

Regular Meeting of the Board of Library Trustees
Tuesday, November 19, 2013 - Library Board Room
03:30 PM - 05:50 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, David Edelstein, J. Gordon, Marilyn Mastor and Rachel Myers

Board Members Absent:

Library Staff: Pamela Kiesner; Madeline Sheplor; Katie Bray and Wendy Jenkins

Others: Karen Hannah, Friends of Bellingham Public Library representative, Deb Lambert, WCLS Board representative, Fiona Starr, Planning and Community Development, Lorna Klemanski and Angela Beatty, Human Resources, Tom Barrett

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

Approve/modify agenda: Marilyn Mastor moved to approve the agenda as written. Rachel Myers seconded. Motion carried.

Public comment: Karen Hannah passed out book sale flyers for the December 4-7 sale. She also mentioned that it is Friends membership renewal time and the 2013 newsletter is now available online.

Consent agenda: Rachel Myers moved to approve the October 22, 2013 minutes and the October 2013 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

Fairhaven Branch Library sculpture proposal: Pam passed around a photograph of the proposed sculpture by Shirley Erickson which is being donated to the City of Bellingham's permanent collection. The sculpture is steel and glass, about 6 feet tall and it is suggested that it be placed in the flower bed in front of Fairhaven Branch Library. Fiona Starr, from Planning and Community Development, explained that the City owns about 80 pieces of artwork around the city. Shirley is a well-known local artist and donated this piece with Fairhaven in mind. Marilyn Mastor moved that we accept the gift from Shirley Erickson as part of the City collection at Fairhaven Branch Library. J. Gordon seconded. Motion carried.

Policy review (3): Bellingham Public Library Board of Trustees policies – Bylaws, Job Description and Code of Ethics – are in the packet for a 2nd review. The changes discussed at last month's board meeting have been incorporated into the policies:

- Bylaws: the Mission statement has been updated in Article II; a new section (5) has been added to Article VI called Attendance by Telephone or Other Electronic Communication – Pam had the Library's legal representative review this; and there were small changes to section 6 in Article VI.
- Job Description: minor wording changes. In response to a question concerning the last bullet under number 3, Board members will "lease or purchase land," Pam suggested we have a future trustee education on the RCW related to library boards.
- Code of Ethics: two small corrections.

Rachel Myers moved to approve the Bylaws, Job Description and Code of Ethics as changed. David Edelstein seconded. Motion carried.

Library Board of Trustees upcoming vacancy: Marilyn Mastor reported that a few applications have been received and reviewed by the subcommittee. A few more applications are expected. There was a news release and the opening is posted on the library and city websites. After all applications have been received, J. and Rachel will interview the applicants and make their recommendations.

Trustee education: Last month it was suggested we hold a joint trustee training with the WCLS Board of Trustees. After we have a new trustee, Carolyn Peterson, from the Washington State Library, is willing to travel here and provide a 90 minute training, perhaps after lunch on a board meeting day (after WCLS's morning meeting, before the BPL meeting).

Pam asked if there were other ideas for trustee education in 2014. David suggested an explanation of the library's organization chart, including how the unions fit it, so the board can fully understand the effect of a vacancy.

Faye suggested that the board invite someone to speak on engaging the community in the process of building a new library. We need to be proactively advocating for this dream, to discuss what it would mean to the community to have a state-of-the-art, high-functioning library. Pam mentioned that at the December board meeting we will be talking about what our Strategic Plan goals and objectives are.

Rachel suggested a meeting on cutting edge trends in the library world.

Strategic planning: Site selection is on Executive Session agenda.

Whatcom READS! 2014: *Wild, from lost to found on the Pacific Crest Trail*, by Cheryl Strayed is the Whatcom READS! book for 2014. Katie Bray, our newest librarian, passed out promotional baseball cards and gave details about the program. Cheryl will be in town February 24th and 25th. The main event will be at the Mount Baker Theatre at 7:30 p.m. on the 24th. On the 25th she will be interviewed at the Cruise Terminal Dome Room. There are numerous auxiliary programs planned in January and February based on themes of grief, loss and hiking. Another element of this coming year's program is a quilt challenge, *Wild Quilts 2014*. So far there are 85 entrants – these quilts will be on display at the Mount Baker Theatre and participating libraries. This year there are 300 free-range copies of *Wild* which are being distributed. The committee is targeting new areas such as doctor offices and coffee shops. A copy is being distributed to each of the "Little Free Libraries" around town as well.

Pam added that this year, for the first time, there is a Whatcom READS! Kids & Teens program. The Friends have funded a visit by Steve Sheinkin, award-winning author of *BOMB* and other non-fiction titles, in conjunction with the WWU Children's Literature Conference in March.

2014 City of Bellingham holidays & library closures: In the packet is a list of the city observed holidays, plus a half-day closure on December 5, 2014 for an all-staff joint training session with WCLS.

2014 regular Library Board of Trustees meeting schedule: Board meetings are typically held on the 3rd Tuesday of each month at 3:30 p.m. This schedule was approved by the Board for 2014.

Board member reports: Faye attended the WCLS board meeting where they focused on financial matters, having a discussion on the 2014 budget. Deb Lambert added that they have a new board member, Marvin Waschke, and so have been explaining how business works with a levy and taxes. They also had information presented by Geoff Fitzpatrick, WCLS's IT manager,

about the number of libraries loaning iPads which involves the purchase of a machine to erase content when iPads are returned.

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

Library Director's report: Pam reported the main elevator has not been working well for the past couple of weeks. We are not ADA accessible without the elevator. Facilities is looking into the best way to handle this.

Pam met with the mayor about the new board member appointment and the mayor confirmed the established process of the library board recommending an appointment.

Pam has been attending vendor demonstrations for a new integrated library system. Our current system, Horizon, is 10 years old. Madeline Sheplor is heading up a review team with our staff and WCLS to evaluate other systems. We anticipated this need a couple of years ago so our IT department has set aside \$150,000 to migrate to a new system if need be.

Pam attended a Library Council of Washington meeting which was held at the Seattle Public Library.

Staff recently completed CPR, First Aid, and AED training offered through the Arne Hanna Aquatic Center. Each library department is following up on our recent Active Shooter training. Staff members are also completing a FEMA course in basic emergency management.

Pam and Wendy have been attending the Friends' board meetings and are acting as the staff liaisons to the Friends. They will continue in this capacity into 2014.

Personnel update: Pam planned and implemented a recent management team retreat focused on staffing. At the retreat they reviewed all of the supervisor responsibilities, the organization chart, staff gaps and the Assistant Director duties in light of the current vacancy. They also focused on the gap in communications, public relations, marketing and the need for more staff. They considered eliminating the AD position and creating a Communications Manager position – someone to plan and implement all communications including the website, newsletter, and social media. Pam is currently drafting a job description to see what this position would look like. HR Analyst Renee Mueller consulted with colleagues for similar positions which many libraries do have.

Marilyn asked if the workload would be too heavy on current supervisors. Pam answered that she is also concerned.

Rachel asked if this Communications Manager also could do some of the community outreach, meeting with partners and schools? Pam answered that the position would involve communications, and perhaps community outreach and programming oversight.

Faye asked if we would be looking for someone with library experience as well as marketing. Pam responded that library experience would be preferred, but not mandatory. Finding candidates with both could be difficult.

J. asked who would be the back-up when Pam is away? Pam answered that she relies on the M-team as her back-up – each manager currently acts in that capacity, they are talented in their areas, and she feels very well supported.

Rachel added that in the Strategic Plan there is a lot about outreach, engaging the community and increasing card holders. A communications position makes sense.

Executive Session: The Board went into Executive Session to discuss labor negotiations and to consider the selection of a site or the acquisition of real estate by lease or purchase (RCW 42.30.110 (1)(b) at 5:00 p.m. The meeting was called back into open session at 5:50 p.m. There was no action from the Executive Session.

Meeting adjourned at 5:50 p.m.

Next Regular Library Board Meeting – December 17, 2013 at the Central Library, 210 Central Avenue – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees