

Regular Meeting of the Board of Library Trustees
Tuesday, August 16, 2011 - Meeting Room on lower level
04:00 PM - 05:40 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: Faye Hill, J. Gordon and Rachel Myers

Board Members Absent: David Edelstein, Marilyn Mastor

Library Staff: Pamela Kiesner; Christine Perkins and Wendy Jenkins

Others: Stan Snapp, City Council Liaison, Kathie Wilson, Friends of Bellingham Public Library President

Call to order and introductions: Regular session was called to order at 4:00 p.m. by Vice-Chair, Faye Hill.

Approve/modify agenda: No changes to agenda.

Public comment: Kathie Wilson reported that nearly 200 books were given away at the Friends of the Library Children's book sale after the Summer Reading Recognition Ceremony. They also earned \$1300 at the sale. Book donations are strong, a new sale is being planned. Kathie also mentioned the Friends are looking at doing some advocacy for the library.

Minutes: Rachel Myers moved to approve the July 19, 2011 Regular Board meeting minutes. Faye Hill seconded. Motion carried.

Communications and Courtesies: Included in the packet is an email thanking the library for their support of children's story time and praising Bethany for the quality of her programs. Also included is a Bellingham Herald business news article that references the library's "excellent reference librarians." Last is a copy of an advertisement for the BPL-BTC Connection in the BTC Fall Catalog that Jane Blume, BTC Library Director, put together with her communications staff.

Library performance & activity measures: Rachel Myers moved to approve the July, 2011 performance & activity measures. J. Gordon seconded. Pam mentioned that circulation is up another 2.25%. The BTC and WWU Connection numbers are low, but we are still in the soft launch stage and school is not yet in session. Motion carried.

Financial reports: Claims: July, 2011 general fund \$50,108.21; gift fund \$10,553.70. J. Gordon moved to approve the July claims. Rachel Myers seconded. Pam pointed out the expenditure of \$4,000 to Evanced Solutions for the room reservation subscription renewal. This software allows patron to go online and reserve rooms saving significant staff time placing and maintaining these reservations. Rachel added the software is very easy to use. Motion carried.

Included is Whatcom Community Foundation's fiscal year-end statement for the Bellingham Public Library Fund. Gift income included the mid-year disbursement of \$6,628 that we re-invested into the endowment and the Bayview Fund disbursement of \$1,449.28 we also re-invested. Faye asked if the Services Support fee would increase when we establish the non-endowed funds. Pam responded the expenses for the funds would come out of the donations.

2012 library budget: The first piece of information for the budget discussion is City of Bellingham Chargebacks to Library, 2007-2012. This year there is only an increase of 1.32%,

but it is \$7500 that we have to cut back somewhere else. Facilities maintenance and insurance were the largest portions of the increase. Chargebacks are 16% of our overall budget.

The second piece is Library Materials Budget, 2002-2012. The materials budget, at \$350,000 (no cuts are reflected yet), is between 9 and 10% of our overall budget. Ideally, materials should be 15-20% of a library's budget. The history shows we almost achieved that in 2008 with 14.4%, but it has been dropping dramatically ever since.

Pam handed out a sheet that breaks down the overall budget by percentage:

- Personnel 69%
- Chargebacks 16%
- Materials 9%
- Other (supplies, training, computers, equipment, etc.) 6%

The third piece of information in the packet is the library's line item budget for 2012. Pam pointed out that the blue column reflects the changes the city and library have made so far. The personnel increases include known contract increases and step increases, plus benefits increases. 114 union negotiations have not opened yet, so we do not know the impact of that contract.

The last piece is Reduction Options. The city's instructions put the budget target at 101% of the 2011 budget. This comes to \$3,614,414, an increase of \$35,786. But personnel and chargeback increases amount to \$137,843 resulting in our need to cut \$102,057 from our budget. Pam and the management team went through the budget line by line – reducing, eliminating and, in a few cases, increasing line items. Adjustments amounted to cuts of \$19,949 (for example: \$12,000 from computers; \$4.6 from technical services supplies; eliminate \$5000 furniture, \$1000 advertising and \$1000 management consulting; increase outside computer sharing by \$5000; increase dues by \$1500). We still need to cut \$82,108.

Pam's recommendations for reductions are:

- Freeze position after anticipated mid-year retirement \$43,775
- Eliminate a temporary part-time clerk position \$16,553
- Reduce materials budget \$21,780

Rachel asked if this would affect operating hours. Pam replied not at this point, in fact we would like to restore Barkley's hours from 16 to 20 hours a week so we are in compliance with our lease agreement with Barkley Corporation. We hope to achieve this by training our Technical Services staff to work at our public services desks; we already have one staff member doing this. Christine added that this is possible because with a lower materials budget, they have fewer items to process.

Rachel Myers moved to accept the budget reductions as suggested by the Library Director. J. Gordon seconded. Motion carried.

The budget now goes to the Mayor and then to City Council.

Faye Hill moved to authorize the Library Director and Library Board Chair to make necessary changes in the reductions, unless they are significant. Rachel Myers seconded. Motion carried.

Library policy review: Included in the packet is the most recent version of the Donations Policy which incorporates the board's comments, Mauri Ingram's suggestions, and Deborah Brewer's suggestions. Rachel, J. and Faye all thought it was complete and in good shape. J. Gordon moved to accept the policy as written. Rachel Myers seconded. Motion carried.

Interlocal Agreements: There are two Interlocal Agreements in the packet, one for WWU and one for BTC. Last month the board approved the WCC Interlocal Agreement which establishes and maintains the WCC Connection. David Edelstein has already reviewed and signed these agreements, but Pam wanted all board members to see and approve. J. Gordon moved to approve the two Interlocal Agreements. Rachel Myers seconded. Motion carried.

Board members' report: Faye attended the WCLS Board Meeting which was held at the Ferndale Library's temporary location. It is a big space with good light and a lovely hardwood floor (originally a skating rink), but the WCLS Director pointed out there are also problems with the temporary site. Their board is also working on policy revisions. Faye particularly enjoys the Facility Update, commenting that each branch has a different personality. When the Sudden Valley branch opens it will be called the South Whatcom Public Library at Sudden Valley. Point Roberts is moving to another building. Island Library is going to change their floor plan and make renovations.

J. reported he visited the new Sammamish Library which was built with current sustainability technology. They are still struggling to get some of the systems to work. It is a beautiful facility with lots of open space, radiant floor heating and an automated check-in system.

City Council Liaison: At the last meeting, council heard reports on the Mt. Baker Theatre and Tourism. They also agreed to buy a piece of land in Fairhaven that has been under discussion for about 20 years. The council is on summer break until September.

Library Director's report: The volunteer program will begin this fall. Christine Perkins will oversee, with Jennifer Lovchik taking responsibility for working with Shelf Helpers (readers) and Deborah Brewer taking responsibility for working with Program Facilitators. All have been working to find and establish a space for the volunteers to work.

Pam received a response from the Interim Parks Director, Leslie Bryson, about the fountain on the library's back lawn. Parks will be contacting the original donor family to see if they would like to provide funding for repair. If not, the fountain most likely will be removed and replaced with benches.

Pam is considering dropping our Interlibrary Loan fees. We currently ask patrons to pay for postage, but many are going through WCLS and having items delivered here because the county does not charge a fee. The postage fee brings in about \$3600 for the year.

Marcellus Turner is the new Seattle Public Library Director. He comes from the Jefferson County Public Library in Lakewood, Colorado.

We had a recent upgrade to our Horizon database, and Pam wants to publicly thank Madeline Sheplor and Doug Dickinson for their perseverance during the process. The upgrade was not smooth (a Horizon issue) and resulted in the computer system being down all day August 5. Christine counted 240 crates of books that were left to check-in after the upgrade. We are just now getting caught up and Christine thanked everyone who pitched in to help.

The Staff Association bought hot dogs and hamburgers for the August 5th Staff Picnic which was well attended.

The Children's Craft Fair was a success with 88 kid vendors. 195 readers participated in the Summer Reading Recognition Ceremony and got to shake hands with Pam and the Mayor and receive a free book from the Friends of the Library.

Pam recently did a KGMI interview about the BTC and WWU Connections. They also asked if she would do an interview that could be turned into an advertisement for Barkley.

Pam read an email that Donna Grasdock sent expressing how much brighter and nicer the entire collection looks after intensive staff work on weeding and collection development. Pam seconded the sentiment and Faye asked that Pam pass the board's appreciation on to the staff.

Christine explained a WCLS program that takes book groups into the Juvenile Detention Center. At the end of each group (6 months) the participants keep the book and also receive a certificate allowing up to \$20 to be waived off any fines, in the hope of prompting these kids to become productive, responsible community members and library users. The certificate can be used at any county branch. Christine asked the board if they would be willing to extend this to include Bellingham Public Library branches. The board approved this by consensus.

Christine passed out Walton Beverage Refresh Contest information and explained that Walton Beverage will donate \$10,000 to the organization that gets the most votes. Christine asked everyone to vote daily, until September 6, to refresh the Dodson Room – we want to transform the room into an interactive, exciting, early learning and literacy space.

Pam will be having surgery August 30 and expects to be out of the office for at least two weeks.

Meeting adjourned at 5:40 p.m.

Next Regular Library Board Meeting – September 20, 2011 at the Central Library, 210 Central Ave – at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees