

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, June 19, 2007 - Library Board Room**  
**02:00 PM - 04:40 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, Marilyn Mastor

**Board Members Absent:** J. Robert Gordon

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

**Others:** Clark Williams, Superintendent of Transportation and Communications, Larry Farr, Parking CommissionChair, John Watts, Council Liaison, Tom Glenn, Friends of BPL, Sam Taylor, Bellingham Herald, Margaret Ziegler, and Lorna Klemanski, H.R.

**Called to Order:** Regular session was called to order at 2:00 p.m. by Chair David Edelstein. The agenda was approved.

**Public Comment:** Tom Glenn applauded the work the Board is doing.

**Strategic Planning:** Clark Williams, superintendent of Transportation and Communications, gave a presentation on parking in general and planning. The City's parking system went through the City Center Master Plan. There is a shortage of surface parking due to a high occupancy rate. There has not been a detailed study north of Flora Street. Parking has been transferred to Public Works, which deals with the transportation system. Meter rates and fines went up in 2006 in an effort to change parking behavior. New development has added a supply of parking, and people are moving to off-street structures. The Municipal Code has been modified to give the Parking Commission more authority and to be able to make recommendations to City Council.

According to Municipal Bonding Consultant, Susan Musselman, an annual pay back of \$1.2 million is needed to support a new parking structure. Not enough revenue is being generated for the cost of a bond. It may be better to invite private industry to build parking, but they will need a pay-off as well. P.F.D.'s money is expended.

The Library is reaching a critical point for parking planning. A consultant will determine how much parking the library will need, and the library remains open to discussing civic core parking needs. A possible study of downtown core parking needs in conjunction with the library consultant's study was suggested. A collaborative conversation with the County, City, Library, and P.F.D. regarding parking in the Civic Center is needed a.s.a.p. if any other parties are interested in additional parking, beyond that which the library will require. If there is no agreement, the library will need to decide on a plan and move forward. Parking cannot go out for a separate bond, but would help to pay down a General Fund bond. Clark will ask Susan Musselman about how to bring other entities into the discussion.

Fairhaven Branch: Stucco report is not complete.

Book drops are currently being paid for by Haggen's. The City Attorney recommends we develop a policy about book drop service now that we are forming partnerships with others. August 1 is being targeted for beginning the pick-up and drop-off at Whatcom Community College.

The City Attorney also determined we can accept space in the Drake Building in Barkley area as long as the space furthers the library mission. Jeff Kochman is drafting a lease agreement. The library will likely

provide staff, materials and delivery service. The Management Team will take a trip to Seattle to check out similar sized facilities.

**Minutes approved:** May 22, 2007 regular meeting minutes approved.

**Claims approved:** May, 2007 general fund \$43,191.98; gift fund \$1,078.75; REET fund \$3,376.97

**Trustee Education: Summer Reading Program:** Helen Scholtz said the kick-off party for the summer reading program was well attended Saturday on the Village Green. The “Get a Clue at Your Public Library” summer reading program for children is a continuation of year around programs in getting children connected to books with extra programming for school-aged children. We have partnered with the county library system in producing a three minute video and a short that is being shown on BTV10. To help connect with schools, the Friends have purchased t-shirts for school librarians. Helen explained the reading incentives.

Jennifer Lovchik explained the teen summer program with the theme, “You Never Know.” The incentive is to read a book, write a review, and the teen is entered into weekly prize drawings. There has been wonderful response and support from the community. The teen area is coming into its own presence, carving out a space of its own. A fine forgiveness program for teens would provide a one-time waive up to \$5.00 in teen accounts.

Marilyn Mastor made the motion to approve the fine forgiveness program for teens. Faye Hill seconded. The motion carried.

#### **Library Performance & Activity Measures for May:** Approved

**Communications:** An anonymous request in the suggestion box asked that the library be open on Sundays year around. Pam explained that we aren’t open Sundays in the summer because use of the library has not warranted being open. This is something we can continue to monitor.

Pam mentioned her letter in response to Brian Vujovich and family, thanking them for a \$5,500 donation in honor of Andrew and Margaret Vujovich. The money will be used to purchase a multimedia projector and an outside book drop.

Pam does not share anonymous letters generally, but they are kept on file. A letter of concern about a staff matter will be shared with the department head.

Another communication about a book donation was shared with the Board and followed with a discussion about the library’s gift policy. Pam will take a look at the policy and bring it back to the Board.

**2008 Budget:** The Capital requests have been turned into the City. Copiers were not included, as we are still working on the costs. They may be included in the regular budget. The Friends are paying for one replacement microfilm scanner, and we have asked for another through the City budget.

The staffing budget is due at the end of the week. We have not added staffing in at least ten years, yet business is increasing. We are asking for: Communications Specialist (begin in 2007, but budget impact in 2008), Clerk to handle increased activity in Circulation, Accounting Assistant III for timekeeping and administrative support (begin in 2007), substitute staffing at Librarian level, and change 2 Clerks to full time. Four non-benefited Clerks would be increased to part time and benefits. No security staff is being requested at this time, and we are not asking to increase the delivery truck driver’s time.

**Policies: Eligibility for Library Services:** What had been a list of procedures has now been revised into a policy with a few revisions: Eligibility definition: Resident of Whatcom County and students enrolled as students in college or university in Whatcom County. Students would need to show their current I.D.

card. Non-residents who are employed in Whatcom County could register for a free library card. This would be comparable to WCLS policy. We honor WCLS cards, but prefer that patrons use BPL cards if this is their primary library. David Edelstein was concerned about losing any revenue for the City. Suggested changes will be made and brought back to the Board.

**Board Report:** Faye Hill and Vicky Marshall met with people at Barkley, who were interested in starting Friends groups. They suggested using signs on the Haggen's drop box and information in publications of the Barkley community Neighborhood Association, schools and PTAs. They might need a Friend to be available when the materials area is closed.

**Director Report:** The Friends have also funded seven copies of the newest Harry Potter title on C.D., shelving in the Teen and Children's Department, additional wireless access points, the summer reading kick-off program, and a microfilm scanner.

David asked Tom Glenn to tell the Friends they are underappreciated, underpaid, but the best and brightest of the community. Tom said he admired the enormous task the Board faces with the new building. He would like the Friends to hear about the summer reading program at their next meeting.

Copies of Bellingham Public Library in the news were circulated.

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

No action was taken during or as a result of the Executive Session.

**Next Regular Library Board Meeting – July 17, 2007** will begin at 2:00 p.m.

**Meeting adjourned** at 4:40 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees