

Regular Meeting of the Board of Library Trustees
Tuesday, May 19, 2009 - Barkley Branch Library
04:00 PM - 06:00 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; Iris Kaneshige; and Gladys Fullford

Others: Jack Weiss, City Council Liaison, Bruce Deile, Jan Hunter, WCLS, Kathie Wilson, Friends of Bellingham Public Library, and Fred Voltz

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: Bruce Deile noted that the Internet Policy was not on the agenda. Pam Kiesner explained there were not enough staff resources to revise the policy before this meeting. It will be on the agenda of the next regular Board meeting on June 30. It was also noted that all city staff computers have a basic filter provided and required by the City. Public computers are not filtered by Board decision. Pam also noted that agendas are posted online by Friday before each meeting.

Minutes approved: Faye Hill made the motion to approve the April 21, 2009 regular meeting minutes. David Edelstein seconded. The motion carried.

Faye Hill made the motion to approve the April 27, 2009 special meeting minutes. J. Gordon seconded. The motion carried.

Claims approved: April 2009 general fund \$52,788.67; gift fund \$789.98. Vicky Marshall made the motion to approve the April 2009 claims. Faye Hill seconded. The motion carried.

Library performance & activity measures: Pam Kiesner reviewed the April performance and activity measures. Total circulation shows an increase of 14% over last year, and persons visiting shows an increase of 11%. We are still unable to obtain accurate room rental statistics from the new room booking software. Vicky Marshall made the motion to approve the April performance and activity measures. Faye Hill seconded. The motion carried.

A copy of our 2008 Washington Public Libraries Annual Report was included in the board packet. A correction to the report is that the Barkley Branch is open 20 hours per week, not 25. Faye Hill asked about question number 7.35: Is the library CIPA (Children's Internet Protection Act) compliant? We are not compliant. If a library receives federal funding, they are required to be CIPA compliant. A more readable annual report will be made available for the public.

Jack Weiss stated that in the long term strategic plan, the City Council is developing goals to better report the City's performance measures. This will be easy for the Library since we are already doing it.

Communications: None. Pam Kiesner commented on the copy of the New York Times editorial in the board packet. It is about Judith Krug, deceased director of the American Library Association's Office for Intellectual Freedom.

Trustee Education: Circulation Services: Iris Kaneshige presented a ten year picture of circulation trends at Bellingham Public Library. There has been a 39.5% circulation increase from 1998 to 2008. Fairhaven Branch shows a 149% increase due to Donna Grasdock's collection rotation and good read on what the patrons want. Iris also showed statistics on holds placed and filled, interlibrary loans, outreach, self-checkout, Barkley Branch, Whatcom Community College, Haggen and Co-op book drops. We are collecting more money with the credit card machines that were installed last March. The machines are used for both library fines and room rental reservations.

Unique Management Collection Agency works only with libraries. We submit accounts over \$50, approximately 70 to 300 accounts per month. Unique charges \$8.95 per account. Unique handles all the correspondence, which was very labor intensive for us. Unique is also used by WCLS.

The Board asked Iris to pass their accolades to Donna Grasdock on the Fairhaven Branch Library's increased circulation statistics.

City of Bellingham "Fiscal Alternatives for Stability Taskforce (FAST) Final Report" and implications for the Library: A committee made up of Department Heads and Council members was charged with making recommendations to the Mayor to improve efficiency and cut costs in order to resolve the budget gap now and into the future. The Mayor's recommendations will be made to City Council

June 1.

City employees are represented by eight employee unions. The City is in on-going discussions with union representatives regarding any concessions to their contracts. Depending on what is negotiated with the unions and what the Mayor recommends, the Library cuts could be \$314,000 to \$550,000 or more. The Library needs to submit possible position cut-backs to Human Resources, who will research bumping rights. Layoffs will be announced August 15. A Special Library Board meeting may be needed to talk about library service cuts.

The Library already took a 3% cut in 2009 in the amount of \$121,000. Pam Kiesner and Christine Perkins are costing out all Library services to know amount of savings per service.

Jack Weiss added that the 3% cut was made because of the current state of the economy. Further cuts will be made because of the City's unsustainable financial model. The City is spending more than it can bring in, and can no longer use reserves to make up the difference. The catalyst is the economy downturn. Therese Holm, past Finance Director, had identified this converging line, which was accelerated because of the economy. The Mayor has stated the impact will be felt city-wide and at all levels of the organization.

Central Library – Library Board response to Mayor's vision of the waterfront and use for the current library building: Pam Kiesner asked for the Board's response to the Mayor's vision of the waterfront and use for the current library building. After discussion it was determined there is not enough information to evaluate the waterfront site at this time. A Waterfront Master Plan and more information is needed. The Board will let the calendar run on the waterfront, and will continue to keep options open to all sites. A tour of the waterfront is not planned at this time.

Central Library renovations update: The City has asked the Library to pare down capital renovations for the Central Library that were in the 2009 budget. The renovations were to be included in a bond for the entire Fairhaven renovation project. The Fairhaven project was cut back to only an exterior rehabilitation, and other capital funds were found. We plan to replace the front and back doors of the Central Library if Facilities can coordinate this for us. Security cameras will be included in this project. This will be funded with money left from the Fairhaven project, if Fairhaven does not have cost over-runs.

Fairhaven Branch Library: Christine Perkins said there will be a pre-construction meeting tomorrow with Dawson Construction. She picked up the permits today. The contracts have been submitted to the City. Fairhaven Branch Library will be closed beginning June 1. The book drop has been ordered, and will be installed by Dawson Construction. Press materials have been released, and signage at Fairhaven Branch Library announces the closure. The Notice to Proceed will be issued after the contract is signed. Dawson Construction will begin work at the site as of June 3.

Regarding the question of the Fairhaven Friends request for lighting, Christine will inquire about the cost to do this work. Marilyn Olsen is undertaking the Historic Design Review application on behalf of the Friends.

Jack Weiss suggested the final coat of stucco contain the color in order to be maintenance-free. Christine will check on this. Pam Kiesner stated that Christine is doing a great job.

WCLS/BPL Study Committee Report: Vicky Marshall gave an update on this committee, consisting of Pam Kiesner and Vicky Marshall (representing BPL) and Joan Airolodi and Janet Boyhan (representing WCLS). The last study was the 1977 Holt report. We have implemented 99% of the Holt report recommendations and more. Staff is constantly trying to improve services to patrons. The Holt report did not look at financial data or potential costs involved with a merge. The committee is waiting for more information about the Hennepin County Library System merge. In researching annexation or mergers in Washington State, it is difficult to find a comparable system to ours. The committee will have a final report in July.

Vicky Marshall reported the WCLS Board discussed the pros and cons of a levy lid lift election at today's meeting. They have been holding public meetings on the subject.

Library Board member report: Vicky Marshall said the Friends of the Library's Ski to Sea book sale begins tomorrow. The Friends are always looking at new books that come in, and ask if the Library can use them in the collection.

Kathie Wilson, President of the Friends of the Library was introduced.

Ken and Phyllis Weber were awarded a Heart and Hands Award by Bellingham Volunteer Center.

City Council Liaison report: none.

Library Director's report: none.

Next Regular Library Board Meeting – June 30, 2009 in the Library Lecture Room, Lower level will begin at 4:00 p.m.

Meeting adjourned at 6:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees