

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, June 21, 2011 - Library Board Room**  
**04:00 PM - 06:00 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.

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**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:** 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:** No comment.

**Minutes:** Faye Hill moved to approve the May 17, 2011 Regular Board meeting minutes. Marilyn Mastor seconded. No changes. Motion carried.

**Library performance & activity measures:** Marilyn Mastor moved to approve the May, 2011 performance & activity measures. Rachel Myers seconded. Pam pointed out that we added computer usage to the report as was suggested at the last meeting. Pam passed out a spreadsheet detailing the variety of statistics Madeline gathered: types of terminals, number of sessions, total reservations, etc. Out of this detail, we decided to illustrate number of sessions. David asked why people who already have computers at home would come use the library's computers. Pam responded they could be checking their email on their lunch break, perhaps no high speed connection or printer at their home. Christine added they might have a virus on their personal computer and haven't fixed it yet. Pam mentioned all computers are in use almost all hours we are open. We would like to add more but are limited by building capacity. Motion carried.

**Financial reports:** Claims: May, 2011 general fund \$41,702.68; gift fund \$6,261.77. Faye Hill moved to approve the May claims. Rachel Myers seconded. Pam pointed out the \$300 yearly expense for WhentoWork, an employee scheduling software. Christine explained the library has many part time staff with varied schedules plus many service desks to cover. This software allows her to see at a glance that the Barkley desk is covered, there are enough pages scheduled, a meeting is happening. Once she 'publishes' a schedule, the software automatically emails staff (to their computer or smart phone), and staff respond that they have received their schedule. It is very convenient and cost effective. Motion carried.

**Whatcom Community Foundation Fund follow-up:** Pam mentioned the need to follow-up in three areas: deciding withdrawal authority, defining the sub-funds, particularly the Capital Fund, and discussing acknowledgement guidelines. She will also distribute a copy of Whatcom Community Foundation's gift acceptance policy.

A letter to the Foundation asking for the endowed fund's name to be changed to Bellingham Public Library Endowed Fund is ready to be sent (when the minutes for our Special Meeting are complete).

Withdrawal authority: Pam asked if the Board would like withdrawal of funds to be a vote of the full Board, the Library Board Chair, the Director in consultation with the Chair, or the Director up to a threshold? Marilyn suggested Director, up to \$5000, Director and full Board above that. David suggested, because they are a legislative board and already approve all claims each month, the Board should approve all withdrawals. After discussion it was determined:

- This isn't an emergency fund, there is time to take each proposal to the Board.
- Pam would add WCF to each month's agenda as a standing item.
- Pam would propose to spend on a certain item, the Board would then vote.

(Board member) made a motion that the Library Director will come to the Board with any requests for withdrawals from the fund and the Board will vote. (Board member) seconded. Motion carried.

Defining sub-funds: The non-endowed fund will have 3 sub-funds: Capital; Materials in all formats; and Unrestricted. Materials in all formats and Unrestricted are pretty clear. The question is how to define the Capital Fund. Mauri had suggested it might be helpful to add a statement that funds are not currently accepted for other branch libraries, if that is what we agree to. Ideas coming out of the discussion were:

- We do not want the wording to restrict the fund to just new building.
- We don't want to turn donors away, let WCF do their job of discussing with the donor the usefulness of a gift – a sub-fund can have different 'buckets.'
- The Board represents an institution, we need to plan long-term.

The Capital Fund will be called "Capital improvements for library facilities."

David asked the Board to discuss dollars coming into the funds. Rachel's impression is that the Board does not have the authority to say yay or nay, we have consulting authority. Marilyn agreed that was her impression after talking with Mauri. Faye suggested donors might hesitate if they knew gift had to be vetted. Pam stated she has faith in the mission of WCF and its sensitivity to what our goals are. To her, vetting means Mauri calls her, she gets on the phone to David and the Board and arranges a quick meeting if that is necessary. Rachel added the Board doesn't have a way to stop a donation, but we decide whether to spend it. Marilyn too has faith in Mauri to talk with the donor, explain that the Board appreciates the donation, and guide how it would be most helpful. J. added the Foundation's agreement is with the donor, the Foundation would be responsible for accepting an inappropriate donation.

Pam handed out a copy of WCF's gift acceptance policy. Rachel asked what is the mission of the Foundation? Pam read "Connecting people who care with causes that matter." Faye mentioned we are able to give a list of guidelines to the Foundation. If a donation came in that doesn't fall within our guidelines, we would get a call. David added the guidelines should outline our mission and the nature of our restrictions to reduce the potential for conflict. Rachel added this ties in with our strategic planning. Pam offered to draft guidelines and share them at the next meeting. Faye volunteered to review the draft.

**2012 Library Budget:** Pam reported in the packet is a copy of what we submitted to the city for our capital requests. Though there is not much chance of funding, she wanted to keep the library's need in front of the city. These are projects that the Board agreed to at the last meeting.

Pam shared a copy of the Payroll Budget Update that is due to the city June 22 (an extension was granted until after this Library Board meeting). She read from the memo that accompanied the update received from budget, "City expenses continue to increase at a faster rate than revenues. Providing existing services without further eroding reserves will continue to be a

challenge for the balance of 2011 and throughout the 2012 budget period. Therefore, any requests for new positions that do not have a new & ongoing revenue stream to support the FTE will likely not receive administrative approval.” We are not asking for any new positions, we are submitting an updated version of the 2011 payroll. Pam added the library has lost the equivalent of 8 staff members since 2009, 318 weekly hours lost.

**Use of volunteers in the Bellingham Public Library:** In the packet is a copy of the Memorandum of Understanding (MOU) with AFSCME Local 114 for Use of Volunteers in Bellingham Public Library. We have negotiated to increase our volunteer hours from 50 hours per month to 200 hours per month, with specific duties: 50 hours of shelving; 150 hours of inspecting, cleaning, shelf reading, and assisting with special events. We will be accepting applications and interviewing volunteers, offering the opportunity for a staff member to develop skills directing the work of our volunteers. People want to help, now we will be able to use that good will and energy. Volunteers will take ownership of their library and we’ll be developing a community of folks excited about the library.

**Collaborations:** Just this week and last week Madeline Sheplor and Doug Dickinson have been to Bellingham Technical College and Western Washington University installing our new Connections. Now the public, students and faculty can place holds and have them delivered to these institutions. This is a unique, wonderful connection we have with all of our higher education institutions. We have developed a draft of an Interlocal Agreement that is approved by legal and will be reviewed by BTC, WWU, and WCC before coming to the Board.

**Strategic Planning, 2012 – 2016:** Pam included a memo in the packet about how to get started. We still need to agree on a vision statement. We developed this plan, brought it to the Board, and then we spent time on budget planning and reductions. Looking back, we have accomplished quite a few of the goals. Pam suggested we send the plan out to the community with an addendum relating what has been accomplished and then get feedback from the community. We could set up open times for the public to talk with us, perhaps Brown Bag Q & A’s, and then develop our 2012-2016 plan. Marilyn noticed quite a bit has changed since it was written, for instance the new Connections are not mentioned. Rachel mentioned that a training she went through steered her to limit the number of strategic goals to 3 at the most for public relations reasons. Pam added that is in line with ALA’s planning process which used to suggest 13 goals and now suggests 5 or 6. Pam suggested trying to get the addendum done by August, then begin public process in September. Pam and Christine met with Kathie Wilson and Karen Hannah from the Friends and Karen asked if the library had ever surveyed the public and suggested the Friends might fund it. Pam said she would like to know, for instance, if the Connections make a difference in how people use the library. Rachel would like to know if people understand there is a difference between WCLS and BPL. Pam thought perhaps we can include strategic planning at each board meeting, rather than scheduling special sessions.

**Board members’ report:** Rachel shared a picture of their new baby (adorable!) and reported she is back to work 10 hours a week.

**Library Director’s report:** Pam reported that she, David and Christine met with Jeff Kochman to talk about an extension of our Barkley lease, which expires in February, 2012. They shared facts, figures and photos of the Barkley Branch and shared the 2012 budget outlook for the city. David added we asked them to continue their gracious leadership in the community. Pam also shared with them we hope to increase our open hours from 16 to 20 to fulfill our lease commitment.

Pam reported Mayor Pike came to our last staff meeting. He began with some opening remarks and then answered staff questions. He told the staff he is committed to a new library building within 5 years. He commented 2012 looks tough, we need to re-set what we do and how we do

it. Staff questions concerned the coal trains, new businesses and what he has learned about the library.

Pam attended a joint Department Head/City Council retreat. Janet Ott was the facilitator. It was good to have everyone together. They talked about the budget and the budget process.

Pam gave a library mid-year update to the City Council, including our 2010 Annual Report, Snapshot Day statistics, the educational mission of the library, our new BTC and WWU Connections, and the Summer Reading programs.

Pam has asked Madeline to take the lead on an Integrated Library System (ILS) Migration Task Force that will look, with representatives from area libraries, at migrating to a new library system. We migrated to Sirsidynix in August of 2004, and the system is getting old. This process will take a couple of years. They will research all companies that offer this service and make a recommendation. King County Library System recently migrated to an open source system, Evergreen, which is available for anybody to use, free of charge.

Pam shared a handout from the Coupeville Library which she recently visited. She also passed around a list of 10 New Landmark Libraries and mentioned their architects (one Pam has worked with, one Christine has worked with, one that worked on Fairhaven).

**Meeting adjourned** at 6:00 p.m.

**Next Regular Library Board Meeting – July 19, 2011** at the Barkley Branch, 3111 Newmarket Street – at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees