

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, July 15, 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:** Chairperson: David Edelstein, Vice-Chairperson: Faye Hill, Vicky Marshall, J. Robert Gordon, Marilyn Mastor

**Board Members Absent:**

**Library Staff:** Pamela Kiesner; Christine Perkins; Jane Lowrey; Iris Kaneshige and Gladys Fullford

**Others:** Margaret Ziegler, Rick Chartrand, and Andrea Hernandez

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

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

**Public comment:** Rick Chartrand suggested two new branches are needed: Barkley and Cordata. Rick expressed concern about the proliferation of PCs in the library and that only half are being used for library work. Rick also suggested the Central Library could be expanded without relocating the library to the waterfront. Rick stated the existing library building has unique aspects that compliment the County Courthouse and City Hall, and it should remain in the civic core.

**Minutes approved:** June 17, 2008 regular meeting minutes were approved with correction that the meeting took place in the Library Lecture Room. June 24, 2008 special board meeting minutes were approved.

**Claims approved:** June, 2008 general fund \$60,564.65; gift fund \$58.35.

**Library performance & activity measures:** June performance and activity measures were tabled until the August board meeting.

**Communications:** None.

**2009 Budget:** Pam Kiesner reviewed the budget with a Power Point presentation. Worksheets from the City will become available next week and are due August 18. City direction is cautious and conservative. There is to be no expansion without identified ongoing revenue. The priority is maintenance of current services. Capital priority is safety, maintenance of existing buildings, and grant funded projects.

Department operating budgets are to be at or below the 2008 adopted budget. Barkley Branch will be budgeted separately to gain a true cost of the facility. Some of our capital requests may be covered with a councilmanic bond. The library renovations are the minimum necessary to keep the building operational for the next five years. The website is not bondable, but can be added to Professional Services.

**Trustee education: Outreach Services:** Christine Perkins explained the Library's 30-year Outreach program. The library serves 30 facilities for senior citizens. Over 400 patrons are visited monthly. Five people are home bound, and caregivers pick up their materials. Jane and Colleen Morse pull from the stacks using profiles of what people would enjoy. The truck is available for afternoon visits. Deliveries are made 16 to 17 days each month, leaving time to reschedule if necessary. BiFolkal kits are available for adult recreation directors at adult residential care facilities. Contracts are being drafted for formal agreements with the centers. Curriculum is being developed to make outreach patrons know how to put

holds on materials and to research our databases. Margaret Ziegler explained the Outreach Services began with federal funds for three years. The Library then went to City Council for continued funding. The original vehicle was donated by the Lion's Club.

**Policies: Rules of Conduct Policy revision, Appealing a trespass, and deciding the length of an exclusion or trespass procedures:** After discussion, it was decided changes will be made to the Rules of Conduct policy and brought back to the Board in final form. The Board did vote 3-2 in favor of leaving "permanent trespasses" in the policy. Only the permanent trespasses are brought to the Board for review. Pam Kiesner is aware of all trespasses.

**Bellingham Public Library Board of Trustees Bylaws:** Marilyn Mastor suggested two changes in Article II of the bylaws: "The Board plays an active role in understanding library needs of the community." And, "In turn, the Board builds support for the library by promoting library services to the community." Faye moved to approve with the changes. Marilyn seconded. Motion carries.

**Code of Ethics:** Vicky Marshall made the motion to approve the Code of Ethics with the deletion of "to bring about desired changes" in the 5th paragraph and the word "all" in the last paragraph. J. Gordon seconded. Motion carries.

**Job Descriptions:** Vicky Marshall made the motion to accept the Job Description document as presented. The motion carries.

**Outreach Services Policy:** Vicky Marshall made the motion to accept the Outreach Services policy as stated in draft #8. Marilyn Mastor seconded. The motion was approved.

**Facilities update:** A site evaluation of the Mayor's site with our methodology was discussed. There is much we do not know about the site. It is too early to do the evaluation without a waterfront master plan. The Mayor should be provided our evaluation form, so he would have a feeling for the considerations we are trying to figure that are identical to what we have done with all other sites. The Board needs to know the environment for borrowing on a bond. The bonding lawyer has stated only 5% of the building can be for retail use. Clearly the City does not want to demolish this building. Another site is needed. Some previous sites should be revisited for availability.

Barkley Branch opens in a few weeks.

**Library Director's report:** Marilyn Mastor sponsored Pam Kiesner to be inducted into the Rotary.

**Next Regular Library Board Meeting – August 26, 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