

Regular Meeting of the Board of Library Trustees
Tuesday, February 19, 2008 - Library Board Room
04:00 PM - 05:30 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.

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

Board Members Absent:

Library Staff: Pamela Kiesner; Christine Perkins; and Gladys Fullford

Others: Jack WEiss, City Council Liaison, John Carter, Finance Director, Ian Tyson, Whatcom Independent, Mike Curtis, Janet Boyhan, WCLS Trustee, Tim Douglas, John Servais, and Beverly Jacobs, Guide Meridian/Cordata Neighborhood

Called to order: Regular session was called to order at 4:00 p.m. by Chair, David Edelstein.

Approve/modify agenda: The agenda was modified to have John Carter's presentation after public comments.

Public comment: None.

Library project costs: Pam Kiesner stated a copy of the draft agenda bill for City Council meeting on February 25th is included in the Board packet. More detail on the indirect costs assigned to the project is also included. The Fairhaven cost update is also included and shows that taking off the stucco, refinishing the bricks, and not reapplying the stucco costs about the same as taking off the stucco and re-stuccoing.

John Carter, Finance Director, talked about the 2012 operating costs. After analyzing the consultant report, the assumptions are that the design and engineering would be in 2009, renovation of Fairhaven Branch in 2009, and construction would go from late 2009 to 2011. Opening of the new library would be in 2012. The 2008 assessed value is \$7.0 billion. Assessed value grows at 3% per year. Interest rates are at the current market plus .50%. The bond would have a 20 year term. The bond issue would be \$57 million including bond issuance costs. With a levy rate of \$.61, the annual cost for a \$300,000 home would be \$183. The levy rate could go down to \$.35, which would be an annual cost of \$105. Non-bondable costs include rent on 30,000 square feet of temporary space and tenant improvement on the temporary space could be \$1.6 to \$1.9 million.

Assumptions of budget impact on the Operating Fund include inflationary increases of 3% annually; there would be no additional costs for Fairhaven; revenues may uplift 30% in 2012; eight new full time equivalent staff which is still conservative when compared to other libraries; an increase in building maintenance per Public Work's existing formula; and garage operating costs at \$2.25 per square foot. Total Operating Fund budget increase would be \$780,000 in 2012. Total costs not from the levy would be the costs to rent and upgrade the temporary building, election costs of \$100,000, and the additional operating costs in 2012.

Pam Kiesner added that business can double with the opening of a new library. We are currently at a very low staff level. We would plan to have 52 FTE by the time the new building opens. That is still on the low side of the range for a building the size we plan.

David Edelstein asked about buying property to build a branch library under a bond ballot and if this would dictate the use of the land for future use. John Carter answered that bond ballot measure could be

drafted as broadly as possible with a long view. The bond states how the proceeds are to be used, and we must stay within the bond rules.

The indirect costs worksheet gives the detail that City Council requested. Brad Cornwell will come to the City Council meeting to answer questions about the indirect costs.

An enhanced LEED certification means we have LEED involvement early in the process.

Jack Weiss asked about the contingency on the construction phase and another 5% related to indirect costs. Jack also asked if the LEED review and certification are not included in the consultant's professional fees. These are questions for Brad Cornwell.

Faye Hill asked if BOLA has given their opinion on whether to refinish the bricks or re-stucco Fairhaven. Pam Kiesner will ask for BOLA to advise us.

Jack Weiss stated Council members would look at the priorities and ask if priority # 3 was discretionary. Some items in # 3 relate to historical restoration. We need to take care of the emergency (exterior) and what is a good value to do or not to do. Jack asked if the two shear wall elements shouldn't be a # 1 priority. Pam will speak with Rhoda from BOLA about this as well.

Minutes approved: January 15, 2008 regular meeting minutes were approved.
January 29, 2008 special meeting minutes were approved.

Claims approved: January, 2008 general fund \$73,189.72; gift fund \$0.00;
The 2007 fourth quarter report shows a variance of \$429,491. The Library is asking to reappropriate \$405,589 to 2008 funds. The salary variance was \$21,021, leaving only \$2,881.

Library Performance & Activity Measures: Circulation is up 6% over last January and total visits are up 8%. There is a nice increase in Whatcom Community College use. Faye Hill asked if the WCC holds are included in the Central library totals. Pam will check on this. The Library Performance & Activity Measures for January were approved.

Communications: The board is invited to Whatcom Literacy Council's open house in their new offices.

Policies: Collection Development Policy: The Collection Development Policy was approved by the Board in concept in November. It is now in Peabody format and requires Board approval. David Edelstein commented that it would be helpful if all future policies include the last statement that the "policy is periodically reviewed, revised, or reaffirmed by the Library Board." Vicky Marshall made the motion to approve the policy. Marilyn Mastor seconded. The motion carried.

Proposed library closures: Because Christmas Eve and New Years Eve fall on Wednesdays, the Board was asked to approve a 5:00 p.m. closure instead of 8:00 p.m. Faye made the motion to approve the two closures. Vicky Marshall seconded. The motion carried.

Board Report: Vicky Marshall commented on Tim Douglas' great article in the Whatcom Independent. Vicky also thanked the Board members for the work they did at the joint work session with City Council.

City Council Liaison Report: Jack Weiss thanked the Board for meeting with City Council. It was nice for the Council members to be down on the main floor. One of the first actions of the Council was to make sure both afternoon and evening sessions are televised live on BTV10 and are also taped for other broadcasts.

Director Report: Pam Kiesner introduced Christine Perkins, Assistant Library Director. Her major responsibilities are communications, outreach, daily operations, and staff liaison to the Friends. We are happy to have Christine on staff.

We are concerned for the safety and security for our customers, staff and the collection. Officer Mark Young has reviewed the Central library and will also review Fairhaven for improvements we could implement. A proposal will be brought to the Board and City Council to request staffing for security attendants.

Staff will be recognized for their years with the City: Linda Hodge, 40 years; Colleen Morse, 30 years; and Pat Leedy with 20 years.

Pam Kiesner has toured a few facilities that we might be able to use as interim locations. The Museum is interested in the Library's use of their space for our interim space.

Speaking engagements: February 27: Pam at the Chamber of Commerce; March 12: David and Pam at Northwest Business Club; March 20: Pam and Alan at Silver Beach Neighborhood Association; April 19: Pam and Joan Airoidi at League of Women Voters, April 21: Pam and Tim Douglas at Rotary; and May 6: Pam at the Museum Brown Bag.

Public Comment: Beverley Jacobs, Guide Meridian/Cordata Neighborhood Association, is glad the possibility of a library in the north end is now being mentioned. Beverley has been working to find a possible donor with space. She is encouraged that the Board is supportive of this possibility. There are 5 or 6 new complexes going in the north end. They are growing exponentially without amenities and urban villages. Whatcom Community College has been very cooperative and helpful, but they are not open as many hours as residents would like and traffic in the roundabout is scary for pedestrians. More parking would be nice, too.

David Edelstein recognized Beverley's effort in public service. He commented that it is the Library Board's responsibility for long range planning, and they work in tandem with City Council for financing.

Janet Boyhan mentioned she was late because she couldn't find parking. She is a member of the WCLS Board. WCLS wants to stay abreast of Bellingham's issues and efforts.

Next Regular Library Board Meeting – March 18, 2008 will begin at 4:00 p.m.

Meeting adjourned at 5:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees