

Regular Meeting of the Board of Library Trustees
Tuesday, April 20, 2010 - Meeting Room on lower level
04:00 PM - 06:30 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: David Edelstein, Faye Hill, J. Gordon, Marilyn Mastor, and Rachel Myers

Board Members Absent:

Library Staff: Pamela Kiesner; Beth Farley; Christine Perkins; and Gladys Fullford

Others: Mauri Ingram, President & CEO Whatcom Community Foundation, Jamie Amend, WCLS Trustee, and Kathie Wilson, BPL Friends President

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: Kathie Wilson announced the Friends Annual Meeting on Saturday, and passed out invitations. Keynote speaker is Jamichael Henterly, a local illustrator.

Minutes approved: Faye Hill made the motion to approve the March 16, 2010 regular meeting minutes. J. Gordon seconded. Corrections on page 3, first paragraph: "The Library looks to the Friends to help by making purchases that enhance the day-to-day operations of the library." Seventh paragraph: "Over 6,000 accounts have been submitted over the past eleven years." The motion carried with the corrections.

Bellingham Public Library Foundation: Mauri Ingram, President and CEO of Whatcom Community Foundation answered questions about forming a new foundation or utilizing the services of Whatcom Community Foundation (WCF). Mauri encouraged the board to choose one option or the other. It is confusing for the public if two funds exist.

First the good news is that the market is bouncing back and the library endowment is \$12,000 to the good above the principal.

If the library moved funds to WCF, the money would have to go into an endowed fund. New donations made directly to WCF could go into a non-endowed fund. The whole pool of money in a non-endowed fund is accessible. Endowed funding is for perpetuity; non-endowed is for current needs. WCF Board makes decisions for the fund. Advisers to WCF Board could be Library Trustees or Friends. WCF Board decisions are based on due diligence, charitable use, protecting the intent of the donor, and IRS regulations.

WCF can collaborate with promotions. WCF could add an explanation page on their website, issue a press release, promote the library fund when talking to donors, and help coordinate with the Library Board to tell the Library's story. Fundraising profits can be donated; guidelines must be met.

It is important to know the intent of the donor. If there has been no contact with WCF Board in the case of a bequest, the WCF Board would come and talk to Library Board about library needs. The WCF Board makes the best decision based on what they know about the bequest and the needs.

When asked about rolling WCF funds over to a private foundation if the library established a foundation later, Mauri answered that it would be a WCF Board decision in consultation with the Library Board

The WCF Board has 15 members. It is a mix geographically, ethnically, and racially, and one member is new to working on nonprofit boards. WCF Grant Committee is made up of four Board members and three community members who are donors.

The library would need to clarify with the Legal Department whether library funds could be used to print brochures promoting donations to the foundation. It would be a service to the community to identify a fund for estate planning. WCF can fund the printing of up to 250 brochures for the project.

Bellingham Public Library Capital Facilities: Pam Kiesner gave the presentation that she will be giving to the City's Capital Facilities Task Force on May 12, and asked for feedback. The City is prioritizing out to 2020. Draft priorities are

- # Site and build new/replacement library
- # Complete Fairhaven seismic/historic upgrade – est. \$1.3 million
- # Replace library computer system – est. \$150,000
- # Identify and purchase site for future north side branch
When population is 100,000:
 - # Establish branch library services to north side
 - o Possible partnership with other public service or private enterprises
- # Identify future needs for library services citywide

Trustee education: Library materials budget and impact of recent reductions. Beth Farley, Head of Information and Reader Services, handed out reports that showed the percentages of materials budget over the past years. Overall we are down 30% from 2008; 15% from 2009. All collections have been reduced. Materials budget = 71% circulating materials, 11% reference, databases, 9% periodicals, and 9% shipping and taxes. Popular titles are now limited to 10 copies which means a longer wait for holds. New book shelves are just half full, with not as much to browse. This allows for conversations with patrons about the budget. Staff are encouraging patrons to submit purchase suggestions for titles the library does not own. Signage could also explain why the shelves are half full. Decisions on which periodicals to cut are based on cost and use, and were made by Information and Reader Services Team.

The collection is still being weeded, and we are being judicious on spending money on non-new materials. Time sensitive materials such as legal and medical books are being updated. A portion of the materials budget goes for replacement of lost items. There were 4,100 titles lost, damaged or missing during the last 9 months. When patrons pay for these titles, the revenue goes to the General Fund to offset the library's budget, not directly to purchasing replacements.

Many old, worn and outdated materials have been withdrawn from the Children's Department. The Friends have generously donated \$30,000 to supplement the purchase of Children's materials.

Library industry standards suggest that 15% to 20% of total budget should be for materials. We are currently at 10.8%. What would we consider purchasing if we had money? We are receiving patron requests for E-books. WCLS has purchased 250 E-books which are available to BPL patrons. We would also consider purchasing video console games, more copies of popular titles, and multiple copies of trade paperbacks with popular appeal.

A book rental program was discussed. It could consist of charging a fee for high demand titles. It involves a considerable amount of staff time, but could become self-sustaining.

Personnel update: Nate Dalgas, our Driver/Maintenance person has enrolled in a Librarian Technician program and interns with us. We have a memorandum of understanding with the Union regarding this.

To fill current and upcoming job positions, we have updated job descriptions and requested permission to fill the positions. We would like to fill the Head of Children's Services position this summer or fall. We have not received permission to fill the position yet.

A Security & Information Attendant has resigned. The Management Team decided that we would gain scheduling flexibility by filling the vacancy with two 20-hour positions. We have received permission to fill these positions.

The request to fill the Administrative Assistant position has been approved to fill upon notice of retirement.

The Head of Circulation Services is still vacant and we are considering creating a Page Coordinator position who would oversee all pages who work out of Circulation. We are working on this with the Human Resources Department.

Parking: Pam Kiesner reviewed the results of a two-week parking survey on occupancies of space around the block. All spaces were occupied 67% of time, and disabled spaces 60% of time. Disabled placards were seen in other spaces 99 times. The Board agreed there is a need for one more disabled space based on the survey, anecdotes, and patron requests. Pam will request that one more disabled space be added to the front of the building.

Financial reports: Claims: March 2010 general fund \$79,459.38; gift fund \$2,270.87. Faye Hill made a motion to approve the March 2010 claims. Rachel Myers seconded. Motion carried.

The first quarter financial report shows the Barkley Branch budget overspent due to a timesheet coding issue which needs to be corrected.

Library performance & activity measures: Marilyn Mastor made the motion to approve the March performance and activity measures. Faye Hill seconded. Circulation is up 3.4%. Fairhaven Branch may be recovering from the closure, less open hours, and a change in the collection at the branch. For the number of hours that Fairhaven is open, more materials are being checked out per hour. The motion carried.

Communications: Two letters from Joel Douglas. One was about buying land by Fairhaven Branch and sharing parking. Pam Kiesner will respond.

A letter from Lyle Pearson asked why we dropped Variety. Staff will respond on behalf of the Board.

An open letter from Jan Walsh, the Washington State Librarian is included in the Board packet.

Library Board Member report: Faye Hill attended the WCLS Board meeting. They heard a report from their staff who attended the PLA meeting. It would be nice for our Board to hear a report from our attendees. WCLS has a new flyer with a library card that people can bring into the library and activate.

Kathie Wilson was one of four nominated women to the Northwest Women Hall of Fame. Faye stated we are privileged to have her as President of the Friends. The Board will send a congratulatory card to Kathie.

Library Director: Pam Kiesner attended a Public Development Authority meeting today. PDA has commissioned David Christensen to do drawings of the Army Street property. Jim Long, PDA Executive Director will have copies available after he talks with property owners in the next few of weeks.

Next Regular Library Board Meeting – May 18, 2010 in the Library Lecture Room, Lower level - will begin at 4:00 p.m.

Meeting adjourned at 6:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees