

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, February 15, 2011 - Library Board Room**  
**04:00 PM - 06:15 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; Madeline Sheplor and Wendy Jenkins.

**Others:** 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.

**Public comment:** None.

**Communications:** None.

**Minutes:** Faye Hill moved to approve the January 18, 2011 regular Board meeting minutes. Marilyn Mastor seconded. Motion carried.

**Financial reports:** Claims: January, 2011 general fund \$70,990.07; gift fund \$3,355.38. Rachel Myers moved to approve the January claims. Faye Hill seconded. Pam pointed out that Wendy consolidated the two separate financial reports into one report. She highlighted the \$125 paid to Postal Express for archive delivery and asked Madeline Sheplor to explain this project. Madeline shared that we had a huge quantity of local newspapers, such as the Every Other Weekly (now Cascadia Weekly), Sudden Valley Views, and The Western Front, that had been taking up a lot of room in closed stacks. Madeline arranged to have them shipped to Washington State Library in Olympia where they will be filmed or digitized and made available to everyone. Washington State Library has received grants to cover the cost of filming. Motion carried.

4th quarter, 2010 report: Pam handed out a sheet explaining the breakdown of the \$226,417 that was remaining in our 2010 budget. Reappropriations (money carried forward into 2011 budget) for Central door replacement, Gift Fund, encumbered materials and library cards totaled \$55,672. Turnbacks to the City (requested and promised earlier in 2010) total \$14,000. There were \$7,522 in unspent chargebacks, \$14,105 in unspent miscellaneous (office supplies, print/copying fees, minor equipment maintenance, furniture, fuel, etc.), and \$135,118 in unspent salaries and benefits (resulting from unfilled vacancies). In a \$3.5 million budget, this amount is not unusual. Faye asked about the leftover salary/benefits from the Fairhaven Branch. Christine clarified that we have changed how we deploy staff. There aren't specific people who are always working at Fairhaven anymore. Many people have been cross trained. With such a lean staff, we need everyone to be able to go anywhere. The branches will no longer have a separate staff budget, all will be deployed out of the Circulation Department.

**Library performance & activity measures:** Rachel Myers moved to approve the January performance & activity measures. Faye Hill seconded. Pam added there was nothing unusual to report, we are off to a good start. Motion carried.

**Library policy review:** Pam is recommending we eliminate two Library policies: Satellite Dish Use Policy and Children's Use of the Adult Collection. We no longer have a satellite dish and children's use of library materials is covered in the Library Bill of Rights which states a person's right to use library materials is not based on age. Marilyn Mastor moved to approve the elimination of the Satellite Dish Use Policy. Faye Hill seconded. Motion carried.

Marilyn Mastor moved to approve the elimination of the Children's Use of the Adult Collection Policy. Faye Hill seconded. Motion carried.

**Trustee education:** Madeline Sheplor, Head of Technical Services, presented a 5-year trend report. With graphs she illustrated the impressive increase (from 2006 to 2010) of monthly checkouts, yearly checkouts, checkouts per hour, holds activity for items picked up at BPL locations and at WCLS locations, turnover (how many times an item circulates in a year), circulation per capita (significantly higher than the state and national average), people per hour at Central, programs and attendance, downloadable (audio and ebooks) use, and website visits.

Faye questioned what the impact to the public has been with our decreased budget. An example is our new books section, which used to fill a whole wall, but now is one section of the wall. Our materials expenditures per capita has dropped significantly over the past years. Pam added that we have done a thorough job of weeding the collection. All items are more attractive and we have improved how they are displayed. Studies show this will increase circulation and that has been proven here. Rachel asked how we can get this information (the usage statistics and how the library is working hard to get the public great items) out to the community and suggested a brain-storming session.

**Library Organization Chart:** Pam presented an overview of the Library's Organization Chart highlighting the management team positions and their areas of responsibility. Beth Farley is the Head of Information and Reader Services and also has responsibility for system-wide collection development. She oversees the Librarians and Security Attendants. Bethany Hogle is the Head of Children's Services and directs all programming, materials collection and community outreach for the Children's Library. She oversees the Children's staff. Madeline Sheplor is the Head of Technical Services and oversees acquisitions, cataloging and mendery operations. She oversees all Technical Services staff and serves as System Administrator for the Library's integrated library system. Christine Perkins is the Assistant Director and oversees all of Circulation Services including Branch and Outreach Services and Teen & Web Services.

**Board members' report:** Faye attended WCLS's Board meeting and passed out a copy of their annual report which included impressive Library quick facts and a picture of the new North Fork Library which opens February 28. Ferndale branch is moving into a temporary facility while they raise funds for (at 60% of goal so far) and construct a new building. Sudden Valley is gung ho about putting a branch in the barn which will become the newest branch of WCLS. Faye is impressed with all WCLS does, made possible by the levy lift.

**Library Director's report:** Pam is the proud grandparent of Samuel Patrick born Thursday, Feb 10.

Everyone was here for the Trustee training (J online from his computer). The training was basic, but a good review. Faye appreciated being reminded that trustees are advocates for the Library.

Pam and Wendy met with James Erb, our newly assigned legal representative from the City. Pam shared information about the RCW laws associated with the library and the types of legal issues we deal with (trespasses, open-meeting act, etc). Pam also met with Tara Sundin from Planning and Community Development to discuss where the Library Board is in planning for a new library. She will be invited to our work session to discuss the City Center Master Plan.

Public Works capital improvements budget for the library was reduced by \$35,000, from \$310,000 to \$275,000 to cover half of the cost of Outreach. Christine and Pam met with Myron to discuss the scope of the project, primarily carpeting and painting and some renovations if the budget permits. The plan is to close the library and do everything at once, as late in the year as possible.

Whatcom READS! is next week. The Barbarians at the Gate program was well attended. Jim Lynch will be here for a variety of events. Calendars are posted and available on the website.

We have purchased 2 Nooks from Barnes & Noble so staff can orient themselves with how they work. We also have a Sony 3 reader and 6 MP3 players. These are available for checkout to staff and board members.

**Executive Session:** The Board went into Executive Session at 5:30 for follow-up on the Director's annual performance review. The meeting was called back into open session at 6:15 p.m. No action was taken as a result of the Executive Session.

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

**Meeting adjourned** at 6:15 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees