

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, May 22, 2007 - Library Board Room**  
**01:00 PM - 04:35 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: David Edelstein, Vice-Chairperson: Faye Hill, Vicky Marshall, J. Robert Gordon, Marilyn Mastor

**Board Members Absent:**

**Library Staff:** Pam Kiesner; Iris Kaneshige; Jane Lowrey; Gladys Fullford

**Others:** Lorna Klemanski, H.R., Tom Glenn, Friends of BPL, Jack Weiss, Sam Taylor, Bellingham Herald, and Velma Wendt

**Called to Order:** Regular session was called to order at 1:00 p.m. by Chair David Edelstein. The agenda was approved.

**Executive Session:** Labor negotiations update from Lorna Klemanski.

**Reconvened Regular Session:** No action was taken during or as a result of Executive Session.

**Public Comment:** None.

**Strategic Planning:** Iris Kaneshige, Head of Circulation, and Jane Lowrey, Outreach and Community Services Librarian, attended a PLA symposium on Customer Service. They gave a presentation on good customer service and libraries in the 21st Century. Iris and Jane also toured seven libraries in San Jose area. They are making small changes at our library that can give greater service to our patrons.

Pam gave an update on the Fairhaven Branch library. The stucco testing is finished. Unofficial preliminary result is that it is not looking likely than we can leave the original brick walls. The bricks on north side are in good shape, but the lath is rotting. The south side is past repair. The brick is crumbling and the lath has rotted.

Madeline Sheplor and Iris Kaneshige are co-leading the north and east side presence efforts. They will have a meeting with the Whatcom Community College Library Director to plan the pick-up and drop-off.

Pam, Madeline and Iris will meet with Jeff Kochman and Brad Cornwell to talk about the Barkley Village initiatives.

Pam has drafted a RFQ for a consultant to help with the building program for the new library. It has been forwarded to J. Gordon, Dick McKinley, Public Works Director, Legal Department, Purchasing Department and the Library staff for suggestions.

The Incremental Library Services Addendum in the Board packet will be added to the Citywide Library Services Study. It explains the costs of alternative types of services.

**Public Comment:** Another opportunity for public comment. There was none.

**Minutes approved:** April 17, 2007 regular meeting minutes approved as corrected. Marilyn Mastor was present. Vicky suggested the library “could” have representatives at fairs and farmer’s markets instead of “should.”

**Claims approved:** April, 2007 general fund \$56,272.91; gift fund \$579.22; REET fund \$448.56. Pam asked the Board if they would prefer to have the credit card entries summarized. They will be summarized with a full page available if there are questions.

**Library Performance & Activity Measures:** Withdrawn materials include weeding and replacing with newer copies for better circulation. The performance measures were approved.

**Communications:** Pam summarized the communications in the packets. We received a letter from the Secretary of State announcing we received the Bill and Melinda Gates grant for a couple computers in the teen area.

Pam will follow up on the Joel Douglas letter that was copied to the Museum to see what the Museum's response will be.

Most of the remaining letters were in response to the Bellingham Herald article on parking. We now have the ability for people to communicate through our website. A staff member is responsible for drafting responses to these for the director and notes in the suggestion box downstairs.

**2008 Budget:** Capital requests include \$36,000 for 24 staff computer upgrades to keep with City replacement standards. It is proposed to lease two new public copiers and coin change machines now for a year and purchase them in 2008. A microfilm scanner is being requested. The Friends have also been asked to replace one of the microfilm scanners. Faye moved to approve the capital requests as printed. Vicky seconded. It was suggested we look closely at the cost benefit of leasing. The motion was approved with the latitude to look further into copier leasing.

Since the capital requests related to the new building process were turned in last year, the east side presence has been added. Book drops could also be added at other community locations. Preliminary design budget is \$405,000 for 2007. The Board does not want to spend extra money at this stage, but suggests making \$100,000 available if needed for a new line item for Citywide Services Study. Descriptions and justifications will be updated, including the removal of design competition. North side, east side and any other added service could be combined in one line: Expansion of Library Services to Outlying Areas in the amount of \$50,000 for 2008 and 2009. Fairhaven Branch improvements would be adjusted to \$950,000 each in 2008 and 2009. Request for the new Central Library would be for the total project: \$12,000,000 in 2009, 2010, and 2011.

Discussion included the question of whether a RFP is necessary to see if anyone is interested in offering space for the expansion of library services. The Board wants to make sure they are above reproach for what they are doing. Pam will check with the Legal Department. Also discussed was parking and expansion

Tom Glenn asked about budget savings if the new library was built on the Municipal Court site without parking costs.

Faye moved to accept the 2008 capital budget as drafted and increasing the Fairhaven Branch Library improvements to \$950,000 for 2008 and 2009, adding the new line item for Citywide Services Study in the amount of \$100,000, and combining North side and East side to Possible Expansion of Library Citywide Services for \$50,000 in 2008 and 2009. The new Central Library budget would be \$12,000,000 for 2009, 2010 and 2011. Vicky seconded the motion. The motion was approved.

Pam will present the staffing portion of the budget at the next meeting. Preliminarily, Pam suggests \$5,000 for substitute staffing.

The Police Bike Patrol is walking through the library daily. Maintenance staff person is also doing security checks.

The Assistant Library Director has resigned. Pam is considering holding the position open until the end of the year because of the difficulty we've had in recruiting high level positions. The Management Team has been talking about staffing needs.

The critical need at this time is for communications and public relations.

**Board Reports:** Vicky said the magician performance last week focused on reading. The Friends funded the performance. The Friend's book sale begins Wednesday, and Vicky passed out handouts about the sale. Vicky said it is a delight to be part of a library that seems to be ahead of the game in their services.

**Director Report:** Pam gave an update to the City Council, presented at the Mayor's Neighborhood Advisory Commission, and will attend and speak at the Alabama Hill Association meeting on June 5th.

The library is live with WiFi during open hours. One WiFi drop is from our budget. We are asking the Friends to fund additional drops for here and Fairhaven.

Pam asked the Board about inviting city staff to come to the next board meeting to give a City parking overview.

Every two years the State Library holds a workshop in library leadership for trustees. There will be a workshop in September in Kennewick. Faye and Pam may attend.

Jan Walsh, State Librarian, will come to the Central Library to talk to staff and the board members about libraries in the 21st century.

**Next Regular Library Board Meeting – June 19, 2007** will begin at 2:00 p.m.

**Meeting adjourned** at 4:35 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees