

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, November 16, 2010 - Meeting Room on lower level**  
**04:00 PM - 05:25 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:** David Edelstein, Faye Hill, J Gordon, Marilyn Mastor and Rachel Myers

**Board Members Absent:**

**Library Staff:** Pamela Kiesner; Christine Perkins and Wendy Jenkins

**Others:** Kathie Wilson, Friends of BPL President, Jamie Amend, WCLS Board representative

**Call to order and introductions:** 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.

**Communications:** There are 2 communications concerning Outreach. The first, from a resident of Merrill Gardens, mentions being fortunate enough to have a Kindle. Pam mentioned that Kindles can be helpful because large text is available and there are no pages to turn. David asked if this might be the new Outreach. Pam answered Kindles would solve some, but not all problems. Christine added that an important Outreach service is the selecting of titles. Some patrons have trouble choosing online or their families are not comfortable selecting titles. Rachel commented that the social aspect of Outreach would be missed.

**Minutes:** Faye Hill moved to approve the October 19, 2010 Regular board meeting minutes. Marilyn Mastor seconded. No changes. Motion carried.

**Financial reports:** Claims: October, 2010 general fund \$32,449.32; gift fund \$4,585.04. Pam pointed out the line item expense for the Excel manuals that were used for two staff workshops taught by a staff member from the Finance department. Marilyn asked about the small payment to RMC Architects. Christine responded it was for a short consultation concerning how the new keycards will work with the new doors. Marilyn Mastor moved to approve the October claims. Faye Hill seconded. Motion carried.

Also in the packet is a letter from the St. Luke's Foundation stating the library is the recipient of a grant for \$6,800 to be used to purchase 3 defibrillators and train staff to use them. Two will be here at Central, one at Fairhaven.

**Library performance & activity measures:** Rachel Myers moved to approve the October performance & activity measures. Faye Hill seconded. Marilyn commented on the increase in website use. Pam explained that the website is used to place holds, download audio books and eBooks, use Tumblebooks, make room reservations, etc. Motion carried.

**Library budget:** On December 15, City Council had a work session for the "quality of life" departments: Library, Museum, Parks and also ITSD. Pam presented most of what is in today's Board packet: the 2010 Accomplishments, 2011 Objectives, and our organization chart. Several questions from council revolved around how we came to the conclusion to cut Outreach and about determining the level of interest in restoring Outreach. City administration implied, before restoring Outreach, there are other items that need to be considered. J Gordon asked if they

talked about where the money would come from. That wasn't discussed. Pam wanted the council to be clear about what the library has already cut, before they make a decision about Outreach. Terry Bornemann brought up the point that the city is determined to preserve public safety and each of these "quality of life" departments are doing that by keeping kids off the streets, teaching literacy, aiding in job searches, and providing activities for teens and adults.

Marilyn asked about the "emergency library collection development priorities" on page 3 of the 2010 Accomplishments. Pam answered this concerns how we are going to address the cuts to the materials budget. This document is informing the City Council what our accomplishments are in relation to the council's legacies. More accomplishments and objectives will be forthcoming after our end-of-the-year staff meeting. Pam is very proud of what the staff has accomplished this year.

Pam reviewed the library's proposed 2011 objectives in relation to the council's legacies, also in the Board packet.

Pam handed out a revised organization chart showing staff positions that existed in 2009. The positions in red have been eliminated, purple is added, and V is vacant. Pam pointed out that Librarian 3 is a position, not 3 librarians. Rachel asked what the number refers to. Pam answered a level of responsibility. Marilyn asked if there is more education involved. To be a librarian, yes, you must have your Masters in Information and Library Science. Pam suggested the board members keep a copy of the organization chart in their board notebooks.

Pam presented her Powerpoint presentation that she will be showing the City Council on Monday, November 22 concerning the Library's 2010 Accomplishments, 2011 Goals, and the library's proposed 2011 budget and impacts to the public. Union contracts are still an unknown entity and David Webster said it is too early to tell if we will have to take the last 1.5% cut. The Council will hear presentations from all of the departments, have a public hearing scheduled for Nov. 22, and budget amendments from the Council are due on Dec. 6. The Council must pass the budget on December 13.

**Interlocal Agreement:** Faye Hill moved to approve the Interlocal Agreement between Bellingham Public Library and Whatcom County Rural Library District. Marilyn Mastor seconded. Pam asked Jamie Amend, WCLS Board member, if the agreement had passed at the WCLS board meeting earlier today. Jamie affirmed. Pam explained this is an ongoing agreement which has historically increased by approximately 2.5% or the cost of living increase. Motion carried.

**Whatcom READS! 2011:** Jim Lynch is coming in 2011. Pam passed out "read and release" copies of *Border Songs* to each of the board members. The majority of the funding for this year's program is provided by the Friends of BPL and the Whatcom Library Foundation. Proceeds from a Village Books event are helping to fund and Western Border Institute is helping as well. This year's total budget is about \$9700, down from the \$15,000 budget for Tobias Wolff. We won't be able to do quite as much and we won't have as many read-and-release books. Jim Lynch will be at a book discussion here at BPL in February. He is also well known for his first novel, *The Highest Tide*.

**2011 regular Library Board meeting schedule:** Faye Hill moved to approve the 2011 board schedule. Marilyn Mastor seconded. Motion carried.

**Board members' report:** Faye attended the WCLS Board Meeting this morning. They discussed and approved their preliminary budget, plus our Interlocal Agreement. Executive session included the Director's annual performance evaluation. Their teen librarian spoke about the program "We want you back!" Kids often lose their card or their interest and they are doing all they can to get these kids back. They visited 36 classrooms and replaced over 100 lost

library cards. Many of the schools have reduced library hours or are even eliminated, so it is a great time to do this. Faye was also impressed with a bookmark they hand out that included a card (drawn by one of their young patrons) that can be validated as a library card.

David reported he and his 3-year-old grandson attended Little Storytime. Bethany did an excellent job reading, singing and acting!

**Library Director's report:** The sidewalk in front of the library is being repaired. We will have the exterior doors replaced on Thursday, December 16th, and need to be closed that day. Work will begin Wednesday night and be completed early Friday morning. We will have a regular staff meeting, staff workshops, training, and projects that day to make good use of the day. We will start to advertise the closure soon.

**Next Regular Library Board Meeting – December 21, 2010** in the Library Community Meeting Room, Lower level – at 4:00 p.m.

**Meeting adjourned** at 5:25 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees