

**Regular Meeting of the Board of Library Trustees
Tuesday, October 18, 2011 - Library Board Room**

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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, Marilyn Mastor, Faye Hill, J. Gordon and Rachel Myers.

Board Members Absent:

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

Others: Stan Snapp, City Council Liaison, Kathie Wilson, Friends of Bellingham Public Library 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.

National Friends of Libraries Week, October 16-22, 2011: Pam thanked Kathie for the amazing job she does as President of the Friends, attending meetings, arranging sales and advocating for the library. David presented Kathie with flowers and Pam presented a Resolution commending the Friends and a Mayoral Proclamation also commending the Friends. Christine added that the staff put together a display that chronicles this year's contributions – over \$54,000 in support this year including summer reading for all ages, Bi-folkal kits for Outreach, purple book trucks for the Children's department, teen shelving, books, eBooks, audiobooks, dvds, parent-teacher resources and more. Kathie commented she was overwhelmed by the level of commitment from so many volunteers. David expressed his deepest and best regards for these unsung heroes.

Minutes: Marilyn Mastor moved to approve the September 20, 2011 Regular Board meeting minutes. Rachel Myers seconded. Motion carried.

Library performance & activity measures: Faye Hill moved to approve the September, 2011 performance & activity measures. Marilyn Mastor seconded. Rachel noted the significant computer usage statistic. Website visits are up 30% over last year, partly due to the increased availability of eBooks. Motion carried.

Financial reports: Claims: September, 2011 general fund \$31,536.50; gift fund \$6,519.87. Marilyn Mastor moved to approve the September claims. Faye Hill seconded. Motion carried.

3rd quarter Library Financial Report: We are slightly under budget at 72.2%.

2011 library objectives update: Included in the packet are the PowerPoint slides that Pam presented to City Council October 3, 2011, illustrating how, in 2011, the library met the six City Council legacies. Also included is the longer form document that states the library's objectives with an update of how the objective was accomplished. In prior years, the department objectives update was done at the same time as the budget presentations. This year, because of a suggestion by Stan Snapp to wrap up the current year before moving onto next year's budget, the two presentations were separated.

2012 library budget update: Pam reviewed the 2012 Preliminary Budget PowerPoint presentation she will give to council on Monday, October 24. The key initiatives are:

- Access
- Ø Restore some public service hours
- Ø Monitor new initiatives: WWU, BTC, courier
- Ø Explore greater resource sharing among area libraries
- Staff
- Ø Train, re-train, cross-train
- Ø Use technology to gain efficiencies
- Funding
- Ø Raise money for library funds at WCF
- Ø Washington Humanities Council grant
- Programs
- Ø Early Literacy – meet demand for Early Literacy classes; childcare and community outreach; Early Learning Public Library Partnership
- Ø Transforming life after 50 – Money Smart @ Your Library; teach and learn new technologies; Bellingham Reads; Whatcom READS! (Pam passed out Read & Release copies of *In the Presence of the Enemy* by Elizabeth George)
- Ø Library Volunteer Program

Next Pam reviewed the slides regarding 2012 Library revenues and expenditures. Salaries and benefits increased by \$100,000 (this includes \$10,000 in savings to be realized by delaying the filling of an anticipated retirement). Salaries and benefits are 69% of the library's total budget. Chargebacks from the city are approximately 17% of the budget (this included Energy Upgrade bonds). The deepest cut was to the materials budget for \$22,000 putting materials at 9% of total budget (a healthy materials budget is 15-20%). The library cut operating supplies by \$12,000 and computer hardware by \$12,000. We also did not request the \$60,000 that would be needed to meet the city's computer replacement schedule (57 of our computers are slated for replacement).

The last slide concerns state funding risks. The library does not receive direct state aid, but will be affected by cuts to the Washington State Library which provides continuing education for staff, Summer Reading support, training, certification, grants and more.

Policy review: In the packet are two policies for review:

- Interlibrary Loan Policy: this policy was developed in 1997 and last reviewed in 1999. Staff recently reviewed the ILL procedures looking for new efficiencies and cost savings and saw the need to update the policy. Marilyn Mastor made a motion to accept the updated version of the Interlibrary Loan Policy. Faye Hill seconded. Motion carried.
- Volunteers Policy: Pam reported that Union representatives helped to frame this policy. She also had Kathie Wilson, the Friends' president take a look at it. The updated policy addresses volunteers, but also mentions the Friends as an additional opportunity for volunteering. Christine suggested that under item 3 the wording be changed to include the word organization: "As a nonprofit organization." Rachel Myers made a motion to accept the updated version with the wording change. Marilyn Mastor seconded. Motion carried.

Library Board members report: Rachel made a Whatcom Literacy Council presentation to the Barkley Company and mentioned she was also a trustee for BPL and expressed the board's appreciation of their support and also mentioned many Literacy Council volunteers use Barkley Branch.

Faye attended the WCLS board meeting at the Sumas Library. Lynden's children's librarian, Tina Bixby, talked about the Fiesta Familiar Outreach project – reaching out to the Hispanic community. Joan Airolodi, Library Director, discussed privacy and information sharing with Amazon.com. Jamie Amend clarified that they want staff and public to understand clearly that when you use the library's computers you can be linked to Amazon's marketing process.

Christine added this happens when you download an eBook to Amazon's Kindle. Amazon requires you to go to their website, you choose to buy or loan from the library, then the marketing kicks in.

Marilyn asked how can board members and library staff get more information out to the public? Christine is the library's marketing person, but she has had to take on oversight of circulation. Rachel proposed putting this topic on a future board meeting agenda and also suggested recruiting a WWU class to help. Christine added the library does have a Facebook page and a monthly newsletter which 6600 people read last month. Another suggestion was putting together a presentation to take to all of the organizations in town. This will be put on a future agenda.

City Council Liaison report: Stan Snapp commented that the City's balanced budget for 2012 is made possible by a \$43,000,000 bond. He added that there are some critical items missing from the budget that Council will be addressing: future capital needs; union negotiations are due, but only benefits costs are in the negotiations budget; Boulevard park clean up is coming soon and we do not know how those costs will be covered; the Cornwall Ave. plant needs 3-9 million for clean up.

Library Director's report: Pam thanked the Friends for funding all levels of Summer Reading this year, including new summer reading software. Children's had over 1000 finishers, a 10% increase. Teens had 107 participants who contributed over 1000 reviews. 34 teens took advantage of the fine forgiveness program. 65 adults signed up who contributed over 581 reviews, a 42% increase!

Pam met with Dick Little who contracts with the city as a lobbyist in Olympia. They discussed legislation affecting the library. Back in 2004-2005, Tim Douglas was interested in a municipal library district – the ability of a city to establish a separate library district similar to the rural district WCLS has. Spokane has taken the lead in presenting legislation this year for a municipal library district. It would establish a regular source of funding that is not part of a city's budget, but people would have to vote on it. It was determined that there is no harm in supporting the legislation. Pam will forward information to the trustees.

Pam reminded everyone next month's meeting will be at the Barkley Branch.

Meeting adjourned at 5:40 p.m.

Next Regular Library Board Meeting – November 15, 2011 at the Barkley Branch, 3111 Newmarket St. #103 – at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees