

Regular Meeting of the Board of Library Trustees
Tuesday, July 20, 2010 - Meeting Room on lower level
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: David Edelstein, Faye Hill, Marilyn Mastor, Rachel Myers, J. Robert Gordon

Board Members Absent:

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

Others: Michael Lilliquist, City Council Liaison, Lorna Klemanski, Human Resources, Renee Mueller, Human Resources, Jamie Amend, WCLS Board representative.

Called to order and introductions: Regular session was called to order at 4:00 p.m. by Chair, David Edelstein. David mentioned the new seating arrangement to allow the Library Board to face the public. The Board welcomed Wendy Jenkins as the new Administrative Assistant.

Approve/modify agenda: No changes to agenda.

Public comment: No public comment.

Minutes approved: J. Gordon made the motion to approve the June 15, 2010 regular meeting minutes. Marilyn Mastor seconded. Marilyn asked that her name be corrected (from Marion) in the Financial Report section of the minutes. The motion carried.

Library performance & activity measures: Marilyn Mastor made the motion to approve the June, 2010 performance and activity measures. Faye Hill seconded. Pam reported total circulation is up 3.5%. Circulation increases have recently been in the double digits. It could be down because the library is open fewer hours. Faye asked about the large number of holdings reduced in June. Pam explained that OCLC, at our request, did a one fell swoop of removing "withdrawn" status items from the database. In the future this will be done on a more regular basis. Pam and Christine explained OCLC is the cataloging authority for the world and that we contract with them for all of our cataloging and database needs. Madeline Sheplor will be at next month's meeting and she can address this. Marilyn asked if there was any increase in Fairhaven Branch statistics. Christine believes it is up slightly from last month; we will report on those statistics at next month's meeting. David asked for any other comments. The motion carried.

Communications: Pam reported there was a large volume of communications this month, most directed to City Council and forwarded to her. There were 11 regarding potential elimination of Outreach, 1 on Fairhaven and 4 general "Don't cut the library budget." Pam shared that we currently serve approximately 175 people through Outreach, ranging from an average of 3 at one location to 11 or more at another. Michael asked about the regulations against volunteers providing the service and whether the Friends could do this. Pam commented that we wouldn't be able to fill vacant positions with volunteers. Lorna answered that it would have to be an agency outside of the library. Michael then asked if Meals on Wheels wanted to take it over, could we share how we managed it? Michael expressed his frustration that there is a needed service; how can we not cross legal lines and open up the possibility for this to happen. Lorna said it could happen, but would have to be negotiated with 2 unions. David added that we have embarked on this path by possibly eliminating Outreach. If another group comes forward and says, we want to do this, we would not stop them, we would applaud them. Christine explained

we already have in place mechanisms for others to check out for other people. Pam added we would be happy to talk about our process with others and reminded everyone that the budget reduction has not yet come to pass.

Executive session: The Library Board Chair called the Board into Executive session for 30 minutes beginning at 4:25 for purposes of union negotiations. The Library Board resumed their regular session at 4:55. David Edelstein, Chair, stated that the Executive session did not result in any necessary action.

Financial reports: Claims: June 2010 general fund \$63,623.10; gift fund \$2,713.62. Rachel Myers made a motion to approve the June 2010 claims. Marilyn Mastor seconded. Motion carried.

2nd quarter Library Financial Report: Pam reported we are slightly under budget. We are 50% of the way through the year and have spent 47% of the budget. Faye wondered why Fairhaven's numbers are below. Pam and Christine explained how our current reporting strategy does not give an accurate account of branch costs, but that it will be handled differently in 2011 to reflect more accurate numbers.

City of Bellingham Financial Report: The May report is included in packet, but the June report is now online (most up-to-date version). Michael mentioned that there is seasonality to revenues and they are actually trending slightly ahead (though it appears we are a little behind). Rachel noticed that from prior year to current year the library has the largest drop in Total Operating Expenditures(14%)of all the departments.

2011 Budget: Pam reported all departments were asked to take a mid-year reduction. The library was asked to relinquish 2 positions that were vacant, so we have no lay-offs. This goes before the City Council on Monday. Our Head of Circulation position will be eliminated. Our Clerk 3 position will be frozen. Also part of the council package is the approval to fill a Page Coordinator job. Another personnel issue related to the budget is we have approval to fill the vacant Head of Children's Services position for October 1.

We have not heard back yet on the proposed 2011 cuts.

Pam asked the Board to consider a change in the 2011 rates and fees: a processing fee of \$5.00 for lost and damaged items. We already charge this fee on missing Problem A-V items and it would help recoup processing costs. Marilyn made a motion to approve. Faye seconded. Motion carried. Pam asked if the Board was inclined to make any other changes. Increasing the cost of interlibrary loans was discussed. David suggested with our current dire economic conditions, we keep rates the same.

Pam reported that she had attended a Capital Budget meeting with David Webster and John Carter. Pam asked that replacing Central Library building be put back on the permanent "Unfunded" Capital budget list as well as the Fairhaven seismic upgrade. This was granted. Also on the list is replacing the library's computer system in 2014 (funded out of ITSD). Renovating Central for more efficiency (knocking out a wall to make room for more efficient handling of materials) could go forward in 2011, but we need to revise numbers. Door replacement and adding security cameras should happen in October or November. Carpet or furniture replacement will only happen where necessary for safety.

Operations update: Christine reported that Shannon Taysi (from Planning) had noticed a couple of our sculptures need repairing. She has arranged for the Arts Commission to fund the repair of "The Table" sculpture by the fountain and repainting of the "Meeting of the Minds" outside the Children's Library window.

Christine said the library doors contract was awarded to the low bidder, Faber Brothers. Contract negotiations are underway and the project should happen late October/early November.

Pam asked the Board what they thought about having donation boxes at the library (several patrons suggested). After much discussion, the Board was interested in the possibility of a discreet, specific (for example: help us buy books for the Children's Library) donation box that could be part of a larger fund raising campaign. Perhaps a donation option on our website. David suggested viewing it as doing our customers a service by helping them with their gratitude for their library. Pam will put something more specific together for the Board to look at.

One Card project: Pam meets monthly with the library directors from all public and academic libraries in Whatcom County. Together they are implementing a project that will allow one library card to access all libraries. We will scan the patrons barcode and it will go into our system. We will also have drop boxes at each library for return items. We are working out the details of the delivery system. One of the benefits of this project is that now Western will allow use of their library for free to community members. Faye asked if there would also be access to online catalogs. Pam answered that we can link to other libraries from our website, but not all of the databases would be accessible.

Whatcom READS!: Pam shared we had Sherman Alexie and Tobias Wolff in the past and this year we have Jim Lynch who wrote *Border Songs* and *The Highest Tide*. There is a fundraising event Friday, July 30 at Village Books. Jim will be speaking and there will be a wine and cheese reception. Proceeds will benefit Whatcom READS! The WR Finance Committee decided to start a Whatcom READS! Foundation. Our organization would be involved and it would need to be part of the Library Director's job description.

WCLS's new public catalog: WCLS is purchasing a new front end to their public catalog called Bibliocommons, more user friendly and contemporary. WCLS budgeted for this project with new levy dollars. We share this system, but our patrons will still see our old system from our website. Madeline will demonstrate this product at the next meeting.

Library Board Member report: David was happy to report his new granddaughter, Penelope, was doing wonderfully. Marilyn commented that she has been enjoying seeing the "A Summer Reading Superstar Lives Here!" yard signs. Rachel said Bethany Hوجلund mentioned giving out 200 already and would be "...giving out all 700!"

City Council liaison: Michael asked what other liaisons in the past have reported? David replied, "What you hear across the street that is relevant to the library." J. Gordon and Michael reported on the PDA meeting they had attended where a new library site was discussed in conjunction with the water front development. Pam added she spoke with Jim Long after the meeting and invited him to the August board meeting to present his ideas. David mentioned the board has a site criteria process and suggested Pam send this to Jim prior to the August meeting.

Library Director: Pam reported she attended the State Directors meeting last week. Jan Walsh, State Librarian, is retiring. Pam handed out an article concerning Seattle Public Library funding options. This document was mentioned at the meeting because many libraries' funding is diminishing. Pam shared it with David Webster and John Carter. Michael asked about the legality of a municipal taxing district for a library. Pam explained Seattle is exploring the possibility of changes to the law which would make this possible and there is a better chance if they are joined by other libraries.

**Next Regular Library Board Meeting – August 23, 2010 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