

Regular Meeting of the Board of Library Trustees
Tuesday, December 20, 2011 - Library Board Room
04:00 PM - 05:40 AM

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: Karen Hannah, Friends of Bellingham Public Library Vice-President

Call to order and introductions: Regular session was called to order at 4:05 p.m. by Chair, David Edelstein.

Approve/modify agenda: No changes to agenda.

Public comment: Karen Hannah, Friends of Bellingham Public Library Vice-President, reported the Friends were \$6.00 shy of reaching \$12,000 at their last book sale. At their January meeting, the Friends will determine their 2012 budget. On a personal note, Karen thanked the Board for their intelligence and dedication to doing the very best for the people of Bellingham.

Communications and Courtesies: Pam shared an email she received from Stan Snapp, who could not attend the board meeting. Stan shared that he voted against the City's 2012 budget, feeling strongly that the City needs to "develop criteria for any and all add-backs into the budget due to increased revenues." Goals Stan shared included continuing as library liaison, jump-starting planning for looking at the need for a new central library or branches and stepping up our self-promotion. Stan suggested Seattle's "Libraries For All" theme could be a good model.

Minutes: Faye Hill moved to approve the November 15, 2011 Regular Board meeting minutes. Marilyn Mastor seconded. Motion carried.

Financial reports: Claims: November, 2011 general fund \$60,385.78; gift fund \$3,038.15. Marilyn Mastor moved to approve the November claims. Rachel Myers seconded. Motion carried.

Whatcom Community Foundation: The Bellingham Public Library Fund is now established. Pam met with Fay and Marilyn, who determined the first step was a letter to all board members inviting them to be initial donors. Pam talked with Mauri Ingram about designing a brochure that will include descriptions of the Bellingham Public Library Endowed Fund and the Bellingham Public Library Fund (non-endowed). As soon as a draft is done, she will send it out to board members. After the brochure is developed, fund raising can begin. Faye suggested the board think about people it would be good to send letters and brochures to. Pam suggested a Valentine's day promotion. J. suggested including "I love my library" stickers. Pam, Faye and Marilyn will meet again.

Library performance & activity measures: Faye Hill moved to approve the November, 2011 performance & activity measures. Marilyn Mastor seconded. At next month's meeting we will see year-end statistics. Motion carried.

Library Board transitions: Marilyn Mastor was reappointed to a second full term – January 2012 through December 2016 – by the Mayor and approved by City Council on December 12.

After brief discussion, J. made a motion that David Edelstein continue in his role as Board Chairperson for 2012. Marilyn Mastor seconded. Motion carried.

Marilyn Mastor made a motion that Faye Hill continue in her role as Vice Chairperson for 2012. Rachel Myers seconded. Motion carried.

2011 accomplishments and 2012 goals:

2011 Library Board accomplishments

- Increased collaborations; added WWU and BTC book drops and holds pick-up.
- Established the non-endowed fund at Whatcom Community Foundation.
- Staff, management and board have done an amazing job of keeping library afloat and excelling through a tight-budget year.
- Signed memorandum of agreement with volunteers.
- Received strong support of FOBPL – managed to accomplish many projects with their funding.
- Despite increase in circulation and declining budget, provided great customer service.
- Remained educated in library matters.
- Met 13 times this year.
- Passed a difficult budget.

2012 Library Board goals

- New building – take a close look at initial steps, study what next civic building will look like (multi-use?).
- Invite Jim Long from the Public Development Authority to a board meeting.
- Strategic planning by Library Board – establish a sub-committee?
- Develop a public relations strategic plan – telling the community why the library is so relevant and important. Rachel volunteered to coordinate.
- Planning retreat to establish 2012 operating goals – the year's agenda.
- Educate ourselves about municipal library districts and other funding options – what is current fiscal impact of annexation?

Staff recognition: At the December 21, 2011 staff meeting nine staff members will be recognized for their service. The city recognizes regular employees every 5 years beginning at 10. This year the library is also recognizing temporary staff (hereafter temporary staff will be recognized on the same schedule as regular staff):

Steve Johnson - 11years
Sue Kenney - 12 years
Barb Bartee - 15 years
Claudette Vos - 16 years
Cindy Geri - 33 years
Judy Swatosh - 10 years
Alison Dickinson - 10 years
Bethany Hoglund - 15 years
Marc Poulsen - 35 years

Collaborations:

Whatcom County Library System: Recently a joint management team meeting was held with WCLS. Joan and Pam put together the agenda. It was a very upbeat brain storming session. There is one possible staff retirement here and a couple at WCLS – perhaps this is an opportunity for further collaboration. Does the upcoming (January) elimination of ILL fees open any doors for collaboration? Is it time for BPL to join the county in using Bibliocommons as a

website overlay? Can we break the barrier between our patrons and county patrons? Pam and Joan are working on a collaboration document that clarifies what we already share.

There is a joint staff training in the works. We will propose that the board approve closing the library for a half day so all staff can join county staff for training.

Whatcom Libraries Collaborate: Chris Cox, Dean of Libraries at WWU, gave a presentation to Western's library board on Whatcom Libraries Collaborate – calling it a six-libraries success story. All six library directors attended and shared information about the Connections, Whatcom READS!, our shared delivery system and WWU dropping their \$25 community member fee. It was a great opportunity to share what we are doing as a community of libraries.

Whatcom READS! is forming a non-profit 501(c)3 . The paperwork is done and is in attorney hands. It should be in place by 2012.

A joint staff day is also being planned with all academic libraries.

Metropolitan Library District: Pam reported the City Council decided to take the Metropolitan Library District off of their agenda. The Spokane Library Director was spearheading this legislation and for a number of reasons was not able to garner enough support, including Spokane's City Council was not supportive at this time.

Library safety and security update: Pam updated the board on the Timothy Nunez incident. On November 23, 2011 a plea agreement was reached – Timothy pleaded guilty to 2nd degree arson (rather than 1st degree). His 9 month sentence has already been served and he has been released to a residential treatment center. If he violates any element of the plea agreement, including not being on library property, he will be jailed. The 10 year trespass stands. Pam has updated the incident report and provided a photo for staff.

Library Board members report: Faye attended the WCLS board meeting last week. They received an award from the Washington State Auditors for recognition of 20 years of clean audits. WCLS has added two new drop box sites: Hannegan Supermarket and the East Whatcom Regional Resource Center in eastern Whatcom County. The new teen coordinator was introduced; Tamar Clark will be filling in while Aubri Keleman is on maternity leave. They approved their 2012 budget and voted to support Whatcom READS! non-profit status.

Rachel reported that Chris Cox, Western's Library Director, has just joined the Literacy Council Board.

Library Director's report: Pam recently had a performance review with Dan Pike and David Webster. Pam will schedule an executive session in January for her annual performance review by the Board.

The library received a gift this week from a small family foundation (who requests no solicitation or recognition) for the Early Learning/Literacy space in the Children's Library. A 2011 Donation list will be provided for the January meeting.

Pam prepared documents for the new mayor, including a biography and organization chart. She also met with Kelli and discussed the need for strategic, financial, facilities and communications planning for library services, including how services are accessed. David suggested inviting Kelli to the January board meeting.

Pam held a short retreat for the management team to focus on staffing gaps. She meets twice monthly with Joan Airoidi from WCLS. She attended the League of Women Voter's event to

meet the newly elected officials. Once a month, all of the library directors in the area meet. She attended a Nancy Pearl webinar and met with the new Parks director, James King, from Alaska.

Christine Perkins reported that 6200 people have already opened the December e-newsletter – we are beating the national average. She passed out the Whatcom READS! events calendar for January and February, highlighting the Mystery Writers Panel Discussion on Thursday, January 12, the Bellingham Police K-9 Unit on Thursday, January 19 and the CSI Bellingham and Cold Cases presentation on Thursday, January 26. Christine also specifically invited the board members to the key note address, An Evening with Elizabeth George at the Syre Center on Tuesday, February 21.

Meeting adjourned at 5:40 p.m.

Next Regular Library Board Meeting – January 17, 2011 at the Fairhaven Branch Library, 1117 12th Street – Fireplace Room (lower level) – at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees