

Regular Meeting of the Board of Library Trustees
Tuesday, March 19, 2013 - Library Board Room
03:34 PM - 05:04 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

Call to order and introductions: Regular session was called to order at 3:34 p.m. by Chair, Faye Hill.

Approve/modify agenda: No changes.

Public comment: Kathie Wilson reported that their 2-day book sale brought in \$7,000. At the Friends' recent board meeting they approved funding for the digital Mango Language subscription for three years and for new chairs (with cart) for the Northwest Room at Fairhaven Branch. The Ski-to-Sea sale is coming up in May. Kathie will be stepping down after serving four years as Friends President. Garland Richmond will take over as President in April. Karen Hannah will continue as Vice-President and Library Board Liaison.

Consent agenda: Rachel Myers moved to approve the February 19, 2013 minutes and the February 2013 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

Personnel update:

2012 Staff Development report: In the packet is a report showing how the 2012 training budget line items (travel, registration and mileage) were spent. Pam encourages staff to take advantage of conferences and training opportunities. Missing from the list are the free trainings, meetings, seminars and webinars that staff attend. Pam has asked supervisors to now keep track of these so that they can also be reported at the end of the year. Kathie Wilson mentioned that the Friends have scholarships available for staff development.

Upcoming staff vacancies: Pam met with Mayor Kelli last week to let her know we have four significant vacancies coming up:

- Children's Specialist, FT, Helen Scholtz, retiring 4/5/13
- Assistant Director, FT, Christine Perkins, effective 4/12/13
- Cataloging Specialist, .92 FTE, Marc Poulsen, retiring 5/1/13
- and possibly a Library Clerk 3, .50 FTE, anticipated in May, 2013

Pam also talked with the Mayor about re-establishing the Head of Circulation position that was vacated 3 years ago. At that time, we were not able to refill due to budget cuts, so the Assistant Director took on the majority of those duties and has essentially been doing both jobs. Head of Circulation is a union position that a manager has been performing. Pam does not think we can successfully recruit for the Assistant Director vacancy while these duties are attached to this position. By refilling all our vacancies at a lower level and with the delay in rehiring because of recruitment time, we should be able to fill the Head of Circulation this year within the current budget.

In a memo to Mayor Kelli, Pam referred to refilling these vacancies as Step 1; Step 2 will be a staffing proposal for 2014 that will allow the Library to open more hours. With each vacancy Pam and the management team review the job description and determine if it is necessary, accurate or needs adjustment.

Strategic planning:

Facilities Committee: Stan and J. met to go over the 2008 "Bellingham Public Library Community Analysis Library Needs Assessment, Central Library Building Program Statement and Cost Analysis." J. reported we need to determine what it would cost to have the plan professionally reviewed and updated, then figure out where to get the funding. Stan added that there is much to draw from in the old plan, but the selected site, the current library site, included some large costs such as moving the library out and back again and pilings for an underground parking garage.

Sustainable Funding: Pam, Rachel and Marilyn will meet this month to determine what the committee goals should be. Faye offered to help and to provide her saved files from a previous bond campaign committee.

Trustee education: Zinio, digital magazine collection: Beth Farley, Head of Information and Reader Services, provided some background to this new service. Last October the Washington State Libraries' statewide database licensing group worked with the vendor, Recorded Books, to offer the service at a discounted rate. Both BPL and WCLS subscribed to the service and received a 15% discount on the platform fee. Each library independently purchased 50 magazine titles. Patrons have access to all 100 titles. Beth demonstrated how to sign-up, select and read magazines from the digital collection. This service allows multiple patrons simultaneous access to new issues. Since January, 734 patrons have checked out over 7900 items.

Board member's report: Faye Hill attended the WCLS Board meeting and reported they are preparing for the transition to a new Library Director, Christine Perkins, and for the April 23 bond vote the City of Ferndale is having for the new Ferndale library building.

Marilyn visited the new library in Vancouver, Washington. She reported it to be architecturally beautiful and very busy. They have a materials handling system, good signage, a wonderful Children's area and uniformed security which was working well as a deterrent. When asked what they would do differently, they answered put in more parking and enlarge the teen room.

City Council liaison report: Stan reported Council had a budget retreat at Woodstock Farm to discuss how the Council could get more involved in the budget process earlier, rather than reviewing the preliminary budget in October. It was a good, lively discussion. They also discussed but did not reach any conclusions on what to do with increasing revenues.

Library Director's report: Pam announced that the Mayor would be attending next month's board meeting, from 3:30-4:00, to discuss the strategic plan.

Western Washington University has chosen Mark Greenburg, from the University of South Florida, as their new Dean of Libraries. He will be starting in May.

Pam shared an article about a patron at the Racine Public Library in Wisconsin who was banned from "all libraries on the face of the earth" for lewd behavior.

Pam attended the Library Council of Washington meeting in Tumwater on March 11. The new Secretary of State, Kim Wyman, attended and stated it is one of her priorities to restore full funding for the State Library. She also stressed the need to make stories local when talking to legislators rather than giving them statistics.

Pam is working on performance appraisals with each management team member.

This is Christine's last board meeting. There will be a 'moving on' celebration for her on Wednesday, April 3, from 3:00-5:00 p.m. Christine told the board it has been great to work with and get to know them. She is looking forward to getting the two library boards together, as well as the Friends' groups.

Meeting adjourned at 5:04 p.m.

Next Regular Library Board Meeting – April 16, 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