

Regular Meeting of the Board of Library Trustees
Tuesday, February 19, 2013 - Library Board Room
03:30 PM - 06:00 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, Marilyn Mastor, J. Gordon and Rachel Myers

Board Members Absent:

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

Others: Stan Snapp, City Council Liaison, Kathie Wilson, Friends of Bellingham Public Library President, Deb Lambert, WCLS Board Representative, Carrie Cook, Nonko Fisher, Rebecca Hiatt, Kimberly German, Lindsey Miller and Teri Bryant, WWU students

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

Approve/modify agenda: No changes.

Public comment: The Western Washington University students are attending as an assignment from their Non-Profit Management class so they can experience an actual board meeting to supplement their text book knowledge.

Consent agenda: Rachel Myers moved to approve the January 15, 2013 minutes and the January 2013 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

Financial report: At year end, the 2012 budget was 97.6% spent. Out of the \$3.6 million budget, \$87,465 remained unspent. \$82,528 of that amount was left in salaries and benefits (this is typical, the Budget department overestimates slightly to account for possible vacation usage). Out of the remaining \$4,937, we are asking that \$3,037 be reappropriated into the 2013 budget to cover the cost of books that were ordered in 2012, but did not arrive by year end. This left \$1,900 in the 2012 budget for services and supplies.

Whatcom Community Foundation: In the packet are the Whatcom Community Foundation statements for the Bellingham Public Library Endowment Fund and Bellingham Public Library Fund (non-endowed) for the last half of 2012. The Library received a \$7,700 distribution from the Bellingham Public Library Endowment Fund and a \$1,583 distribution from the Bayview Fund (established by Fredricka Bond). The Board has typically chosen to reinvest these distributions in the Endowment Fund. Last year the Board decided to put the distributions into the gift fund earmarked for strategic planning. There is \$7,200 still available in the gift fund for planning purposes. A decision on what to do with this year's distributions was tabled until after Strategic Planning is discussed so that priorities can be determined.

Strategic planning: One year ago, at the February board meeting, Pam introduced Brian Burton, WWU Dean of the College of Business and Economics, as facilitator and kicked off the strategic planning process. Pam reported that one of the main objectives of the process was to gather public input. We took our time listening to the community with the Stakeholder Retreat, online survey, open houses, phone calls and staff meetings. The Steering Committee, management team and staff took this volume of gathered information and developed goals and objectives. Pam then framed the plan with an Introduction and Executive Summary. The result is a concise, very readable plan. Pam made three requests of the Board: approve the Strategic

Plan; list their top three priorities from the plan; and forward any comments or questions about the plan to Pam so that they can be addressed.

Top priorities of the board members were:

- Replace the 62-year-old Central Library, the hub which supports the entire Bellingham Public Library system, so that we may better serve our community.
- Improve public access to library services by increasing library open hours to meet community demand.
- Develop sustainable funding strategies combined with Offer the community a greater number and variety of library materials by increasing the materials budget to achieve the recommended library guideline of 15% of the Library's total budget.

Other priorities listed were:

- Establish Bellingham Public Library as the leading community center for Early Learning, where families read, play and learn together.
- Ensure the city completes the seismic retrofit and historic renovations at the Fairhaven Branch Library.
- Optimize the public's ability to use the library 24/7 by enhancing our full-service, interactive virtual branch.
- Enhance reading, viewing, and listening opportunities through broadened library partnerships, programs, and promotions.

David moved to approve the Strategic Plan. J. seconded. Motion carried.

Pam will be presenting the Strategic Plan at Thursday's Department Head meeting. She will include the Board's priorities.

The Board decided to activate two committees: Facilities and Sustainable Funding. J. and Faye will be on the Facilities Committee; Rachel and Marilyn will be on the Sustainable Funding Committee. Stan Snapp will be on both committees. Other committee members will be pulled from the community. First task for the committees will be to determine the mission of each committee which should be guided by the Strategic Plan and as focused as possible.

Whatcom Community Foundation (continued): While keeping in mind that planning is a General Fund expense, the Board decided to add the new distributions to the gift fund for planning purposes so that the Board can move forward on facilities planning. Marilyn Mastor made a motion to put the Whatcom Community Foundation distributions totaling \$9,283.43 into the gift fund for the time being for planning expenses. Rachel Myers seconded. Motion carried.

Trustee education: Madeline Sheplor, Head of Technical Services, reported on the Library's new accounts receivable system, Point of Sale. Until recently, each city department had a different accounts receivable system. The Finance department decided to put in a centralized system, Point of Sale, supported by Active Networks in Vancouver, BC. This company had never worked with a library before and spent many months creating a pass through our library system to the accounts receivable system. Madeline and Christine spent many hours testing the system and training staff. The Library went live with the system on February 5. The new system allows us to accept funds for the Friends of the Library and to accept payment at branches. Online payment will be an option in about two months. Staff, yet again, stepped up to the challenge and the system is working well.

Memorandum of Understanding between WCLS and BPL for the Operation and Maintenance of an Online Catalog – Addendum No. 1: This is an addendum to our MOU between WCLS and BPL for the Operation and Maintenance of an Online Catalog – Bibliocommons. Previously we thought we would be using the online payment option offered by Bibliocommons that WCLS uses. Because of Point of Sale, we do not need this piece of

Bibliocommons. This addendum allows us to back out of that portion of our previous agreement with WCLS.

Policy review: With Strategic Planning going on, not many policies were reviewed in 2012. In 2013, Pam plans to bring more policies to the Board. Recently the Rules of Conduct was adjusted to exclude large shopping carts from being brought into the library. Pam will be having staff review the Rules of Conduct and will then bring it to the Board for review and approval.

ALA Midwinter Conference report: Three trustees attended the conference: Faye, Marilyn and Rachel. They attended a workshop titled *Community Engagement Conversation: the Work of Hope*. This workshop on how individuals and organization can authentically do good work had many great ideas including public programming and ways to create dialogues between different polarized communities. They all also attended the Trustee Reception held at the Seattle Public Library

Board member's report: Faye attend the WCLS Board meeting. The Trustee Education segment was on Zinio – the online magazines software now available to library patrons.

Rachel noted that she was excited to see that the New Borrowers Registered statistic was up 17% this month compared to last year at this time.

City Council liaison report: Stan reported he is pleased that the Mayor now has the department heads bring issues to Council to discuss while they are still in process, rather than just asking for Council approval. This provides the Council opportunity to offer feedback. He also reported all meetings are now on BTV 10.

Library Director's report: Pam reported that Helen Scholtz, Children's Library Specialist, will be retiring April 5. Helen has been with the Library since June of 1984. Pam will begin the process of reviewing the position to see if we should fill it in the same capacity. We need to fill it as soon as possible.

Pam has not heard anything further from the Barkley Company about the Barkley Branch Library.

Pam invited the Mayor to the March board meeting, but has not heard back yet.

Michael Lilliquist contacted Faye to let us know that David Hovde would like us to look at some property – this may be a Facilities Committee task.

Beth Farley followed up with Guy Anderson's executor, Deryl Walls. There was a question as to whether the Friends are interested in working with him. Kathie Wilson answered that the Friends did not have a strong desire to take on fund raising for the painting. Marilyn suggested that the Museum be the next step.

The wall treatments (painting and venetian plaster) are complete and look great. Marilyn and Faye worked with Christine on this project. Earthcraft Painting, Overlay Painting, and J. Fredrick Dent donated their skills and labor; Facilities supplied the paint.

Facilities has repainted and re-carpeted the Early Learning Space.

Pam will be attending the Library Council of Washington meeting in Olympia on March 11.

Christine reported that the David Guterson book discussion had about 60 people attend. He will be presenting tonight at the Jansen Art Center in Lynden and tomorrow night, February 20, at

7:30 p.m. at the Syre Center. He also will be at WWU on Thursday, February 21 to discuss the craft of writing.

Executive Session: The Board went into Executive Session at 5:30 p.m. for the annual review of the Library Director. The meeting was called back into open session at 6:00 p.m. There was no action from the Executive Session.

Meeting adjourned at 6:00 p.m.

Next Regular Library Board Meeting – March 19, 2013 at the Central Library, 210 Central Ave, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees