

Regular Meeting of the Board of Library Trustees
Tuesday, April 19, 2011 - Meeting Room on lower level
04:00 PM - 06:24 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, and Marilyn Mastor

Board Members Absent: Rachel Myers

Library Staff: Pamela Kiesner; Christine Perkins and Wendy Jenkins

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

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: Kathie Wilson, President of the Friends of BPL, handed out a flyer for their Annual Meeting happening Saturday, April 30 with guest speaker Jonalyn Woolf-Ivory. She also announced the Friends recently approved over \$12,000 in donations to the library: \$5,000 for Whatcom READS!; \$2,375 for NextReads; \$1,845 for Summer Reader Software; \$1,500 for Parent-Teacher Resources; and \$1,521 for Summer Reading yard signs.

Minutes: Faye Hill moved to approve the March 10, 2011 Special Board meeting minutes. J. Gordon seconded. No changes. Motion carried.

J. Gordon moved to approve the March 15, 2011 Regular Board meeting minutes. Faye Hill seconded. No changes. Motion carried.

Communications: In the packet is a letter Pam wrote on behalf of the Board to Linda Lambert, Director of Whatcom Community College Library. Linda had requested letters from all area directors for the College's reaccreditation. Linda reported the review team was impressed with the outreach WCC is doing with other libraries: Whatcom READS!, the BPL WCC Connection, and One Card.

Pam will start including Courtesies with Communications. There are times when the Board will want to send a card. Pam passed three cards for the Board to sign: one for Rachel and her husband to congratulate them on their new baby; one for the new North Fork Library; and one for Ferndale Library's new temporary home. Several staff members will be visiting the two county branches taking a plant and the cards.

Financial reports: Claims: March, 2011 general fund \$37,757.45; gift fund \$1,973.62. Faye Hill moved to approve the March claims. Marilyn Mastor seconded. Pam pointed out the \$93.04 expenditure for Whatcom Libraries Collaborate decals. These decals are placed on all drop boxes to identify them as part of the One Card program. Faye inquired about the Baker & Taylor software maintenance fee. The various selectors each have a login account that we pay Baker & Taylor for; B&T is a library jobber and we purchase many of our books from them at a 40% discount. Marilyn asked what the percentage breakdown is for books, dvds, and other items. Pam responded that was a good question for Beth Farley; we will have her talk with the Board about acquisitions. Motion carried.

Also included in the packet is the Library's 1st quarter Financial Report. We are 25% of the way through the year and most expenditures are on track. Wendy explained the few items that vary: the services category under Library Administration is at 62% because many of our computer maintenance contracts are paid upfront for the year and the interfund categories under Library Services and Library Facilities are low because the Finance department is running behind on applying these chargebacks.

Pam included in the packet the relevant pages from the City of Bellingham's December 2010 Financial Report. The full report is available on the City's website.

Foundation Planning Committee: In the packet is a report and recommendation from Faye, Marilyn and Pam concerning foundation set-up. Also included is a Whatcom Community Foundation fee schedule, bi-annual report and informational brochure. After extensive research the committee concluded that establishing 3 non-endowed funds with the Whatcom Community Foundation is a better option than establishing an independent library foundation. WCF has a solid reputation and a complete variety of services, while we lack the funds and staff to develop a foundation on our own. The committee was assured the Board would have control and say over the funds. The committee recommends setting up three non-endowed accounts: a Building Fund, a Library Materials Fund, and an Unrestricted Fund for programs and general support. This way people would have a variety of donation options including the Friends of Bellingham Public Library. WCF works with the donors so the money goes where they want it housed. WCF also felt we need to begin developing a plan of how we would get the information out to the community.

David clarified that whatever we decide, we need to keep a very long view in mind. For instance, concerning the Building Fund, after the fact, the remainder should go into the Unrestricted Fund or left for the next building project. Perhaps the Unrestricted Fund should be for "general library purposes" rather than "programs" to avoid restrictions and disappointment down the road. David acknowledged WCF are excellent endowment fund stewards, but we should question now how non-endowed funds are contracted. We need to have an exit strategy so down the road the library has the option to start their own foundation. We need to also clarify who is responsible for making withdrawals, the Board of Trustees or staff? We also need to contract with WCF how conditional gifts would be handled so errors are not made in how funds are deposited. It should be WCF's responsibility to ask staff or board if the donor's conditions are acceptable to the library. David added we need a well-thought-out one-page flyer so everyone in the community knows what their options are.

Pam will set up a special meeting for the Board with Mauri to answer questions and look closely at draft contracts for the funds. We will get the information out to the Board prior to the meeting so they will have the opportunity to review carefully.

Gifts to the library: Pam acknowledged the \$12,241 Friends donation Kathie mentioned, stating how pleased the library is with this generous donation. David added it is not just the dollar amount the Friends donate, but their labor as well. Pam added that the Friends put in over 11,000 volunteer hours in 2010.

The Flora C. Ryan estate donated an extensive music collection plus \$5,000 to the library gift fund. We were able to pick what the library needs from the music collection and, according to her will, the remainder went to WWU for their music collection.

Hilary Hamilton donated \$1,000, through the Friends, to the library for materials on Buddhism.

Whatcom Community Foundation is now funding our Foundation Directory Online database. We usually submit an annual grant, but they will fund it each year now for \$1,000.

At last month's meeting we discussed what to do with the library's endowment distribution from WCF and the Bayview Fund grant. We cannot use the distribution to start up a non-endowed fund. We can spend it or turn it back to the endowment. David suggested the endowment check be turned back, an endowment is a gift to future generations. Faye Hill moved we turn both checks back into the endowment. Marilyn Mastor seconded. Motion carried.

Library performance & activity measures: Marilyn Mastor moved to approve the March, 2011 performance & activity measures. Faye Hill seconded. Circulation is up 4%. We continue to do more with less. Faye commented Fairhaven has been reopened long enough now to give an accurate comparison. Motion carried.

Trustee education: Christine Perkins gave a 2010 Circulation Services presentation. Highlights included:

- Fairhaven reopened in 2010 with reduced hours. Meeting room rentals are slowly regaining. They are currently checking out 98 items per hour.
- Barkley has reduced hours. They are checking out 87 items per hour. It was noted this quantity of checkout from a small branch is possible because of Central support.
- At the Central Library, staff reductions have resulted in double-duty for many staff members and a revamping of daily procedures. Many work in a variety of departments, clerks now check-in between patrons, and check-in and re-shelving procedures have been revolutionized (thanks to a generous donation of book trucks from the Friends). 556 items per hour are checked out at Central.
- UNIQUE Management recovered \$34,077 in fines and materials in 2010.
- Self-checkout continues its' steady climb. A second terminal in Children's should boost it further.
- 20% of our check-outs are hold requests. We fill 45,000 requests per month.
- Book club kit circulation has increased greatly with our new KitKeeper software. Downloadable audio books and eBooks doubled in circulation in 2009 and again in 2010.
- Library Snapshot day provided us with a wealth of photos we will put to use.

Bellingham Public Library, 2010 Annual Report: Christine and Alison Dickinson put together this year's Annual Report. We can provide additional copies if anyone needs them. Pam pointed out the photo on the back of the woman playing the violin. She was taking a violin class through Skype in the Conference Room. This is an example of what libraries are doing today.

Library policy review: In the packet are updated versions of the Library Safety and Security Policy and the Library Building Security Policy for Board approval. Faye clarified that the Library Safety Policy is not a policy for patrons, but for staff. Pam verified that and added we have a policy on conduct that applies to patrons. J. questioned the use of the word 'ensures' in the first policy. David suggested 'fosters.' Christine suggested 'encourages'. Pam will run the policy by legal one more time. The Board is willing to approve the policy with the word change.

Pam reported there were many changes to the Library Building Security policy with the addition of keycards, coded doors and Security and Information Attendant staff. It is almost a complete rewrite. Faye Hill moved to approve both updated policies. Marilyn Mastor seconded. Motion carried.

Fire incident trespass review: At the last board meeting it was suggested Timothy Nunez's 5 year trespass be extended. Pam checked and he is still in jail awaiting trial. J. asked what the process would be to change the trespass. Pam responded she would contact the police. David stated he would like the time frame to be consistent with the behavior and would like to take this opportunity to send a message to staff that we care about good behavior and staff safety. Stan commented that he followed up with the fire marshal and explained

because of the type of fire it was and how quickly the police put it out, they called off the fire department. Arson is a felony and the Board felt 10 years was appropriate. Faye Hill made a motion to change the trespass to 10 years. Marilyn Mastor seconded. Motion carried.

Strategic planning: Pam asked to set a strategic planning work session date. David suggested a double-header: strategic planning and foundation meeting. Pam will set up a meeting.

City Council liaison: Stan reported more and more unofficial things are coming to Council: a plastic bag initiative has brought in 75 to 80 emails; Galbraith Mountain brought 600-800 people to the high school. Galbraith is not part of the city and County Council has not been approached yet.

Library Director's report: Pam reported we are recruiting for two Security and Information Attendants and also a Clerk 2 in Children's. We just hired four new pages.

Pam passed around a copy of the library's May events. A staff member with a strong interest in music has arranged for three weeks of varied and talented musicians to perform at the library.

The tax volunteers prepared 1300 tax returns this year, up from 900 last year.

The Library team at the Trivia Bee (sponsored by the Friends) again won the exuberant, extemporaneous, enthusiasm award.

When we next review our bylaws, Pam asked that the Board look at the possibility of teleconferencing with absent members. It would be nice to have the policy authority to do it if necessary.

Meeting adjourned at 6:26 p.m.

Next Regular Library Board Meeting – May 17, 2011 in the Board Room at Central Library – at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees