

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, April 16, 2013 - Meeting Room on lower level**  
**03:30 PM - 05:20 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 and Rachel Myers

**Board Members Absent:** Marilyn Mastor

**Library Staff:** Pamela Kiesner 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 3:30 p.m. by Chair, Faye Hill.

**Approve/modify agenda:** Mayor Linville was called down to Olympia, so cannot attend today's meeting. She has been invited to the June board meeting. Pam asked to add "Discuss promoting the Strategic Plan" under item #8 Strategic Planning. Rachel Myers made a motion to approve the amended agenda. J. Gordon seconded. Motion carried.

**Public comment:** Kathie Wilson reported that, in honor of National Library Week, the Friends will be providing food for the staff each day of the week. They also are putting up a comment box inviting patrons to express appreciation of staff.

Deb Lambert kindly thanked the Board for sharing our staff with them (Christine Perkins ). She also thanked Faye Hill for faithfully attending the WCLS board meetings, commenting that it is helpful to have her there. WCLS is gearing up to implement their strategic plan.

**Consent agenda:** Rachel Myers moved to approve the March 19, 2013 minutes and the March 2013 performance and activity measures and financial reports. David Edelstein seconded. Motion carried.

**2012 annual reports:** Pam pointed out that the last 23 pages of the board packet is the 2012 Washington Public Libraries Annual Report. This detailed report, compiled and submitted by Madeline Sheplor, is helpful in comparing our library to other libraries across the state. We are able to go into the database and run a variety of comparison reports.

Pam distributed copies of Bellingham Public Library's 2012 Annual Report. She added that we chose to keep it simple rather than splashy, but invited the Board to make suggestions for future reports. Rachel commented that the research shows that what people take in are pictures, headlines and 'pull quotes,' and this annual report has all three. Rachel inquired who the target audience for the report is. Pam responded the general public; it is distributed at the library, to other departments, to City Council, and there are links to it in the newsletter and on our website.

J. suggested the Board consider the Strategic Plan, asking how the library has spread the word. Pam answered that she presented the plan to City Council, there is a Strategic Plan page on our website and we just completed a handout brochure which will be printed this week. Pam will be giving out copies at the Friends' annual meeting. J. commented that this is an opportunity to deliver the brochure with the Annual Report.

The Whatcom Community Foundation also just published their annual report which includes information about the newly established Bellingham Public Library non-endowed fund and the Friends' generous donation.

**Personnel update:** Pam reported that, as she mentioned at last month's meeting, we have current and upcoming vacancies which the Mayor has given the go-ahead to fill. The Mayor has also given the okay to re-establish and fill the Head of Circulation Services position. Madeline's Technical Services evaluation is nearly complete and she has recommended that when Marc retires, we eliminate his nearly full-time position and add 12 hours to a part-time position to make that position full-time. This means we will go down a portion of an FTE, but with increased efficiencies in processing, plus combining some tasks with the county, we should be okay. Due to the Technical Services change, the time needed to recruit and filling positions at a lower salary level, we will not need to increase this year's budget to fill the Head of Circulation position. There will actually be personnel savings of about \$15,000 this year. 2014 budget increase will be about \$48,500. The process to make the Technical Services changes and to establish the Head of Circulation position involves presenting an Agenda Bill and Budget Ordinance to City Council. Council will vote on Monday, April 22, then meet for the final approval on May 13. Pam will be ready on May 14 to begin recruitment for Head of Circulation. Recruitment is currently open for Children's Specialist and Assistant Director. Both positions are posted on the WLA, PNLA and iSchool websites. The Assistant Director position is also posted on the ALA site (at a cost to the library). Hopefully we can have the Children's position filled in June and the Assistant Director and Head of Circulation positions filled in July. Christine's last day was April 10 and she started work at WCLS on April 15. Helen's last day was April 5 and there will be an Ice Cream Social in her honor this Friday from 4:00-5:30 p.m.

**Strategic planning:** Pam presented the Strategic Plan to City Council on April 8. Faye and Rachel reported Pam did a great job presenting, highlighting the main points. Rachel suggested that this summer would be a good time for trustees to follow up with council members to talk about what caught their attention. The Herald recently published an article about resurrecting the idea of a new main library building after a reporter watched Pam's Strategic Plan presentation to the Council on BTV 10. This was not the focus of Pam's presentation, but it is what the media picked up on.

**Sustainable Funding Committee:** Now is the time to talk with the City about increasing or stabilizing funding. Staffing and the materials budget have both taken a beating. It was suggested we establish a real number (adjustable for inflation and population) that would get the library whole, attach it to the Strategic Plan goals and objectives and find out what it would take to rebuild the funding. Pam added that both of these items, staffing and materials, are in the plan and will be worked on. She is currently working on what it would cost staff-wise to restore open hours. The Mayor has expressed the desire to restore open hours and she knows this will have a cost attached.

**Facilities Committee:** Stan asked what is happening with the city's Facilities Assessment Committee that Pam is a member of, adding that many city buildings are in bad shape and the use or reuse of this building is critical. Pam has brought this up, as well as the idea of the library being joint tenants with the ITSD department. Currently the committee is working on the reuse of the Federal Building, moving operations back to the city (planning or permits) rather than the Development Authority. The final report is not complete yet, but Pam reported that Ted Carlson, Public Works Director, believes it is critical to look at the state of current buildings, that new buildings are beyond the scope of the committee.

David suggested that if, in the strategic planning process, we change gears from where we were with the old plan and do not demolish this building, we could package this building as a profitable venture for the city and it could propel a new building.

Pam attended Bellingham School District's presentation to City Council. They talked about the need for a new administration building. Pam suggested that a joint building with them – with offices and learning labs – could be a great partnership.

Pam has been considering how much it would cost to update the 2008 plan. Many sections can be updated by the board and staff (sections 1-4); sections 5 and 7, Central Library Plan and Cost Analysis, would need professional consultation and would probably cost close to \$30,000. Section 6, Site Plan and Parking, will require professional advice. The 2008 site selection was done by board and staff, but now there are new considerations such as:

- Co-locating (Pam will research examples of successful co-locating libraries)
- Technology infrastructure
- Print VS non-print materials
- Meeting room space
- Current and future priorities (such as Early Learning space and meeting rooms)

It was decided a Special Meeting would be arranged to look closely at the old site selection criteria and determine what information is still valid, and to discuss our process.

**Trustee education:** Much is happening this week in honor of National Library Week. The Friends are providing food each day this week for the staff as well as *I love my library stickers* and corsages created from old books and atlases. Katie Bray is coordinating Library Snapshot Day for Thursday, April 18, to record a day in the life of the library. There was an editorial in the paper on Sunday that Katie collaborated on with Lizz Roberts from WCLS.

History of the Bellingham Public Library Fund: Pam explained that this fund was created in 1997 with a gift of \$100,000 from the estate of Ethelyn Sisk in memory of her son, David Sisk. The February 1997 Library Board minutes read, "...Mrs. Sisk had been a patron of the Library for many years, and since 1987 she had been receiving service from the Outreach staff at the Parkway Chateau... Board members then discussed how this bequest could be best used to both honor Mrs. Sisk's purpose in remembering her son, David, and to benefit the Library's long term needs. The discussion focused on whether it would be worthwhile to begin a Bellingham Public Library Foundation."

**Board member's report:** Faye reported she enjoyed seeing Christine Perkins in the director's chair at the WCLS board meeting. The meeting was held at Deming Library, in a meeting room covered with quilts created by patrons. The continuing education portion was on financing their future.

**City Council liaison report:** Stan has been on vacation so had nothing to report.

**Library Director's report:** The Friends of the Library Annual Meeting is on Saturday, April 27. Pam will be the keynote speaker.

The Whatcom Community Foundation Annual Report is out and mentions the library.

Pam is helping with the new Fire Chief interview process; there are four final candidates.

Pam will be attending the WCLS Fund-Raising Dinner.

Pam will invite John Carter, Finance Director, to present on the state of City finances at the next board meeting.

**Meeting adjourned** at 5:20 p.m.

**Next Regular Library Board Meeting – May 21, 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