

Regular Meeting of the Board of Library Trustees
Tuesday, August 21, 2007 - Library Board Room
02:00 PM - 03:45 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.

Board Members Present: Chairperson: David Edelstein, Vice-Chairperson: Faye Hill, Vicky Marshall, J. Robert Gordon, Marilyn Mastor

Board Members Absent:

Library Staff: Madeline Sheplor; Deborah Brewer and Gladys Fullford

Others: John Watts, Council Liaison, Alan Marriner, Assistant City Attorney, and Nina Cox, WCLS Trustee

Called to Order: Regular session was called to order at 2:00 p.m. by Chair David Edelstein. The agenda was amended for the Trustee education and Trespass appeal process to follow Public Comment.

Public Comment: Nina Cox, WCLS Trustee, is present as a representative from the WCLS Board. The WCLS Board has decided there needs to be more communications between the Boards. They would like to invite a BPL representative to attend their meetings at 9:00 a.m. on the third Tuesday of the month at various branch libraries. Vicky Marshall will attend in September, and Faye Hill will attend in October.

Trustee education: Incident response procedures: Deb Brewer passed out information describing how the library handles incidents. Staff is responsible for maintaining a welcoming, safe library environment. Staff has discussed the spectrum of possible approaches to dealing with problem behavior in the library. They have been trained in incident procedures which include measures such as verbal warnings, asking to leave for the day and exclusions and trespasses. The last two require a consensus of staff on appropriateness, length and when to initiate. Incident reports provide a way of tracking incidents and keep staff informed.

Trespass appeal process: Alan Marriner, Assistant City Attorney, said Perye Maher has appealed his lifetime trespass issued in 2003. A request for an appeal or reconsideration can be made after one year. The Board needs to decide what process they will follow for the appeal. One option would be for the entire Board to consider a paper review of the incident with reports from the person and staff. The second option would be for the person to come to the next Board meeting to explain why they are appealing. Staff would respond; the Board would deliberate and decide in the open public meeting.

David Edelstein mentioned the Board amended the permanent trespass policy to five years. David would like all lifetime trespasses changed to a five year date. Current Board policy does indicate that a permanent trespass is possible in extraordinary circumstances.

Another option in the appeal process would be to vacate the trespass on a probationary basis. High standards would be set for a probation period and defined case by case. There are a variety of options.

The Board prefers a paper review with guidelines or outline for the person appealing the trespass. The Board decided the process will be a review of the written record rather than an in-person appeal. The person should be given specific questions to answer regarding the original trespass and what has changed. The person could also provide written references. Staff would submit letters to the Board as well.

Minutes approved: July 17, 2007 regular meeting minutes approved with modification of adding last names.

Claims approved: July, 2007 general fund \$58,913.93; gift fund \$328.90; REET fund \$5,250.00

Vicky Marshall moved to reinvest both checks to the Bellingham Public Library Fund at the Whatcom Community Foundation. Marilyn seconded. The motion was approved. The Board would like more information on the grants.

2008 Budget: Library Rates and Fees: An increase is proposed for non-resident borrower fee based on actual cost per capita. It would be \$52 per year and \$26 for seniors. Color copies will be 50 cents. Staff time for research requested from outside Whatcom county would be raised to \$20/hour to reflect the staff person's hourly wage. The Board recommends the hourly rate should be increased to \$30/hour and a minimum charge of 30 minutes. A study of what other libraries are charging was suggested.

Library Performance & Activity Measures for July: Statistics continue to increase.

Communications: David Edelstein read aloud the notice of Tom Glenn's death from Pam Kiesner's Director's Report.

The Whatcom Literacy Council's letter talks about partnering. The program consultant will bring more partnering opportunities to the Board's attention.

Strategic Planning Update: Madeline Sheplor said we are now sharing a drop box with Whatcom Community College. Holds will be available beginning September 24 when WCC's fall session begins. Pam Kiesner is working with Linda Lambert on a written agreement. WTA will be eliminating two stops. WCC is working on a shared drop box along with the current dedicated spot.

Madeline passed out preliminary drawings for the Barkley presence. Pam Kiesner is also working on a written agreement with Barkley Group. The plan is to open the Barkley presence in January, 2008.

Myron Carlson, Facilities Manager, is in contact with the BOLA architects and Pioneer Masonry regarding the Fairhaven Branch. They will have a presentation at the September 18th Board meeting.

Pam Kiesner and Ravyn Whitewolf, Public Works Engineering Manager, are continuing negotiations for the contract with the consultants for the Central Library. The Library Building Program consultant team consists of Thomas Hacker Architects, RMC Architects of Bellingham, Library Consulting, P.A. and Walker Macy. The kick off will be September 8th.

Board Report: Vicky Marshall announced the Friend's book sale September 13-15th.

Copies of news clippings about the library were passed around for the Board Members to review.

Next Regular Library Board Meeting – September 18, 2007 will begin at 2:00 p.m.

Meeting adjourned at 3:45 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees