

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, November 20, 2007 - Library Board Room**  
**02:00 PM - 04:30 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:** Vice-Chairperson: Faye Hill, Vicky Marshall, J. Robert Gordon, Marilyn Mastor

**Board Members Absent:** Chairperson: David Edelstein

**Library Staff:** Pamela Kiesner; Beth Farley; and Gladys Fullford

**Others:** Amory Peck, WCLS Trustee, Julianna Guy and Beverly Jacobs, Guide Meridian/Cordata Neighborhood

**Called to order:** Regular session was called to order at 2:00 p.m. by Vice-Chair, Faye Hill.

**Public comment:** Beverly Jacobs, Guide Meridian/Cordata Neighborhood Association, passed out a letter to the Board regarding future planning for the Bellingham Public Library System and asking for a branch library in north Bellingham. Julianna Guy stated that she was here in support of the letter.

Amory Peck, Chair of Whatcom County Library System Board, thanked Faye Hill for attending their Board meeting this morning.

**Minutes approved:** October 16, 2007 regular meeting minutes approved with two revisions. Under Strategic Planning, “stucco over brick” changed to “stucco versus brick.” Pam Kiesner is on the selection team for the new “City” Human Resources Director.

**Claims approved:** October, 2007 general fund \$41,388.35; gift fund \$11.76; REET fund: \$1,463.78

**Library Performance & Activity Measures for October:** Circulation is up 7% over last year and total visits are up 9%. Fairhaven statistics and Room Rental Revenue are up, too. The Library Performance & Activity Measures for October were approved.

**Communications:** None.

**Trustee Education: Library Materials Collection Development:** Pam introduced Beth Farley, Head of Information and Reader Services. Beth came on board June, 2007. She moved from Jackson County Library System in Oregon. Pam mentioned the article in the Board packet about contemporary libraries. Pam reviewed her vision and expectations regarding the Library’s Materials collection.

Beth reviewed the Collections Development policy and asked for feedback and comments. She will bring it back to the Board in December in the Peabody format. A couple of key points:

Collection maintenance is on-going weeding of obsolete, worn out books and replacing classics with attractive copies. The entire collection should be examined over the course of two years. Circulation increases when there is a good collection.

Our users are heavy users of WCLS feature films. The Library Board in 1988 determined not to buy feature films for the Adult Collection, however times have changed in the last 20 years, and our library users have changed, too. We are recommending this new Collection Development policy which allows

for the purchase of many formats, including feature films. Vicky Marshall moved to accept the Library Collection Policy draft in concept. Marilyn Mastor seconded. The motion was approved.

**Strategic planning update:** Pam will ask the consultants to come to the next Board meeting. Pam will invite Mayor Dan Pike to the December Board meeting. Pam, Janice Keller and Ravyn Whitewolf recommend a public Joint City Council and Library Board Work Session, possibly January 15.

Thirty-five people attended the four focus group discussions. We received good public input. A link to this information will be provided on the website. Results of the on-line survey will also be provided with a link on the website. The public survey had 350 participants; a separate survey for the staff had 22 respondents. About 100 people attended the open houses which are currently being aired on BTv10. Thomas Hacker will subcontract with Metropolitan Group of Portland to conduct a scientific phone poll of 500 to 800 city residents for feedback.

Pam will attend the November 29th Parking Commission meeting with Brad Cornwell. City code for parking requires one space per 200 square feet of public library space. Street parking does not count. A library variance would ask for a responsible level to support, or it would not be economically feasible.

David Edelstein and Pam met with Jeff Kochman and Stowe Talbot regarding the Barkley lease. We will probably begin service in February or March.

Pam asked for authorization to sign the letter to the President of Whatcom Community College in support of their efforts to ask for money for a new learning commons on their campus and a joint partnership with WCC, WCLS and BPL. A copy of the letter is in the Board packet. Vicky Marshall moved to approve the letter as written. Marilyn Mastor seconded. This is a letter of intent and interest to continue to plan a public library presence in WCC's library. This is the very best thing we could do for a presence with good access and open to all ages. The motion was approved.

**Interlocal Agreement between Bellingham Public Library and Whatcom County Rural Library District: Mutual Extension of Borrowing Privileges and Services:** The body of the agreement has not changed except the reimbursement is increased by 2.5% COLA. Vicky moved to approve the Interlocal Agreement. J. Gordon seconded. The motion was approved. The WCLS Board has requested Joan Airoidi and Pam talk about clarifying some of the language on when payments are to be made.

**2008 Regular Library Board meeting schedule:** By-laws currently state that the Board meets at 4:00 p.m. To allow more public to attend meetings, Pam asked if the Board would like to go back to meeting at 4:00 p.m. in 2008. It was agreed by consensus that 4:00 p.m. would be a better time for many reasons including that our Board members who work during the day are more free to attend later in the day, as are many members of the public. The third Tuesday of the month is o.k.

**Board Report:** Vicky announced the Maude Hayes Fischer awards went very well. Tim Douglas came and made the event. Special thanks to Scott Blume, who stepped in and did the pictures and took on extra responsibilities very graciously. Scott and Helen did an oral presentation.

Vicky reminded the Board of the Friends of Library used book sale December 5 – 8. Get your winter reading and support the library.

Faye attended the three-hour WCLS Board meeting this morning. It was interesting to get their take on same items on which the BPL Board votes. Their enthusiasm for WCC partnership is very high. They make decisions for a broad range of libraries and are to be commended.

**Director Report:** Jack Weiss recently met with Pam about his personal design proposal and asked that it be forwarded to our consultants.

The Department Heads had their last meeting with Tim Douglas as Mayor. It is a wonder how he speaks so eloquently and extemporaneously. We hope he can come back and work with the Library in some capacity.

There were 14 applicants for the Assistant Library Director position. Interviews will be in December.

A committee has been formed to work on ways to help staff and patrons to feel more safe and secure at the library. All staff have been invited to a meeting with police staff tomorrow. Increased street lighting is being contemplated; job descriptions for a security attendant are being reviewed; there will be additional staff training; and, we are reviewing policies and procedures.

J. suggested sending a copy of the letter supporting WCC to the North side people. Pam will be in touch with them.

**Next Regular Library Board Meeting – December 18, 2007** will begin at 2:00 p.m. (**NOTE: meeting time was later changed to 3:15 p.m. on December 18, 2007**)

**Meeting adjourned** at 4:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees