to do on the current site. Could this building be converted and teamed with the addition of a new library complex to work efficiently? Judith mentioned the "wow" factor for a landmark building, and asked if would be possible with the current building? John said the library needs to maintain operations without too much interruption, maintain cost effectiveness, and satisfy the public. David Edelstein mentioned the possibility to build a new building, renovate the current building, and rent offices until space is needed. Judith expressed Jane Lowrey's idea of adapting this building into an information center. The Board wants to maintain usable open space.

David Christensen diagramed the options: 1) Add to existing building and remodel. 2) Build new building and convert existing building to other office use. 2-a) No connection of the buildings. 3) Build new building and connect as a public information center/administration. 4) Administration part of library would be in current building. Preserve usable open space via a plaza, or close Lottie Street and move closer to City Hall. Include a "wow" factor.

The R/UDAT Committee will get together with Pam to discuss updates to the building program statement and how to separate services and program functions for different floors. It would not be feasible to demolish the current building. Tim likes the idea of an indoor/outdoor capability.

David proposed bubble diagrams looking at cost implications, vignette sketches of possibilities, and refine two or three design concepts. R/UDAT will provide a proposal for their design costs. Funding may come from PFD, a Council Bond, or borrowing on a bond, or REET funds.

**Regular Session:** Agenda approved.

**Public Comment:** Velma Wendt said incorporating a new building with the present building would have a better chance of passing in a bond.

**Minutes approved:** June 14, 2005 special meeting minutes approved as read.

**Minutes approved:** June 21, 2005 regular meeting minutes approved as read.

**Claims approved:** June, 2005 general fund \$37,064.02; gift fund \$182.55.

**Statistics:** Alan likes the comparison of the current month to the same month of the previous year. Trends are looking good.

**2006 Budget:** Pam reported on the City Director's Capital Projects meeting. Painting of the building was removed from the library's capital expense requests. Fairhaven's structural review and design costs were approved and could use REET funds. REET funds cover growth related projects. Pam will talk to the Budget Director to find out how to access these funds. The budget dates have been moved ahead. Pam will work on the mission statement and present a draft to the Board. We can revise it throughout the budget process.

**Trustee Education: Technical Services:** Madeline Sheplor presented an overview of the Technical Services Department which includes acquisitions, cataloging, and mendery services. After the librarians request a purchase, the orders are handled electronically. Orders are unpacked and verified. Materials go to cataloging. Madeline explained Marc records, Library of Congress subject headings, call numbers, and item records. We receive our records from OCLC, a cooperative between multiple libraries. The mendery processes all materials with laminating and labels. Future plans include acquiring funds from the Friends for a spine label printer. This would be much more efficient. Label out-sourcing was researched, but found to be too expensive.

**Library Director Report:** Pam said BPL and WCLS have 72 copies of the new Harry Potter book with 311 holds.

The architect of the new building proposed next to the Fairhaven Branch will meet with the Fairhaven Friends and neighbors regarding their plans. We are waiting for a formal proposal from Dave Christensen. A 1995 Fairhaven building assessment could be reviewed and updated as part of the project we included in the capital projects requests.

Pam has met with two consultants regarding technical services studies and building consulting. Pam also attended the two-day state library directors meeting. Director reports ranged from Kittitas being excited about a new card catalog to King County may design their own integrated automated library system. A group of city directors discussed the municipal tax district concept. This currently is not allowed by RCW. Tacoma and Spokane are asking if there is interest in pursuing a change.

News articles that the library has been a part of were passed around the table.

Clear Wire is planning to blanket the city with wireless network. Pam and Gayle will find out more about this, and will be discussing future wireless for the library.

**Other Matters:** None.

**Next Strategic Planning Board Meeting – August 9, 2005 will begin at 2:30 p.m.**

**Next Regular Library Board Meeting – August, 16 will begin at 2:30 p.m.**

**Meeting adjourned** at 4:45 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees