

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, June 17, 2008 - Meeting Room on lower level**  
**04:00 PM - 06:20 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:** Vice-Chairperson: Faye Hill, Vicky Marshall, J. Robert Gordon, Marilyn Mastor

**Board Members Absent:** David Edelstein

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

**Others:** Janet Boyhan, WCLS Trustee, Margaret Ziegler, Kate Grinde

**Called to order:** Regular session was called to order at 4:00 p.m. by Vice Chair, Faye Hill.

**Approve/modify agenda:** No changes to the agenda.

**Public comment:** None.

**Minutes approved:** May 20, 2008 regular meeting minutes were approved with corrections on page 3, paragraph 1 and 2. Omit the year and state "future jail bond." Omit "symbiotic" phrase.

**Claims approved:** May, 2008 general fund \$52,884.54; gift fund \$7,500.00; REET fund \$30,452.49.

**Library performance & activity measures:** Total holdings for both April and May have been corrected, and new copies were passed out to the Board. The effect of weeding and collection maintenance can be seen. Circulation is up 6.5% over 2007. Visits are up over 10%. April and May performance and activity measures were approved.

**Communications:** None.

**2007 Annual reports:** Washington Public Libraries is our report to the State. Madeline Sheplor does this 25 page report. Christine Perkins put the Bellingham Public Library annual report together. These will be distributed at all locations and on our library website. Pam Kiesner will take the reports to the state library director's meeting. They are appealing and easy to read.

Registered borrowers are less than previous year because we are purging the database of cardholders who haven't used their card in last three years as well as making corrections in boundaries with the county.

**2009 Budget:** Capital requests and payroll changes have been submitted, but can be changed. Pam Kiesner will be meeting with Mayor Dan Pike and the Finance and Budget Directors on June 26 about the capital requests. The Board will discuss rates and fees as well as line item changes at the July meeting. Capital requests were due May 30th. We included several suggestions from Myron Carlson, Facilities Manager.

The first request is to move money not used in 2008 forward to 2009 for Fairhaven renovations, priority 1. Priorities 2 and 3 are requested. Christine Perkins mentioned that building inspector, Preston Burris, and Myron Carlson inspected the Fairhaven stairway. The rusted metal strip seems alarming, but is not an issue. The chipping stucco was seen as a hazard, so the rest was chipped off. There were no dangerous cracks due to weight. Myron will talk about Fairhaven renovations at the special library board meeting June 24th. Mayor Dan Pike will present his waterfront vision with alternative sites for the library.

It appears we will be in this Central Library building for at least five years. The entry doors need to be replaced. The troublesome doors and locks are a security issue. Two office spaces are needed for two department managers, who are located in the middle of the people they supervise. They have no place to meet with their staff. We are requesting structural renovations to improve workflow efficiencies in Circulation, painting of the exterior and interior, and carpeting. Carpeting is eleven years old in public areas and 25 years old in non-public areas.

The City's priority will be for life safety. The doors and carpeting may be in this category. We are the most public and busiest of City buildings.

Other requests are to redesign our website, replace critical network hardware, update library signage with the new logo, and community book drops. Bellingham Technical College and Western Washington University have approached us about making connections on their campus. Requests other than Fairhaven renovations total \$705,000. The Board said it is important to ask for all the items.

Payroll requests were due June 16. We are understaffed when compared to similar sized libraries and cities. We are asking for 3.87 fte increase for 2009: increased hours for delivery driver, adjunct librarian hours, and the page pool of hours; one new entry level librarian for the reference desk and one entry level children's librarian. From the audience, Margaret Ziegler suggested these are restorations of librarian positions lost in 2003-2004, and not new positions.

Vicky Marshall made the motion to approve the capital projects and payroll portions of the 2009 budget as written. Marilyn Mastor seconded. The motion was approved.

**Library Brand update:** Matt Barnhardt of Pivot Lab was hired to design a new logo. The agreement was nearly pro bono with \$700 payment. We wanted to establish a compelling fresh identity, clear and simple to read. The logo can be reproduced in black and white or two-color. The orange and gray color combination work well. The font should be century gothic. The logo looks professional and is something to be proud of. It is not just a literal application, but can be interpreted in many different ways. We can add different lines for particular campaigns. It is a unique icon. If approved, the logo will be used on letterhead and business cards. The Friends will be asked to furnish tee shirts or polo shirts with the logo for staff. The shirts and bags with the logo could be sold as a fundraiser. Vicky Marshall made the motion to approve the logo. Marilyn Mastor seconded. The motion was approved.

**Board of Trustees Bylaws, Code of Ethics, and Job Descriptions:** The Trustee Bylaws update definitions, purpose, membership, term of office, and officer's duties. The Bylaws were approved with changes by Board consensus.

The Code of Ethics is new. Vicky Marshall moved to accept the Code of Ethics as written with changes and reworking the last statement for clarity. Marilyn Mastor seconded. The motion was approved.

Job Description is also new. This will be reworded, formatted, and brought back to the Board.

**Policies:** Policies will be held for next regular Board meeting.

**Meeting location for future meetings:** Pam Kiesner proposed all future Board meetings be held in this room on the lower level, which is more accessible to the public. The Board agreed that one meeting will be held at Barkley Branch (August) and one meeting at Fairhaven Branch (October).

**Strategic Planning update:** The Management Team is working on a core values and mission. A draft is being prepared based on public input during the sessions last fall and winter.

**Library Board report:** Faye Hill and Vicky Marshall recently visited the Salt Lake City Library and passed pictures around. The Children's Room includes a large room, smaller meeting room, and

interesting spaces for babies and older children. There are sculptures on the rolling hill in back with a waterway. The brochure lists shops and services at the library square. Signage includes grow, create, explore. There are beautiful and interactive displays. It stirs creative juices of what a library can be.

**Library Director's report:** Pam Kiesner said the Special Board Meeting on Tuesday at 3:00 p.m. will be about facilities including Fairhaven renovations and the Central Library site discussion.

The typing room has been turned into a tutoring room.

Security Attendants are being recruited.

The Barkley Branch will have a soft opening the end of July. It looks fantastic. Officials will be invited to the grand opening. The bakery, "Our Kitchen is Your Kitchen" next to the Barkley Branch is open.

The summer reading kickoff at Fairhaven Village Green was attended by 600 people. It was funded by the Friends. Sterling Deitz, magician, was there.

Sherman Alexie has agreed to be the lead off author for the Whatcom Reads program.

**Next Regular Library Board Meeting – July 15, 2008** will begin at 4:00 p.m.

**Meeting adjourned** at 6:20 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees