

**Regular Meeting of the Board of Library Trustees
Tuesday, September 18, 2007 - Library Board Room
02:00 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.

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

Board Members Absent:

Library Staff: Pamela Kiesner; Margaret Ziegler; Scott Blume; Donna Graddock; Gladys Fullford

Others: John Watts, Council Liaison, Alan Marriner, Assistant City Attorney, Amory Peck, WCLS Trustee, Julianna Guy, Guide Meridian/Cordata Neighborhood, Rosemary Woodyard, Fairhaven Friends, Rhoda Lawrence, BOLA Architecture, Bob Mitchell, Pioneer Masonry Restoration Company, Myron Carlson, Facilities Supervisor, and Jack Weiss, Birchwood Neighborhood

Called to order: Regular session was called to order at 2:00 p.m. by Chair David Edelstein.

Public comment: Julianna Guy presented a letter to the Board members requesting a small branch library to be located in the Guide Meridian/Cordata Neighborhood as part of the plans for the upgrade of the Central Library. The Guide Meridian/Cordata Neighborhood Association asks to be included in the discussions and plans for the future of the library system in Bellingham.

Pam Kiesner replied that the library consulting firm is just getting started, and she has asked Katherine Hanowell to assist in recommending a north side neighborhood representative to volunteer for the Library Program Committee.

Adam Ward said the new library is one of the most exciting things going on in Bellingham. He represents River Oak properties, which owns the JC Penney's and Woolworth's building. Investor Doug Tolchin would like to do something civic with the space. It is possible the space might provide an interim location for the library during construction of a new library. Adam passed out information about the space.

Beverly Jacobs said she would like to see a library presence in the park area next to the new Aldrich Elementary School in the Cordata area. Beverly stated a community site is needed, not just a drop off.

Pam replied that beginning September 24th, in addition to a drop-off, patrons will be able to pick up materials at Whatcom Community College. Public computers will be available on a limited basis. The pilot project will be important in gauging community interest in a public library presence.

Trespass appeal: The Board decided to review a trespass appeal based on written record, which consists of incident reports to 1989, written appeal and response to questions, and staff response. No letters of reference came in on behalf of the appeal. Under the current policy a lifetime trespass is only given under extraordinary circumstances. Alan Marriner, Assistant City Attorney, said the Board could attach any conditions to their decision. David Edelstein stated that all trespasses should have a reasonable time and possible relief from a lifetime ban.

During discussion the Board stated they were bothered by no letters of reference or professional opinion. There is not enough evidence of a change and no answer to how the applicant would act differently. It has not yet been five years since the trespass. The Board does not want

staff and patrons to be frightened and uncomfortable. Safety of the library and staff is key. Concrete information that there has been a substantial change is needed. Marilyn Mastor made the motion that in order to consider this appeal, the Board needs more information. Faye Hill seconded the motion. Following discussion the motion was approved. The motion was made to table the issue for further discussion at next month's meeting. No action would be taken at this time, and there is no staff action required. The motion carried.

Strategic planning update: Fairhaven condition: Myron Carlson, Facilities Supervisor, Rhoda Lawrence, BOLA Architecture, and Bob Mitchell, Pioneer Masonry Restoration Company, reviewed the masonry condition assessment of Fairhaven Branch. The face of the brick came off on south side during inspection. South side is in the worst condition. North side had previously been re-stuccoed. Stucco removal is not the issue, but structural integrity of the brick is. Stucco was applied to help keep out the water, but if brick is constructed correctly, it wouldn't leak. The quality of the brick is poor and so is the way it was constructed. The south side has more weather exposure, and was attacked by moisture early on.

After stucco removal the structural engineer strongly recommends steel reinforcement for the brick masonry wall. Best long term would be to repair and replace bricks and mortar or stucco. It currently does not look like the original. Stucco has obliterated the cast stone details. From a historic perspective the stucco should be removed and reinforce the brick. When asked about brick on the front and stucco sides, Rhoda explained the sides are very visible. It would not be the best decision from a philosophical and aesthetic viewpoint. The building has some original features that are important to repair and maintain. A 1930 photo shows the building is not stuccoed.

Pam presented the question: Is the size of the building going to meet our needs in the future? Do we put money into the building to restore it historically and structurally, or will we need to expand it? The Library planning consultant will look at Fairhaven condition assessment and our future library needs.

The bricks can be made to look good with tooled mortar joints. The color may not be what is wanted: historic/preservation orange. Cost of all brick masonry or all stucco work might be about the same. Additional work is needed to find what is really there under the stucco. The paint needs to be stripped. It is probably lead based. Durable brick is the best long term repair. Stucco needs to be painted and sealed. Most important is structural integrity (steel strong backs) and water proofing. The worst cost scenario should be estimated after further inspection. Costs will be estimated by Rhoda Lawrence, working with Myron, and provided within the remaining scope of the Fairhaven project.

Barkley progress report: The Barkley newsletter had an article about the coming library presence. The lease agreement for the 1,100 square foot space is being drafted by Jeff Kochman who proposes for 3 years free of charge. However, it is hoped by the landlord that the tenant put some rent and operations component in the budget as a degree of the library's commitment. Pam has continued to state that we have not provided additional funds in our budget to pay rent or operations. This is a pilot project to see how well received it will be. The Barkley presence is hoped to be implemented at the beginning of 2008.

Central consultant contract, scope of work, schedule: First meetings with consultants take place next week. Community representatives from the north and east sides will be involved. Pam is working on the details of the Library Program Committee which will meet on September 25th, 1:00 p.m. with Thomas Hacker, Robin Wilcox, Brad Cornwell, RMC, and Jan Feye-Stukas. Board members are invited and encouraged to attend, and the meeting will be noticed for the media. John Watts mentioned he met with a local architect who designed the Learning center at Maritime Park and the North Cascades Institute at Diablo Dam: David Hall, Mt Vernon firm.

Clark Williams mentioned a parking study need for the civic center area when he was at an earlier board meeting. It will be done by the end of October. John Watts said the Parking Commission reported to City Council yesterday. The Parking Commission may be teamed with Bikes/Pedestrians for a Transportation Commission with a broader scope. There would be specific sub-committees to focus on related issues.

Minutes approved: August 21, 2007 regular meeting minutes approved with the addition that the Board decided the appeal process will be a review of the written record rather than an in-person appeal.

Claims approved: August, 2007 general fund \$58,743.82; gift fund \$194.44; REET fund \$561.21

The Board recognized the staff's work for the Gates Grant for computers. The Board suggested that when a patron makes suggestion for purchase of materials, they be advised if approved.

2008 Budget: The library budget has been approved by the Mayor. Pam will make a presentation to Council. The budget will be approved by Council before Tim Douglas leaves office the end of November. Materials are approximately 15% of the library budget. Computer hardware was increased by \$30,000 to follow city hardware standards replacement schedule. Staffing costs are up because of the rising cost of benefits and settlement of classification contracts for 114 and 114L unions. Two part time clerk positions will become full time. Three aides positions will be increased to 20 hours and become benefited. Temporary librarian hours on adjunct basis have been added to budget. A change has been recommended to reclassify the Assistant Director position.

Library Performance & Activity Measures for August: Approved. Statistics are great.

Communications: Margie Lee sent individual letters to the Board members which they received at the meeting.

Polices: Rules of conduct: Changes have been made on how to handle the appeals process. Vicky Marshall moved to approve the policy. Faye seconded. The motion carries.

Board Report: Vicky Marshall reported she visited the Salt Lake City Public Library and took a self guided tour of the 6 floors. Vicky recommends everyone should visit it, if possible.

Vicky also mentioned a friend was sad about no more date stamps.

Director Report: Pam said Faye Hill and J. Gordon will be attending the WILL conference. The consultants will be here at that time, so Pam is not going.

The library received a grant for a marketing workshop at the library. Metropolitan Marketing Group from Portland, Oregon met with staff the entire day. They are writing a marketing plan for the library. They suggested we have lots of work to do, and may not be ready for the Spring election, but Pam believes they may not be completely aware of all our previous efforts and planning consultant work being done currently. Marilyn Mastor commented that the public perception is that we need to move on it.

Pam will try to schedule appointments with the mayoral candidates Dan Pike and Dan McShane to talk about library issues.

The process has begun to recruit an Assistant Library Director.

A recent change that our library customers are still getting used to: We have done away with the book date-due stamps. We provide an electronic receipt. Patrons can call the automated line. Email notices are sent when materials are due. Most libraries do not have date stampers. Magnets have been produced to hold receipts to refrigerators.

During summer, the Children's Department had children mark where they live with red dots. The map was shared with the Board.

Next Regular Library Board Meeting – October 16, 2007 will begin at 2:00 p.m.

Meeting adjourned at 4:50 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees