

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, October 22, 2013 - Meeting Room on lower level**  
**03:30 PM - 05:52 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:** Faye Hill, David Edelstein, J. Gordon, Marilyn Mastor and Rachel Myers

**Board Members Absent:**

**Library Staff:** Pamela Kiesner; Madeline Sheplor; Donna Grasdock and Wendy Jenkins

**Others:** Kathie Wilson, Friends of Bellingham Public Library representative, Deb Lambert, WCLS Board representative

**Call to order and introductions:** Regular session was called to order at 3:30 p.m. by Chair, Faye Hill.

**Approve/modify agenda:** Pam asked that a Barkley update be added to 4. Facilities update. Rachel Myers moved to approve the agenda as amended. Marilyn Mastor seconded. Motion carried.

**Public comment:** Kathie Wilson voiced greetings from the Friends and added they had recently approved \$34,675 in donations to the Library: \$25,000 for books; \$7,800 for digital signage; \$1,500 for Whatcom Kids/Teen READS!; \$300 for Builders Club for Youth Services; and \$75 for Anime movie licensing.

**Facilities update:** Pam explained the Board was meeting at Fairhaven for a second time this year so that they could tour the finished technology access project funded by a gift to the Friends of the Library from the Winifred Wilks estate. Library staff coordinated with the Friends and Tom Allen of Blackburn Office Equipment to redesign several areas in the building including the public computer stations, adding seating and tables with electrical access for patrons using Wi-Fi, new couches, and a second self-checkout station. John Blethen of New Whatcom Interiors designed new computer tables while Coriander Designs created new chairs to recreate the look and feel of the historic library. Marilyn Mastor selected the fabrics for the furniture. Madeline and Donna provided a tour.

Pam and Madeline met with Jeff Kochman from the Barkley Company to inquire about the location of the Barkley Branch and ask a few questions that staff raised. Jeff reported they did not have plans to move the library. He also reported the Cornerstone Building across the street will be opening in June and he anticipated library use will increase. He asked if Barkley Branch hours would be expanded and Pam informed him we had petitioned the City for staff to open more hours, but the request was declined for 2014.

Questions and responses:

- No handicap parking in the front of the building; patrons have voiced concern. This may change after the Cornerstone Building opens.
- Drinking water only available from sink in the restroom – Jeff will look into this.
- With the My Kitchen closure, there is no second exit; is a second exit required? – No.
- The gate is not as secure as we would like – Jeff will look into this.
- We discussed use of the common area, wondering about expanding into that space if needed. Barkley Company would be happy to lease us more space. However, Madeline reported that

our door counter shows surprisingly good use of the area when we are closed, so it serves its purpose as a reading room.

- Outside signage is still needed; patrons continue to report trouble finding the branch. Sandwich boards are against Barkley regulations.

- Pam asked about the reimbursement for operating costs for 2014 and let him know we will assume it is the same as 2013 unless we hear from them.

**Consent agenda:** Marilyn Mastor moved to approve the September 17, 2013 minutes and the September 2013 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

**National Friends of Libraries Week, October 20-26, 2013:** Faye Hill read aloud, and presented to Kathie Wilson on behalf of the Friends, the Library Board's *Resolution Commending the Friends of the Bellingham Public Library during National Friends of Libraries Week*. Kathie said she would pass this on to all of the volunteers (about 150 volunteers!).

Pam, on behalf of the Mayor, presented the *Mayoral Proclamation declaring October 20-26, 2013 as National Friends of Libraries week in the City of Bellingham, Washington* along with a bouquet of flowers.

**2014 budget update:** Pam gave the 2014 Library budget presentation to City Council on October 14. Pam let the Council know what the Mayor had approved to add to the Library's budget: \$20,000 for materials; \$1,395 for tuition/registration; and \$3,970 for furniture repair/replacement. One Council member asked if there was any money included to move the Strategic Plan forward. Pam let them know that one of our goals is to restore library open hours; for 2014 she requested funding for staff to restore hours, but it was not included in the budget for 2014.

Rachel mentioned that the Trustee job description (in the board packet) reminded her about meeting with Council members to let them know about ongoing community requests for more open hours. It was suggested that after the election it would be good for trustees to contact new (and established) members to brief them on Library issues.

Included in the packet are three budget reports:

- Library Materials Budget, 2006-2014 which shows that materials are now at 9.6% of our budget (this includes an across the board 3% increase, plus the additional \$20,000 for books and digital media). During Pam's Council presentation one member asked what the Library's materials percentage was – our goal is 15-20%.
- City Chargebacks to Library, 2008-2014 – this year computer replacement has been added. Pam mentioned that there is a city-wide effort to increase the facilities maintenance budgets so we can take better care of our assets. Pam will invite Ted Carlson, Public Works Director, to a future Board meeting.
- Library Budget, 2013-2014, by group and percentage.

**2014 Interlocal Agreements:** Included in the packet are copies of the 2014 Interlocal Agreements with WCLS as well as all three of our Connections: BTC, WCC, and WWU.

The WCLS agreement, Interlocal Agreement Bellingham Public Library – Whatcom County Rural Library District Mutual Extension of Borrowing Privileges and Services, is virtually the same as 2013 except that the dollar amount has increased by 2.7% – an amount agreed upon by Pam and the WCLS Director, Christine Perkins, and approved by their Board at last week's meeting. Rachel Myers moved to approve the 2014 Interlocal Agreement. David Edelstein seconded. Motion carried.

The three Connections agreements are the same as 2013 except for the dates. David Edelstein moved to approve the Connections Interlocal Agreements. Rachel Myers seconded. Motion carried.

**Personnel update:** Pam provided a brief update on the Assistant Director vacancy. Nine Skype interviews were held, followed by two in-person interviews last week. Rachel was part of this process, as were Janice Keller, the Communications Manager for the City, and the library management team. Eight other staff members were brought in for a roundtable discussion. They were strong candidates, but no decision has been made yet. Pam will send out a message as soon as decisions are made.

**Policy Review (3):** Three policies are included in the packet for review:

- Bellingham Public Library Board of Trustees:
  - o Bylaws
  - o Job Description
  - o Code of Ethics

Because we have a Board vacancy coming up at the end of December, Pam asked the Board to review these policies now. Pam suggested that the Bylaws be updated to include attendance by telephone if a member is away but would like to participate. She also noticed that the library mission cited in the Bylaws needs to be updated and Article VI, Section 5: Order of Business needs to include that some items may be handled as a consent agenda item.

It was decided that all board members would take a close look at the three policies and send suggestions to Pam, who will work on them with Faye and Marilyn. They will be reviewed with track changes next month.

**Library Board of Trustees upcoming vacancy:** After discussion, a process was decided upon:

- Pam will draft a release that includes our expectations and preferred qualifications, perhaps with bullet items pulled from the Strategic Plan (or suggest that applicants read the Strategic Plan); it will be posted on the library website, shared with the Mayor's office if they would like to post it, and it will be posted at each branch.
- Board members can approach candidates to fill out an application (Pam passed out copies).
- Pam, Faye and Marilyn will review all applications received to determine if the applicant's vision is conducive to the current board's vision.
- Rachel and J. will interview candidates.
- Board will make a recommendation(s) to the Mayor.

It was determined that the process does not have to be completed by year end.

**Strategic planning:** No committee reports at this time. Pam will have an end of year Goals & Objectives update. The Management Team will soon be discussing 2014 objectives.

**Board member reports:** Marilyn passed around an article out of Time magazine, *Smoked Stacks*, about a new library that is all digital, no books. Technology, and space planning for it, will be a big part of designing a building for the future.

Faye attended WCLS's board meeting last week – they celebrated 6 months of Christine's directorship. They were also honoring National Friends of Libraries Week. Deb Lambert added that they have a new Trustee, Marvin Waschke. She also suggested the two boards do some

training together (the state has someone who can come here and train) as an opportunity to meet.

**City Council liaison report:** No report; Stan is out of town.

**Library Director's report:** Pam mentioned that Bob Witherspoon passed away. He was a great supporter of the Library, helping to fund our genealogy database. Memorials will be going to the Friends of the Library. His funeral is on Monday which Pam will attend. Faye brought a card for everyone to sign.

Pam met with Greg Baker, Superintendent of Bellingham Schools, to talk about Summer Reading and other library services. Our librarians meet regularly with school media specialists. They also discussed their facilities needs and sites. They have plans to renovate the Dupont Street building, build a new Options School behind Bellingham High School and they also have 40 acres around Sehome.

Pam reported that our September Library Card Campaign, in combination with WCLS, resulted in a 40% increase in issued cards over September of 2012 (259 more). Twenty-six of the cards were through our new online process. Youth Services made Outreach visits to 11 school open houses, and reference staff attended Red Square Fair at WWU. We used ALA's theme, the Smartest Card, and will repeat this next year.

Negotiations with 114L, the Librarian's union, have begun. Lorna Klemanski, Human Resources Director, will attend the next board meeting's Executive Session to provide an update.

Pam met with Garland Richmond, President of the Friends, and discussed the \$50,000 donation they made to the Capital Fund at Whatcom Community Foundation. He expressed that the Friends do not want it to be "invisible," they would like the funds to go towards something they can put their name on. Pam and a couple of trustees will be in touch with them about how the Friends intended the funds to be used.

Pam asked the Board member's opinion on receiving the board packet by email. This would save a bit of postage and allow them to receive it sooner. All agreed to give it a try with the November packet.

**Executive Session:** The Board went into Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase (RCW 42.30.110 (1)(b)) at 4:50 p.m. The meeting was called back into open session at 5:51 p.m. There was no action from the Executive Session.

**Meeting adjourned** at 5:52 p.m.

**Next Regular Library Board Meeting – November 19, 2013** at the Central Library, 210 Central Avenue – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees