

**Regular Meeting of the Board of Library Trustees
Tuesday, January 18, 2011 - Library Board Room
04:00 PM - 06:33 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; Christine Perkins and Wendy Jenkins.

Others: Stan Snapp, Council Liaison, Jamie Amend, WCLS Board representative, Kathie Wilson, Friends of Bellingham Public Library President.

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

Library Board transitions: Pam welcomed Stan Snapp to the Library Board as our new City Council Liaison. Stan is an excited, avid user and supporter of the library. Stan responded he was glad Michael was willing to let it go and is happy to be here.

Special Note: Councilmember Michael Lillquist stopped in at the end of the meeting to give greetings and say farewell to the Board. As the City Council liaison for 2010, he enjoyed his year and wishes the Board well in their deliberations.

Approve/modify agenda: No changes to agenda.

Public comment: Kathie Wilson reported that at the Friends' Board meeting they formed a new committee, Programming, and will work with Christine Perkins to support the library in a new way.

Communications: None.

Minutes: Faye Hill moved to approve the December 21, 2010 regular Board meeting minutes. Marilyn Mastor seconded and requested a change. Concerning her visit to the Beaverton library, she clarified that it was the computer area of the library that was being reorganized; the computers were scattered about and were going to be consolidated into one area. She also requested a change in a typographical error on page 2. Motion carried.

Financial reports: Claims: December, 2010 general fund \$40,904.18; gift fund \$5,270.14. Marilyn Mastor moved to approve the December claims. Rachel Myers seconded. Pam mentioned the Children's cabinet made by New Whatcom Interiors. It is a child-height check-out desk that is large enough to accommodate picture books, diaper bags, and purses. Marilyn asked about the mail notice and Library Lark fee. Pam answered we pay WCLS once a year to handle mail and phone notices for overdues and holds. We have switched as many patrons as possible to email or phone notification as a cost saving measure. Motion carried.

In the packet are two Donations to the Gift Fund spreadsheets, one general and one specific to the Friends of the Library. Our 2010 general donations total over \$21,000 and are primarily for materials in all formats. Our Friends donation spreadsheet lists \$87,111 in materials, program support, equipment, plants and booktrucks! These are needed items outside of our regular budget.

David asked if donated boxes of books go directly to the Friends or to staff first. Kathie Wilson answered that they have lists of items to watch out for plus they set aside any books with copyrights from the last 3 years for staff review.

Library performance & activity measures: Marilyn Mastor moved to approve the December performance & activity measures. Faye Hill seconded. Pam pointed out we ended the year with circulation up 1.3% despite a reduction in open hours. Our total persons visiting is down 9% due to the reduction in open hours. Website visits were up by 17%. That trend should continue. At February's meeting Madeline Sheplor will present a 5-year trend report. Faye pointed out Barkley's sharp increase in visits (Christine mentioned the people counter was not working correctly, but is now fixed). Rachel noticed Children's circulation is up. Pam mentioned storytime is up 9% and added the Children's collection has been updated, old items weeded out and new items purchased. Many more items are displayed. David recently visited the Barkley Branch and recommends a visit for all to this upbeat and positive space. Motion carried.

Branch library report: Christine reported Fairhaven is doing great since the renovation. The hours are reduced, the visits condensed. It is busy. Repairs are holding up well, not a drop of water from all the rain. The Children's space has been enhanced. The Friends purchased giant stuffed animals and another donor contributed the rocker seats. 40% of the items circulated from Fairhaven are holds. We now have what we call a "floating collection": everything that is checked in at Fairhaven stays at Fairhaven to be checked out, rather than transporting the materials to Central. This way the patrons rotate the collection for us, keeping it fresh. The same thing happens at the Barkley Branch.

The Board toured the branch with Christine highlighting the waterproofing, structural replacement and rearrangement of the collections.

Pam reported we are considering restoring four open hours at the Barkley Branch. Once we have filled our open positions, we hope we will be able to staff Barkley four more hours to fulfill our agreement with the Barkley Company to be open a minimum of 20 hours. We are considering Monday from 2:00 to 6:00 p.m. Fairhaven is closed on Monday and it offers north side residents an open hour in the evening (currently Barkley is open 10:00 to 2:00 on Tuesday, Wednesday, Thursday and Saturday). Rachel mentioned the Literacy Council often uses the space and that there is very little public space in that area of town. J. mentioned that Barkley put a lot of capital costs into this branch and it is important for the library to follow through on our commitment.

2010 accomplishments & 2011 goals: Included in the packet is a bullet style list of accomplishments and goals from our all-staff meeting. These goals go alongside the City Council's legacy goals reported previously. Rachel mentioned the 51% increase in Summer Reading finishers, due partly to the popular Summer Reading Superstar yard signs donated by the Friends that were fun to see all over town.

David said when he first joined the Board, there was much talk of building a new library. Now the talk is about the details of running a library. David thanked Pam, Christine, and the staff for all of the daily improvements.

2011 Board meeting calendar of agenda items: Pam provided a draft of a calendar so the Board could see what we need to discuss month by month. The green items outline the time frame for our budget process which begins in March. Pam will also include specific policies to review throughout the year. Rachel requested time to go over the organizational chart for the library, perhaps with job descriptions for leadership staff.

The Washington State Library is offering an online Trustee Orientation session. Pam will schedule this if the Board would like to attend. The February 7 session at 10:00 a.m. was agreed upon, to be held in the Library Board Room.

Set Library Board of Trustees work session: The evening of Wednesday, March 2, from 5:30 to 7:30 was chosen for the Library Board work session concerning the Capital Facilities Task Force report and what it means to the library. Stan Snapp, who chaired the task force, will report and answer questions.

Whatcom READS!: Christine passed out a calendar of events for this coming month's programs. Greg Boos will lead a discussion on immigration and *Border Songs*. Joe Meche, the birding consultant for the book, will be leading a walking tour of Whatcom Creek. Jim Lynch will be at a variety of events, each one a little different. Christine and Pam added that he is a very entertaining, engaging speaker. See the website calendar for details of these and other related events.

E-newsletter: Christine handed out a hard copy of the most recent E-newsletter. We do not have a big budget for mail delivery, so this is a great way to get information out. We sent out twenty-one thousand newsletters. The open rate is at 39% and going up. The software provider, Constant Contact, reports a 23% open rate for government agencies, so we are doing well.

Board members' report: Faye Hill attended the WCLS Board of Trustees meeting this morning. They are excited about the January 24 launch of Bibliocommons, the new front end catalog for their website. Faye mentioned the feature that allows patrons to make a note when they place a hold. Rachel added that it makes the library site look more like an Amazon.com site. Pam mentioned the price for BPL would be about \$10,000, a cost we discussed during budget deliberations and decided we couldn't justify when we were laying people off. The WCLS is also excited about the North Fork Branch opening January 22. The Ferndale Branch is about to move to their temporary location at Pioneer Park.

City Council Liaison's report: Stan offered to email copies of the task force report prior to the work session so members can familiarize themselves before discussing it. Pam will send a hard copy with the meeting packet.

Library Director's report: Library Legislation Day is February 4. Dick Little is the legislative liaison for the city and always welcomes people to come down.

There have been many holiday closures since the Board's last meeting. Pam began annual performance reviews with the Management Team. She met with Stan Snapp (Board orientation) and Jim Long (PDA) and will be meeting soon with Christine and Myron Carlson about the library capital improvements in this year's budget.

As the Board now knows, Pam is one of four finalists for the Library Director position in Boulder, Colorado. She met with David last week to inform him as the Board Chair. If she stays in Bellingham, Pam wants the Board to know that she is fully committed to the library and moving forward in 2011.

Executive Session: The Board went into Executive Session at 5:30 for the Director's annual performance review. The meeting was called back into open session at 6:30 p.m. There was no action resulting from the Executive Session, but the Board would like Pam to schedule another Executive Session for their February 15 meeting as a follow up to the Director's review.

Next Regular Library Board Meeting – February 15, 2011 in the Board Room at Central Library – at 4:00 p.m.

Meeting adjourned at 6:33 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees