

Regular Meeting of the Board of Library Trustees
Tuesday, June 19, 2012 - Library Board Room
03:30 PM - 05:45 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, Marilyn Mastor, Faye Hill, J. Gordon and Rachel Myer.

Board Members Absent:

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

Others: Kathie Wilson, Friends of Bellingham Public Library President, Deb Lambert, WCLS Board Representative

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, David Edelstein.

Approve/modify agenda: No changes.

Public comment: Kathie Wilson reported the Friends of the Library Ski-to-Sea sale brought in over \$13,000. They also received the final proceeds, \$2,100, from Winifred Wilkes bequest to the Fairhaven Branch Library

Consent agenda: Rachel Myers moved to approve the May 15, 2012 minutes and the May, 2012 performance and activity measures and financial reports. Faye Hill seconded. J. pointed out the phrase "800,000 people" was misleading, "800,000 visitors" would be more accurate. Motion carried.

2013 budget: After the board packet was mailed, Pam received budget instructions which she emailed to board members. To recap, there will be no capital expenditures for 2013 or 2014 (the city is moving towards a 2-year budget cycle) and department budgets should not include any new staff, programs or service increases. In the instructions it was specified that any proposed increases should be sent as a proposal to the Mayor. The Mayor has asked that all departments look to reduce their General Fund operating expenditures budget. She is seeking a minimum of \$700,000 in reductions in 2013 and \$2.3 million in 2014.

Payroll budget: The Payroll Update is due to the city on June 20 (a 2-day extension was granted so the Library Board could approve). In the packet is a copy of our current Organization Chart. The eliminated positions from the past few years are in red – none have been restored. We currently have a Librarian 2 vacancy for which we are recruiting. Pam pointed out that the Assistant Director is currently filling the Head of Circulation position as well as her own. Pam suggested 3 position changes to send as proposals with the Payroll Update:

1. Increase Delivery Driver hours from 20 to 25 (at a cost of about \$9,000)
2. Increase the remaining Temporary Extra Labor Clerk 2 from 19 to 20 hours (at a cost of about \$13,800)
3. Hire a Clerk Coordinator to replace the eliminated Head of Circulation (at a cost of about \$65,000)

Chargebacks: This year chargebacks have increased approximately 8.75% (there are still some adjustments being made). The budget we received from the city includes these increases as well as projected increases in salaries and benefits. This budget is being considered as our base. Departments are asked to turn in their budgets by July 10. On August 13 the Finance Director will present a budget update to City Council.

Library Materials Budget: Included in the packet is a Library Material Budget history spreadsheet that illustrates that our materials budget has been reduced by over 35% since 2008. In 2008 we were spending \$6.87 per capita, now we are spending \$4.10 per capita. On the spreadsheet are proposed increases of 3.9% for 2013 (which doesn't even bring us to the 2004 budget). The Board feels strongly that we need to make the proposal. Purchasing library materials should include a 3% inflation increase yearly. The Board recommended a \$25,000 increase in the materials budget: 3% across the board, plus an additional \$15,000 for Digital Media to meet sky-rocketing demand.

Rates and fee: Currently we have Facility Use rates that are awkward to calculate, such as \$18.75 and \$37.50 per hour. Pam suggested we round up the rates to an even amount such as \$20.00 and \$40.00. She also proposed the library eliminate the use fee for the Northwest Room at Fairhaven for use by non-profit organizations. It is an under-utilized, low-tech room. After discussion, the Board accepted the proposal to round up the use rates and rejected the proposal to eliminate the use fee for the Northwest Room.

Line item operating budget: Pam handed out a line item spreadsheet illustrating the 2013 City increases and the 2013 Library proposed increases. Significant City increases are:

- Salaries & Benefits \$125,803 5%
- Chargebacks \$54,325 8.75% (still being adjusted)

Significant Library proposed increases:

- Barkley reimbursement \$6,400 (By request of Barkley Co., towards operating costs)
- Software licenses (57 PCs) \$7,000 (also includes security for 90 PCs)
- PC replacements \$55,000 (to fulfill overdue COB replacement schedule)
- SirsiDynix; Bibliocommons \$9,550 (vendor increase)
- Furniture repair \$1,000
- Orbis Cascade ILL delivery \$2,000 (use-based increase)
- Library materials \$12,848 (3.9% proposal to offset 35% decline)
- OCLC; ILL Illiad \$8,660 (vendor increase)

The Library Board generally agreed with the budget, with a change to the materials budget proposal as described above.

Strategic Planning: The Steering Committee met on June 14 with J., Rachel, Pam and Christine in attendance. They reviewed the Community Open Houses agenda and discussed the survey, timeline and Mission/ Values statements.

Timeline:

- April – Community input (Stakeholder's Retreat)
- May – Staff input (2 All-Staff Meetings, plus posted Director Office Hours)
- June – Community
 - o Survey, June 15 - July 9 (Christine reported 2188 responses so far with 633 requesting a call back)
 - o Open Houses: June 20, 5:00-7:30 p.m. at Fairhaven; June 23, 10:00 a.m. to 1:00 p.m. at Central

- July – Gather and review all data
- August – Develop strategic initiatives (goals & objectives)
- September – Stakeholder review of work to-date; plan draft to public
- October – Finalize plan

Cost Sharing Agreement Between WCLS and BPL for Courier Services: In the packet is a copy of this agreement which updates the Orbis Cascade Courier Service arrangement we have with WCLS.

Library Board member's report: Faye attended the WCLS's board meeting held at the new North Fork Branch in Kendall. She reported it is a beautifully set, delightful library. The WCLS board is also involved in strategic planning and reviewing goals, mission, and values.

Marilyn passed around a well-done brochure for a library levy in Portland. If the levy doesn't pass, they will need to reduce hours and close branches. The brochure will be kept on file.

Library Director's report: Pam thanked Madeline for the smooth transition to BiblioCommons, our catalog interface upgrade. Madeline commented that our volunteer Technology Tutors have been fabulous in helping people get familiar with the upgraded catalog.

The Lecture Room technology upgrade, financed by the Friends, is nearing completion. It includes a beautiful podium with built-in, touchscreen controls and a new speaker system.

On May 19, Pam attended a joint Department Head/City Council retreat.

Faye and Pam attended the WCLS Search Conference; Pam also attended the Steering Committee meeting.

The Library is currently recruiting for the vacant Librarian 2 position.

Pam, as well as board members, attended the Boards and Commissions Recognition Ceremony hosted by the City.

Pam had her first Library Council of Washington meeting (online).

Pam will give a mid-year Library update to City Council on July 2.

She has been asked to provide a peer review of the library plans to update the Carnegie Library in Port Townsend.

Page appreciation day was June 13. A \$10 Co-op coupon was given to each page and treats were provided, all funded by co-workers.

Whatcom Libraries Collaborate Forum was held June 15. Kelli Linville was the keynote speaker and about 60 people brainstormed on how to collaborate more.

The Children's and Adult departments collaborated on a recent Roosevelt Elementary ELL program visit. Bethany presented to the kids, while Beth and Deborah presented to the parents, introducing them to the library catalog, how to get online and get a library card.

Spokane Public Library is advancing a "Sustainable Libraries Bill," based on a Municipal Library District concept.

Meeting adjourned at 5:45 p.m.

Next Regular Library Board Meeting – July 17 , 2012 at the Barkley Branch Library, 3111
Newmarket Street, Suite 103, Bellingham, Washington – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees