

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, July 17, 2012 - Barkley Branch Library**  
**03:30 PM - 05:15 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 and Rachel Myers

**Board Members Absent:** J. Gordon, Marilyn Mastor

**Library Staff:** Pamela Kiesner; Madeline Sheplor; Beth Farley; Bethany Hoglund; Fay Fenske and Wendy Jenkins

**Others:** Stan Snapp, City Council Liaison, Kathie Wilson, Friends of Bellingham Public Library President, Jamie Amend, 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:** No comments.

**Consent agenda:** Faye Hill moved to approve the June 19, 2012 minutes and the June, 2012 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

**Interlibrary Loan:** At the end of 2011, Pam recommended the Board authorize removing the postage fee for Interlibrary Loans because the fee restricted access to materials. Many libraries, including WCLS, do not charge this fee. The Board agreed and requested a mid-year follow-up report.

Madeline Sheplor, Beth Farley and Fay Fenske presented a mid-year report:

Overall, ILLs have increased by 25% so far this year. Madeline passed out graphs illustrating the sharp increase in 3 statistics:

- Requests received (BPL patron requests submitted through the Reference Desk, paper request, website form or email) – up 145%
- Requests filled (Items delivered to BPL to fill requests) – up 26%
- Orders processed (Orders submitted to other libraries to fill BPL ILL patron requests) – up 136%

Fay is currently spending about 60% of her time processing ILL requests. Page staff are now helping by pulling requested items from shelves, opening incoming packages and helping to package outgoing items.

We have requested funding for 2013 for an OCLC software product called Illiad which would streamline the processing of each request and allow patrons to track the progress of their requests.

Another handout illustrates our increased use of the Orbis Cascade courier system which delivers library materials throughout Washington, Oregon and Idaho. WCLS is a drop site for this service and we joined with them as a participating library. We paid a one-time fee of \$350 to

start and will pay a percentage of the WCLS invoice based on our usage. Based on last year's usage, we will pay 22.5% (approximately \$1500). We now ship 23% of all materials through Orbis. A sample courier bag was passed around. Using this system saves time and money in packaging and material.

**2013 budget:** The library budget was submitted to the City on July 10. A copy of the line item budget and accompanying budget proposal memo are included in the board packet.

Pam and Wendy met with Mayor Kelli today for a department budget meeting. Pam outlined the Library's personnel requests as well as the line item budget. The Mayor stressed the Library would not receive cuts, but also that increases were not promised. She was supportive of our need for materials, staff and more open hours.

David suggested Pam develop an alternative budget proposal that illustrates the cost involved in opening 4 hours on Sunday and in restoring evening hours. The 2013 budget has been locked down, but board members supported providing this additional information to the Mayor. Pam will work on a proposal.

Rachel Myers moved to authorize the Director and Board Chair to make necessary adjustments to the budget as the budget process continues. Faye Hill seconded. Motion carried.

**Strategic Planning:** Pam read from the Library Journal editorial, *Owning Up to the Future*, included in the packet:

"The message is the same all over: libraries are not just warehouses for books but places of creation and community. They're not just information sources but maker spaces and social spaces. They're places that 'make us want to linger'."

Pam pointed out the packet includes the Steering Committee meeting notes from June 14; the compiled SWOTs from staff, board and Community Open Houses; and the answers to the questions posed at the open houses – *What services do you want from the library today? In five years?* and *Anything else you'd like us to know?*

She then handed out the preliminary survey results compiled by Zoomerang. There were 3363 completed surveys! There were many additional comments that are being compiled by staff. Over 800 surveyors provided contact information for further questioning. The challenge now is to synthesize all of this information and incorporate it into the strategic plan. The Steering Committee will meet to talk about how to put it all together. Pam is also considering the best way to present the results to the public.

Mission review: Our current Mission Statement and new options were posted at the open houses so that people could vote. The top vote receiver was:

Bellingham Public Library:  
where our community connects with the world  
Read, Learn, Meet!

Two final suggestions were presented to the Board:

Bellingham Public Library Connects Our Community with the World:  
READ LEARN MEET DISCOVER

Connecting Our Community with the World  
READ LEARN MEET DISCOVER

Another option presented following Board discussion:

Creating Connections:  
READ LEARN MEET DISCOVER  
Bellingham Public Library

Pam will continue to refine these ideas.

Values: Pam asked that the Board approve the shortened version of the Values presented in the packet. It was clarified that the Mission and Values together guide decision making. Faye Hill moved that the Values be approved as printed. Rachel Myers seconded. Motion carried.

**Municipal Library District:** Rep. Timm Ormsby from Spokane's 3rd legislative district has agreed to sponsor legislation to enable Municipal Library Districts similar to Rural Library Districts such as WCLS. This was discussed at the State Library Directors meeting that Pam recently attended with nearly unanimous support for moving this forward. Pam requested Board approval to support this effort. A Municipal Library District offers another option for self-funding of libraries. Currently the legislation is being drafted. David suggested the Board wait until it is in final form before making a decision.

**Library Board member's report:** Faye attended the WCLS's board meeting and handed out copies of their 2011 Annual Report (which includes a picture of their Board of Trustees!). Faye found their trustee education on BiblioCommons helpful.

Rachel reported that she and Kathie Wilson met with council member Cathy Lehman to provide some library background, information about the budgeting process and how cuts could affect the library. Cathy was responsive and grateful for the information. She suggested a tour of the library for council members. Rachel and Kathie plan to meet soon with Terry Bornemann.

**City Council Liaison report:** Stan reported council has been busy with neighborhood concerns and the Gateway Pacific Terminal project. Council is working on a draft proposal concerning the coal terminal to present to the community for a vote. The City's migration to a new email system, Outlook, should make it easier for council members to communicate with the city.

**Library Director's report:** Pam reported that Chris Cox, Dean of Libraries at Western, is moving to a new position at the University of Northern Iowa. He has been a great supporter of public libraries and Whatcom Libraries Collaborate.

**Meeting adjourned** at 5:15 p.m.

**Next Regular Library Board Meeting – August 21 , 2012** at the Central Library, 210 Central Avenue, Bellingham, Washington – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees