

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, September 20, 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, Faye Hill, Judith Wiseman, David Edelstein

**Board Members Absent:** None

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

**Others:** John Watts, City Council Liaison, Jim Zervas, Bob Ross, Terry Moore, Claude Hill, Mary Lane Gallagher

### **Called to Order**

### **Agenda Approved**

**Strategic Planning:** Bellingham Planning Group presented eight schemes of volumetric studies for the current site. Terry Moore explained the considerations of respecting the symmetry of City Hall, saving and protecting existing trees and landscaping in the green space, and retaining relationships of main public entities. Lottie Street could become a pedestrian plaza, and public space could be shifted into Grand Avenue. The architects looked at underground parking below the current building and under Lottie Street. They also considered sunlight and shadows as well as the impact of size and scale to other nearby buildings. The schemes showed various ways of adding a building or remodel and adding to the present building. The exterior space in front is imprinted in the public's minds. The solution must be thoughtful and better than it presently is. Terry suggested the safest solution for retaining green space would be to remodel the existing building and create a nice space, leaving the exterior space alone. Bob Ross stated that the cost of construction would be an element for consideration of site and/or scheme. Remodeling would affect daily operations, and there would be a cost of moving out of the building; but in adding to the present building, a stunning building could be designed. The encroachment and shadow lines on City Hall would still be a consideration. David Edelstein commented that the Board has a fiduciary responsibility to have an institutional view. A building is needed with structural ability to add space. Options include a joint venture with a long term tenant. The Board wanted to take time to look at the schemes closer and will discuss them at the next meeting. The Board thanked the Bellingham Planning Group, and said their work was appreciated.

Other Site Options: Pam pointed out new maps on the wall that include the Municipal Court site and the two adjacent parking sites. The current library block is 86,000 square feet. The Municipal Court site is 40,000 square feet. The parking lots are 33,900 and 40,000 square feet. One of the streets could possibly be vacated as right of way. Underground parking is logical. At Patricia Decker's request, Pam and Tim will meet next week with two PFD representatives and a couple of the City Department Heads who would be affected by the move.

**Minutes approved:** August 9, 2005 special meeting minutes approved as read.

**Minutes approved:** August 16, 2005 regular meeting minutes approved as read.

**Claims approved:** August, 2005 general fund \$41,400.96; gift fund \$470.84.

**Communications:** None

**Statistics:** Alan Kemble said he was impressed that circulation numbers keep increasing. Pam said that for next year's budget we are reporting additional performance measurements, and they will be included in the statistical reports beginning in January.

**Public Comment:** None

**2006 Budget:** Pam asked for the Board's approval of the budget documents already submitted for the City Preliminary Budget and included in the Board packet. This includes the organizational chart, mission statement, description of services, department budget summary, department objectives and performance measures. Pam explained we are making a shift in the way we report from the contract with Whatcom County Library System (WCLS). In 2006, we will report all revenue and expenditures instead of just the amount WCLS pays us after paying some of the joint bills from the contract. Kim Krause, Budget Manager, is in support of doing it this way. Revenues from services and fines have been reduced to reflect past actuals. We will request a note that explains the materials budget is not really part of supplies. The City has added a "savings goal" line in all departmental budgets. This is an average of the turn-backs from the last three years. We are not being asked to make proactive cuts, but it is a recognition of what has happened and what is expected to happen. The library's turn-back amount is \$31,360. There will be a biennial budget in 2007. Tim acknowledged the effort of work that went into the budget. Alan made the motion to approve the budget as submitted in the Board packet. Faye seconded. The motion was approved.

**Policies:** The Board's previous comments have been added to the policies. Judith made the motion for approval of the policy on public use of library exhibit areas. Alan seconded. The motion carries.

Alan moved to approve the policy on public use of library bulletin boards and literature racks. Faye seconded. The motion carries.

David made an observation regarding the difference between Bellingham Public Library (BPL) and WCLS confidentiality policies in the interlocal agreement. Pam suggested that the Board could pass the agreement and take the confidentiality policy under consideration for review at an upcoming board meeting. David moved to go forward to approve the interlocal agreement. Alan seconded. The motion carries.

**Reports:** Faye attended the WILL conference and learned a lot. She attended a session from Amory Peck called Trustee 101 and a session on budgeting. She learned about staying in compliance with open meetings. The speakers were interesting, entertaining, and stimulating.

Tim and Faye met with two WCLS Board members, Amory Peck and Donna Lee Elke. The WCLS Board was concerned about a letter to the editor regarding the City looking into consolidating the library systems. BPL Board had recognized this would be a question from the public as we plan our facilities. The BPL/WCLS board members have asked the two directors to outline areas in which we cooperate rather than commissioning a study in consolidation. Our concern would be receiving less funding; their concern was the issue of autonomy of the different systems. Judith suggested the Boards have an annual joint meeting to stay in touch.

Alan visited the Anchorage Library, which has a fully operating theater with 230 seats. They have gorgeous rooms.

Pam reported that she and Joan Airoidi meet regularly to talk about library issues and questions of mutual interest.

Pam also attended the WILL conference, and attended ten sessions. She said it was wonderful to be there with a trustee and hear about library issues and concerns in a broad context for trustees. She met with Dick Little, City of Bellingham's legislative liaison, to discuss library funding and legislation.

Jane Lowrey will talk about Outreach at the next meeting.

Pam met with Anne Reed, Library Media Technology Director, Bellingham Schools District. She invited Pam to speak at their first librarian's meeting. Pam attended with our children's library staff.

Pam is meeting individually with several staff to seek their input and ideas as we head into a new year.

Pam will be attending a full day of interest based bargaining training tomorrow, along with 114 and 114L union representatives.

Tim will be attending the 211 conference as Chair of the Coalition for Healthy Communities. This is locally gathered contact information available for the public, and the Bellingham Public Library is a participant in the 211 project.

**Other Matters:** None.

**Next Strategic Planning Board Meeting – October 11, 2005 will begin at 2:30 p.m.**

**Next Regular Library Board Meeting – October 18, 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