

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, August 15, 2006 - Library Board Room**  
**01:30 PM - 04:50 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.

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**Board Members Present:** Chairperson: Tim Douglas, Faye Hill, Vicky Marshall, David Edelstein

**Board Members Absent:** Vice-Chairperson: Alan Kemble

**Library Staff:** Pam Kiesner; Lizz Roberts; Gladys Fullford

**Others:** Tom Glenn, Friends of BPL, Calene LeBeau, Whatcom Community Foundation CEO, Linda Langey, Guide Meridian/Cordata Neighborhood Association, Jon Gambrell, Bellingham Herald, Margaret Ziegler, David Christensen, Jim Zervas, and Bob Ross

**Called to Order:** Meeting was called to order by David Edelstein.

**Public Comment:** Linda Langey asked about the site tour on August 29th. David explained he had mentioned for the Board members should bring a list of sites they would like to discuss. The Library will notify the public that we will have a meeting that will travel to the sites.

Margaret Ziegler mentioned she was glad to see the walking tour in the minutes. She would like to see a decision in the next few months while Alan Kemble is still on the Board. Alan has been very involved with the site evaluations during his two terms on the Board.

Vicky Marshall commented on the article about the new Lynden Library Director. Library publicity is good, and puts library presence before the public.

**Minutes approved:** July 18, 2006 regular meeting minutes approved as read.  
August 4, 2006 special meeting minutes approved as read.

**Claims approved:** July, 2006 general fund \$48,326.99; gift fund \$237.74

**Statistics:** Pam Kiesner noted there seems to be a trend with circulation slightly down and people counts way up. Pam expects to be on target by the end of the year. Faye Hill noticed that Fairhaven took a jump in the number of visitors. Room bookings are lower in the summer. The fees are still increased over last year. Faye asked for a definition of holds: Holds resolved are items that staff has found and put on hold. Holds filled are holds picked up and checked out.

**Communications:** None.

**Reports:** Faye and Vicky went to the Place Making presentations. This was the same exercise as the previous workshop. Faye remarked that she got a lot out of it by doing it with people who were revved up about their downtown and community. Faye and Vicky said there were many exciting ideas and possibilities. David said we will be thinking of these things as the library is ready to go forward.

Pam reported that she will be out of the office the rest of the week. Any phone calls after today's meeting will be referred to Tim Douglas.

**Whatcom Community Foundation:** Pam introduced Calene LeBeau, new Executive Director of the Whatcom Community Foundation. Calene LeBeau explained that an endowment for the library was established a number of years ago. The Whatcom Community Foundation was established to build community ten years ago. The foundation provides a vehicle for members of the community to be fiscal

sponsors to the community. People can set up funds without costs under the non-profit umbrella of the foundation. In addition to the endowment fund, the library receives money from the Bayview Fund generously set up by Fredericka Bond. The foundation is charged with never allowing the principal to go below the historical amount. The funds are watched closely. Their board is made up of 15 diverse members. They have an investment committee and a grant committee. It has been the decision of the Library Board to reinvest the earnings. Calene suggests letting the Friends and others know about the endowment fund to let it grow, and add to the fund to leverage the money. Pam will explore the idea of promoting our endowment fund, and will share with the Friends the idea of a donation from them to the endowment.

Whatcom Community Foundation wants to raise their visibility to let people know about the diverse funds. Sardis Wildlife Foundation van will have a message on the back about the Bayview Fund. Calene would like to partner with the library to gain exposure. Faye remarked that the library is a good fit for bequests from educators.

Once money goes into the fund it is protected. Profits can either be spent or returned as investment. There could be good publicity in the newspaper that there is a fund for donations if the Friends gave a gift to the endowment. The check for the Library was \$9,344.63. Faye moved to reinvest the money. Tim Douglas seconded. The motion carries.

David suggested a foundation fund for large donations to help to fund some of the major parts of the new library such as furnishings and equipment. David also said the Board needs to think about funding a campaign for the election, however there may be prohibitions on the Board or Friends raising funds for the campaign.

**2007 Budget:** Pam will have more at the September meeting. Our budget is due the end of this week. The process has changed under the new Budget Director, Jason Kuest. Anything over the threshold set by Jason must be explained. We are asking for \$97,000 over the threshold; however, some line item threshold amounts are less than the 2006 budget. Pam met with library department heads to find out what was really needed. Salaries are set by contract. Intergovernmental charge backs are set by other departments. Facilities set an increase a little over 8%. One objective is to get materials up to 15% of entire budget after hovering at 11 to 12%. The amount we have asked for 2007 is 13.8%. The community is asking for a variety of materials formats. Salary and benefits is 66%. The amount over the base set by the City is 2.2%. We are hovering over 7% increase over last year's budget due to materials, facilities and capital items. David suggested that if can be justified and articulated, go for it. Tim mentioned that in general he is not in support of taking percentages automatically, but what is the actual cost of building the collection for our needs.

Tim said he does not see meeting facilities being maximized from the statistics. More information is needed if we want to increase programming space. David said use of rooms cannot be driven up with increased rates. There is more competition with new meeting spaces being built. Pam said she could provide usage information for both Fairhaven Branch and the Central Library. Vicky commented that July may not be a good month to look at room rentals, but consider the year to date figures.

**Executive Session 2:45 p.m.** Labor negotiations and to consider acquisition of real property by lease or by purchase.

**Regular Session:** Reconvened at 4:10 p.m.

**Strategic Planning:** Pam mentioned that the City has done an RFP for a city space needs study. The Fairhaven Branch assessment is underway, and the BOLA architects, who are doing the assessment, have been invited to the October meeting to present their findings and recommendations.

David asked the Board members to suggest sites they would like to tour on August 29th. Locations identified were:

Vicky: A2 Current Library Block. Recreating and redoing including the P.P. Lee Park. Either an addition, new construction or any variation. Does not preclude possible street vacation.

Faye: A2 Either current building expanded or separate new building on park area with vacation on Lottie Street. Land brought up to plaza level with parking underneath. Does not contemplate demolishing current building.

Tim: X Re-Store/Sash & Door. City ownership, decent size, next to waterfront, remove current structures, would not affect current building. Consider footbridge over creek to Maritime Heritage site.

David: MH Maritime Heritage Park. City owned, park is under-utilized, great location between Museum and Waterfront. Suggests elevator in park to Museum level and parking garage with ramp to Museum. Pam has maps showing areas with deed restrictions. The site becomes higher quality as City invests in the Waterfront.

Alan: MC Municipal Court. Pam read Alan's selection, which suggests vacating C Street and parking lot. David suggests considering third block as well. Alan listed accessibility, proximity to downtown, easily build-able, city owned, views of downtown and bay. Tim added the possibility of creating open space and potential of helping a neighborhood going through transition to become an information neighborhood. This site is also high on David and Vicky's lists.

It was agreed all the board members' top choices have been mentioned. David urged a conversation on why the G.P. site would not be suitable. Planning has not been done. There are no specific sites at this time. It is too far from city center. Tim mentioned that a historical landfill typically has toxic problems; it would be a big step without knowing what will happen. Faye said it would be irresponsible to vote for a site with unknowns. David said the above list provides world class sites for a new library. Vicky added that these are the responsible choices.

David asked Pam to provide a survey map for each site with square feet and a north arrow. Assuming utilities are there, and use restrictions or zoning restrictions.

Pam read Alan's other choices: Combine current site with site across street, linking with Children's Museum; Re-Store would be challenging; a site mentioned at Executive Session; and the current block as the fall back choice.

Pam said evaluations have been done on each of the sites, and a copy will be included in packets for the Board. Vicky suggested the Board look at what wouldn't cost much, what is a good thing, what are the long range possibilities; and she would like to see a positive, flowing, brainstorming approach.

Tim said in meeting the needs of the residents of Bellingham and the county, we are not working only on a new central facility, but there are other elements of our library system. The Fairhaven structure is being reviewed. Services need to be present with the growth of Bellingham.

David asked for material that tells the story of the Library and why we are looking at sites as they relate to our case. Vicky asked for clarification of the Board member's charge. David replied the Board is not just looking for a site for new building, but also the on-going operations, Fairhaven Branch structural and seismic investigation, and presence on the north side.

**Special Board Meeting: August 29th**, 1:00 p.m. for walking tour of identified sites.

**Next Regular Library Board Meeting – September 19, 2006** will begin at 2:30 p.m.

**Meeting adjourned** at 4:50 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees