

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, July 19, 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.

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**Board Members Present:** David Edelstein, Faye Hill, Marilyn Mastor and Rachel Myers

**Board Members Absent:** J. Gordon

**Library Staff:** Pamela Kiesner; Christine Perkins; Madeline Sheplor; Beth Farley and Wendy Jenkins

**Others:** Stan Snapp, City Council Liaison, 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 June 15, 2011 Special Board meeting minutes. Marilyn Mastor seconded. Pam pointed out a clarification on page 2 – if a donor makes a check out to Bellingham Public Library, it can be signed over to Whatcom Community Foundation, but can only be deposited into the endowed fund. In order for a donation to go into the non-endowed fund, the donor must contact WCF directly. On page 3, the minutes state the first donation cannot be from the board, Pam clarified no donations can be from the Board of Trustees as a group. Motion carried.

Marilyn Mastor moved to approve the June 21, 2011 Regular Board meeting minutes. Faye Hill seconded. Pam asked if anyone remembered who made and seconded the motion concerning the Library Director coming to the Board with requests for withdrawals from the WCF funds. It was determined that Faye Hill made the motion and Rachel Myers seconded. Motion carried.

**Communications and Courtesies:** There is one communication in the packet – a positive note from a patron about how patient, kind and respectful our reference staff is.

**Library performance & activity measures:** Marilyn Mastor moved to approve the June, 2011 performance & activity measures. Faye Hill seconded. Pam pointed out circulation statistics for our BTC and WWU Connections have been added. Motion carried.

**Financial reports:** Claims: June, 2011 general fund \$69,427.22; gift fund \$6,504.20. Marilyn Mastor moved to approve the June claims. Faye Hill seconded. Pam pointed out the line item under Administration for business reference cards. Beth Farley passed out samples of these cards that highlight some of the electronic resources the library offers: Consumer Reports, auto repair, genealogical databases, eBooks, audiobooks and NextReads (a reading suggestions software). Motion carried.

2nd Quarter Financial report: we are on target with 48.4% spent at mid-year.

**Trustee education:** Madeline and Beth worked with our Interlibrary Loan specialist, Fay Fenske, to evaluate and streamline the ILL process. They determined ways to make it easier for patrons, shorten the delivery time, and possibly cost less. Madeline illustrated how a ILL page has been added to our website, making it easier for patrons to place suggestions/requests and

it also immediately notifies the appropriate selector for that item. Notification that a hold is in for a patron is now the same as for all holds – email or phone. The patron now has 7 days to pick up the hold rather than 21. Another improvement is we now belong to a courier service that will shorten delivery time while saving processing costs.

**Cost Sharing Agreement Between WCLS and BPL for Courier Service:** Madeline explained this element of the ILL improvements. The Orbis Cascade Alliance is a network of libraries that share materials through a delivery system. Currently there are 83 drop sites (each drop site is a hub with numerous participating libraries). WCLS is a drop site and we are in the process of becoming a participating library for this drop site. Our agreement with WCLS is for one year, at which point we will reevaluate use and cost. When a ILL request is made, we will check to see if one of the participating libraries has the item. It will then be delivered (and returned) in a reusable zipper pouch, saving mailing materials, postage and staff processing time.

### **Interlocal Agreement, BPL-WCC, Establishment and Maintenance of the WCC**

**Connection:** Pam pointed out we are putting together agreements with BTC and WWU as we set up our Connections. It made sense to formalize our current Connection with WCC which has been in place since 2007. This will be an annual agreement with all three college connections. These are straightforward agreements, clarifying what they are responsible for and what we are responsible for. Faye Hill moved to approve the Interlocal Agreement with WCC. Marilyn Mastor seconded. Motion carried.

**Library policy review:** In the packet is the first draft of the library's Donations Policy. Since Pam met with David and Faye to take a look at this draft, Mauri Ingram, from Whatcom Community Foundation, and Deborah Brewer, our on-staff policy expert, have both made suggestions. Pam will take their suggestions as well as the board's and create a second draft. The intention is for the policy and a cover letter to serve as our donations guideline for WCF.

Pam mentioned the library just received a donation for \$10,000 from Wayne and Mary Ann Hanson. They also provided a list of subjects for the purchase of new books. The board suggested Pam talk with the Hansons and offer them the opportunity to be one of the founding donors for the non-endowed fund at the Whatcom Community Foundation. Pam will do so.

**2012 Library Budget:** Departments have not received any specific instructions for the 2012 budget other than no new programs, no new staff. The line item budget will be released next week and that should include instructions.

Included in the packet is a chart of our rates and fees revenues from 2008 to mid-year 2011. Pam is not recommending any increases for 2012. If fines continue at this pace, revenues will be about the same as last year. We have had the same rate of \$.25 for adult items and \$.10 for teens and kids since 2005. Photocopy/print revenues are also about the same as last year. Also in the packet is a Meeting Room Comparison report Donna Grasdock, our Meeting Room Coordinator, put together. The library is fairly comparable to other venues in town. We will be improving the technology in our rooms this year, perhaps next year we can consider raising rates. Marilyn Mastor moved to keep the rates and fees the same for 2012. Rachel Myers seconded. Motion carried.

**Library exempt employees compensation:** Pam pointed out when we negotiate with unions, the Board hears about compensation for 114 and 114L staff, but we don't discuss our unrepresented exempt staff. At the library this includes the Administrative Assistant, the Assistant Director and the Director.

The Administrative Assistant and Assistant Director positions are covered under the Non-Represented Employee Group Plan E, Section 3. The Director position is covered under the

Non-Represented Employee Group Plan E, Section 1. Pam passed out hand-outs of each section, illustrating the wage compensation for each position. Wendy is at step 2 of 5 (step increases annually on hiring anniversary). Christine is now at step 5 of 5 in the Department Manager 1 step plan. Once a non-represented employee is at the top of their grade, increases can only come through a Market Adjustment approved by the Mayor. The Director position has no automatic step increases.

Pam passed out data from the Washington State Library and Public Library Data Service comparing salaries for the three positions with comparable libraries across the state and nation.

Rachel asked for clarification that Pam has not received a raise since being hired. Pam pointed out one of the hand-outs shows the cost of living adjustments (COLA) non-represented staff have received from 2007 to 2011. Pam mentioned that, by ordinance, a city-wide compensation comparison should take place every few years, looking at such things as level of responsibility, the number of FTEs supervised and the size of the budget managed, but this hasn't happened since 2007.

David stated it is the Library Board of Trustees responsibility to deal with the compensation of the Library Director, and the Director looks out for the other exempt staff. Marilyn added that she finds it difficult to compare to other city departments, they are all so different, but it does seem relevant to compare with other libraries. David suggested a sub-committee be formed, to educate themselves, talk with Human Resources, and come back with a recommendation. Faye volunteered and J. will be asked to be on the committee.

**Board members' report:** Faye had two items to report. Last Sunday, at her church, the pastor asked the children about the word 'welcome.' He asked if they knew what it meant or felt like to be 'welcomed.' A 3 ½ year old boy answered at the library he is welcomed, illustrating with his arms out being gathered in. Faye also attended WCLS's board meeting, where Jamie Amend was appointed as Vice President of the board. They have a new board member, Fred Haslam from Sudden Valley. He and his wife have been involved in getting the Sudden Valley branch going. WCLS is working on a strategic plan that will respect tradition, but be flexible and allow for growth.

Marilyn brought up the sad state of the nonfunctional fountain on the back lawn of the library and suggested having it removed. Pam added that a staff member had recently checked on plans for it. It is under Parks jurisdiction, who responded that because of the cost of repair and maintenance, it will not be operational any time soon. Marilyn recommended we send a letter to Parks, asking them to consider removal. Pam will follow up on this.

**City Council Liaison:** Currently the council is working on issues not relevant to the library. One of the things they are considering is a Bellingham voter advisory about the coal trains, which could increase voter participation.

**Library Director's report:** Pam met with Kelli Linville, who had called to ask about library planning. Pam took the opportunity to share information about the library.

Pam attended the State of Washington Director's meeting last week with the theme "Engaging your Community." King County Library System received the Library of the Year award. There are usually between 25 to 30 directors at the meeting.

**Executive session:** The Board entered into Executive Session at 6:05 pm for the purpose of Annual Review of the Library Director. At 6:15 the Board reconvened in open session. No action was taken as a result of the Executive session.

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

**Next Regular Library Board Meeting – August 16, 2011** at the Central Library, 210 Central Ave – at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees