

Regular Meeting of the Board of Library Trustees
Tuesday, December 15, 2009 - Meeting Room on lower level
04:00 PM - 06:10 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, J. Robert Gordon, Marilyn Mastor

Board Members Absent: Vicky Marshall

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

Others: Ted Carlson, Public Works Director, Jan Hunter, WCLS, Joan Airoidi, WCLS, Kathie Wilson, BPL Friends, and Margaret Ziegler

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

Approve/modify agenda: No changes to agenda.

Public comment: None.

Presentation: pay stations to be installed around library block: Frank Ordway was not present. Pam Kiesner mentioned the library has made the following suggestions to the Parking Commission regarding the pay stations: volunteer parking ambassadors, a place to call with questions, a roof over the pay stations with shelving for materials, and the pay stations should face away from the street. Installation will be in early Spring. Handicapped spaces will be exempt as will the short time parking. The old meter posts will remain, and will be converted into bike racks. Credit cards can be used, and a cell phone can be used to add time.

2010 Library budget: Facilities charge backs: Ted Carlson, Public Works Director, explained Facilities' charge backs. The City's General Fund costs are recouped through allocated charge backs. Facilities total operating costs consists of staff and allocations. This is divided up on a square footage basis and charged back to City Departments. This is not a perfect solution and does not take into consideration the level of service. The Central Library and Fairhaven Branch Library total 54,000 square feet. This is 42% of General Fund buildings.

Facilities costs consists of custodial services, maintenance services and utilities. The utility costs are site specific and actual costs are charged. The budget is based on the last actual figures. Because of Fairhaven Branch closure, we may see some reduction of utilities in the 2011 budget when the budget is based on actual figures from 2009.

The City will be looking at how the charge backs are figured and the actual costs of the service. The library does have a full time custodian day and night. Another option might be to opt out of custodial services, and the library would have its own custodial staff. Ted Carlson will supply a breakdown between custodial, maintenance and utilities expenses to Pam.

Ted Carlson answered a question that the City does provide Project Managers for construction projects. Myron Carlson's time is included in Facility charges. When the project becomes large, it goes beyond Myron's management. If Public Works Engineers are used to manage a project, City Departments are charged for the Engineer's time.

Public Works does not currently have a way to fund improvements. They would like to be more proactive in finding money for the capital maintenance fund such as charging for replacement costs like Fleet Services. The Mayor is appointing a Capital Facilities Task Force to look at prioritization and funding.

Library Budget Presentation: Pam gave the Power Point 2010 budget presentation that she gave to the City Council in November. It includes 2009 accomplishments and 2010 goals. This is also available on the website. Pam had asked for \$60,000 for more Page hours. David Webster found \$25,500 from the Executive's budget for Page hours.

Minutes approved: Faye Hill made a motion to approve the November 17, 2009 regular meeting minutes. Marilyn Mastor seconded. Motion carried.

Library performance & activity measures: Marilyn Mastor made a motion to approve the November performance and activity measures. Faye Hill seconded. Motion carried. Pam will have end-of-the-year figures at the January meeting.

Communications: None.

Claims approved: November 2009 general fund \$38,628.55; gift fund \$2,336.94; Facilities Capital Maintenance fund \$130,716.37. Faye Hill made a motion to approve the November 2009 claims. Marilyn Mastor Hill seconded. Motion carried.

The City of Bellingham Financial Report for October was included in the packet. These reports are available on the City's website.

Library Board Transitions: Faye Hill's reappointment to the Board has been approved. Faye's second term is from 2010 through 2014.

Vicky Marshall is stepping aside at this time. She was unable to attend today's meeting. Pam has invited her to come to the January meeting, so we can honor her. The Library Director and Board Chair can recommend names to fill this position to the Mayor for his consideration. The Mayor appoints, and the Council approves.

Election of Library Board Chairperson and Vice Chairperson for 2010: Faye nominated David Edelstein to continue as Board Chairperson. Marilyn Mastor seconded. The motion carried. Marilyn Mastor nominated Faye Hill to continue as Vice Chairperson for 2010. David seconded. The motion carried.

Fairhaven Branch Library repairs and renovations update: Christine Perkins announced the Fairhaven Branch Library will reopen January 5, 2010. The grand celebration will be Saturday, January 9 at 2:00 p.m. There will be tours, displays, refreshments, and live music. We have the certificate of substantial completion. The punch list includes several items which are being addressed. There is a change order for \$5,000 for miscellaneous items.

We took the opportunity to make collection shifts. Children's is swapping with non-fiction. The new Children's area is painted bright yellow. The tall shelving was removed, and the shelving goes around the perimeter. Low tables and a giant stuffed gorilla make it become a Children's Room.

Facilities is busy with replacing ceiling tile, shampooing the rug, and various fix-it projects. Key card training is taking place this week. The book drop has been moved. The parking lot will be re-stripped when the weather is better.

Library Board member reports: David Edelstein proudly showed a photo of his 3 day old grandson, Maxwell.

Library Director's report: Pam Kiesner is talking with Alan Marriner, Assistant City Attorney, about the library's meeting room policy and use by religious groups. The City Attorney has stated that the library rooms may not be used for religious worship services because of state and federal law. Pam asked Alan to review the topic and provided him background information.

Pam will bring a draft 2010 calendar of meeting topics to the January meeting.

Pam and Christine met with Bev Jacobs and Julie Guy who wanted to share what they have been doing related to their hopes for a north side branch.

J. Gordon mentioned that his mother was affected by the elimination of service to an Outreach facility. J. said they use scooters to go to Haggens, so they could also go to the Barkley Branch Library. Pam and Christine have met with all the Outreach facilities and have let them know how they can access library services.

Christine Perkins reported the Friends made \$9,000 at the December book sale. The Friends have granted \$1,200 for new book trucks, \$6,000 for a bar code duplicating machine for library patron card numbers. Patrons will be reminded they will need their cards next year for check out.

Staff member Fay Fenske arranged to have music in the library the last couple of weeks. Participants included Squaticum High School Chamber Orchestra, Sehome High School String Quartet, Richard Scholtz and Frank Jackson, Buckingham Sisters String Quartet, and harpist, Toni Knight.

Executive Session: The Board went into Executive Session at 5:45 p.m. to discuss the Library Director's annual review. The Executive Session ended at 6:10 p.m., and the meeting was adjourned.

Next Regular Library Board Meeting – January 19, 2010 in the Fireplace Room at Fairhaven Branch Library, 1117 12th Street will begin at 4:00 p.m.

Meeting adjourned at 6:10 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees