

Regular Meeting of the Board of Library Trustees
Tuesday, July 16, 2013 - Meeting Room on lower level
03:31 PM - 05:16 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 and Rachel Myers

Board Members Absent: J. Gordon

Library Staff: Pamela Kiesner; Bethany Hoglund; Beth Farley and Alison Dickinson

Others: Stan Snapp, City Council Liaison, Karen Hannah, Friends of Bellingham Public Library representative, Deb Lambert, WCLS Board representative, Michael Lilliquist

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, Faye Hill.

Approve/modify agenda: No changes

Public Comment: Karen Hannah provided handouts for the next Friends sale on August 22-24. Marilyn wondered if there was usually an August sale, and Karen let everyone know that yes there is, but normally on different days.

Consent Agenda: Marilyn mentioned that the Mayor was present at the June 18 board meeting and should be listed in the minutes. Rachel moved to approve the consent agenda as corrected and Marilyn seconded. Motion carried.

2014 Budget: Pam met with Mayor Kelli about the library's budget and walked her through the points listed in the two memos in the board packet. Mayor Kelli wanted Pam to let the board know that this was exactly what she wanted to see, in order to know what our needs are.

Proposed personnel changes to the 2014 Library Budget: Pam submitted the Payroll budget on July 3. Finance Director John Carter asked that we include additions that we will be proposing to Mayor Kelli. The July 3 memo outlines our proposal for restoring library open hours which means restoring some staffing. Pam provided an open hours history and proposal in the packet which suggests adding the same number of open hours we had before the recession in 2008. The proposal adds back 8 hours lost at Central, 12 at Fairhaven, and 4 to Barkley. Barkley would then be open 24 and Fairhaven 32.

In future years, more open hours should be considered. Our proposal does not add back as many positions as we lost, which was a net loss of 305 staff hours per week since 2008. The proposal only requests the number of staff hours required to provide public service for the restored hours, plus some support staff hours for materials handling (pages) and building security. Stan asked about the staff impact of self-check and Pam stated that self-check started in 2006 before the recession. However, we have improved and streamlined how we shelve returned items which has had an impact on our efficiency.

Faye asked what the thinking was for delaying Fairhaven and Barkley hours – Pam answered that the budget impact won't be as great in 2014 if we implement the restored hours in two phases.

Marilyn asked if we have always opened at 10:00. She was pleased to see the 9:00 a.m. proposal for the future.

Mayor Kelli has said that the library is an essential service, and strongly believes that before we build a new library we need to restore the services we lost. Our Strategic Plan supports this approach of restoring open hours, restoring the materials budget, improving our online presence and then replacing the Central Library. Rachel mentioned that she often hears that the community wants the library open more hours. Faye and Marilyn agreed.

Pam mentioned that it is important to acknowledge that we lost 12 positions in staff cuts beginning in 2008. Rachel pointed out that we are only hiring one new body in Phase One. Rachel also said she is excited for Fairhaven to be open more hours, and that it is difficult to make it there with kids during its current hours.

Proposed Changes to 2014 Library Budget: The directive from the Mayor was to list changes to the 2014 budget (turned in last year for 2013-2014).

- 1) Staff for restoring open hours - \$272,616.
- 2) Restoring the materials budget which has been cut 40% since 2008. At the Board's direction, Pam proposed adding \$10,000 for books and \$15,000 for digital media for a total increase of \$25,000 plus the 3% inflationary increase, which is already included.
- 3) An increase in the line item budget for pre-processing materials of \$17,000. It increases staff efficiency when we can purchase items that are pre-processed and pre-cataloged. We already do this pre-processing with DVDs and CDs. We are proposing that we do this for all non-print materials. Marilyn asked if this is a trend and if we are "behind the times." Beth Farley affirmed this.
- 4) Computer hardware: our 2013-2014 budget was approved for 2013 to replace public computers (to meet city replacement schedule), but the 2014 request for replacement of staff computers and self-check equipment was not approved. We are asking again for \$20,450 in 2014 to comply with replacement standards.
- 5) Replace or reupholster furnishings (\$3970) and increase tuition and registration for staff development (\$1395).

Proposed changes to our 2014 budget total \$340,431.

Stan asked if benefits increases are included in the budget yet. The City built in some of the health benefit increases, but not all of the wages because unions and the city will be in labor negotiations this year. Pam mentioned that the staffing proposal she included does include wages and benefits.

Faye asked the board to vote on these budget changes to show their support. Rachel moved to support these budget proposals and Marilyn seconded. Motion carried.

Chargebacks to Library: The Board reviewed the 2014 draft chargebacks, \$665,000 out of the library's 3.9 million budget. Chargebacks are to pay for City-provided services such as purchasing, telephone, fleet, insurance, and facilities. Pam does not believe we have final figures for these, and they will likely change. Marilyn asked about the \$42,000 chargeback from Facilities; Pam explained it was for payback for the bond for energy efficiencies – new water heaters, HVAC work, and lighting. Stan mentioned how comfortable it is in the library now. Michael pointed out that the Facilities number is based on a square footage formula.

Rachel mentioned that the paint on the building is deteriorating; Pam mentioned that she has heard from Facilities they may paint this summer. Rachel also suggested new exterior signs that aren't faded.

Materials Budget: The Trustees reviewed the materials budget history spreadsheet. If we are successful in achieving a \$25,000 increase, we will be allocating 9.8% of our total budget to materials; our goal is 15-20 %.

Rates and Fees: It is time for the Board to approve rates and fees for 2014. There are recommended changes from Pam, but she did remind the Board about the patron last month who asked about eliminating room rental rates all together. Pam asked for a show of hands at the recent Directors Meeting how many others charge for Community Rooms. There were only about 5 out of 35 who do charge for community rooms. Michael asked what the revenue was for these rooms and Pam said it was about \$30,000. Marilyn suggested that we keep charging until we get back on our feet from our cutbacks. Rachel suggested a once-a-month free day for Community Rooms – headache or a good-will gesture? Groups or individuals could use it for free, maybe a few times a year. Marilyn mentioned most rentals are on-going all year and many of the same groups have used them for years.

David asked about different rates: Commercial and Non-Commercial. Library room rates are listed in the board packet. Michael mentioned that Parks Department also charges for facilities. They might have a similar rate structure. Pam said we review Parks rates when setting our rates. Marilyn asked if we had many businesses that use the room commercially.

Faye mentioned that if it was opened up some groups may jump in and book it for the year. Rachel said it would be good for small groups that didn't have a budget to use a room. Right now the \$30,000 goes into the General Fund and helps to off-set the city's expenses. It was noted that our partner library, WCLS, does not charge for community rooms.

David thinks it should be left as is. Bethany mentioned that we do get requests for use of rooms larger than our tutor room, but smaller than the lecture room.

Michael talked about the idea that if you give away something free, then it will not be valued. People make a more conscious decision when having to pay. Maybe not be free but be really, really affordable. Marilyn wondered what is the average time a group uses a room? Marilyn agrees with David to keep fees.

Pam wondered if the Board would like her to look further into this for next year, including how many in Washington do charge and answers to questions raised today.

Marilyn pointed out that some non-profits are not 501C3, and do not qualify. This could create more work for our staff in trying to make a determination on rates. Rachel pointed out that in a new building we'd be creating new spaces to connect; would it be a good idea to make the spaces more affordable now to get more people using the rooms? It would be a good thing to get organizations in that do good work for the community. Marilyn suggested that when we do build a new building and incur more expenses, we may definitely need to charge for meeting room use.

Pam pointed out that one of the guiding principles for our new Strategic Plan is MEET. Pam sees the meeting rooms with a new perspective now that MEET is an identified strong principle for the library. The Board asked for a breakdown of the revenue between Commercial and Non-Commercial. Stan recounted a situation where rates went up and impacted a group. Faye asked if Pam could find out a little more specific information about this. Faye commented that the community really wants a space to meet and share ideas; if they can't do that, we aren't doing

what we need to do. Rachel added that free is inclusive. Faye mentioned that many people talked about community at the stakeholders retreat.

Pam asked if there were any changes to any of the other rates and fees and mentioned that next month we'll be reporting on the impact on eliminating children's fines.

David suggests we leave rates and fees as they are for 2014. The Board generally concurred. Pam will follow-up with information on meeting rooms for next year's discussion.

Strategic Planning: No report from our Board committees. Rachel says they will make a goal to meet in August.

Progress on Steps Outlined at May Meeting: Site criteria has been updated and is in the packet. Pam, J., and Rachel met with Steve Swan and Mark Greenberg from WWU about WWU's vision for their part of the Waterfront Development. Pam passed out a draft document from WWU.

Steve pointed out that the draft document is on WWU's website. It was developed a few years ago and Steve wanted to run concepts by BPL to see if there were any synergies between our organizations. The vision includes multi-use spaces, extended education, and discussions have taken place with NWIC, BTC and WCC about sharing meeting spaces. They plan on having food services and it will be very high-tech for use by students and businesses. There will be a WWU library presence which will be mainly digital; WWU will be doing a survey and needs assessment from community. They envision holding all extended education classes on waterfront.

The development is planned for 2 phases: Phase 1 is 3-5 years and the Phase 2 is 10 - 20 years. Steve approached Pam about a year ago to see if we would be interested in talking. Pam, J., and Rachel gave feedback, but no commitment.

Rachel mentioned WWU is exploring the culinary program with BTC. Steve said the State is becoming more interested in collaboration projects. The Master Plan needs to be approved by December 2013. A developer will be needed, followed by streets and structures. He wasn't really looking for our commitment, but just wanted to share what they were doing.

Trespass Review: Our revised Rules of Conduct includes having the Board review trespasses five years and over. For the Board's information, Pam provided documents on a recent occurrence near the restrooms resulting in a five year trespass. Beth Farley stated that the Officer who responded recommended a lifetime trespass.

Rachel mentioned that the downstairs restroom is in a problem area. Faye thanked Pam for reviewing this incident with the Board. The Board decided that the five year trespass was appropriate.

RFP for Periodical Services: Beth Farley addressed the Board and referred to their May Board meeting when Madeline spoke of posting an RFP for periodical services. A small committee was formed to review the responses. Submissions received were from Ebsco, W.T. Cox and Rivistas. Rivistas did not meet the established criteria and was not considered a viable vendor.

The committee assessed the remaining two vendor responses and scored each one on a scale from 1-5. Out of total possible score of 115, Ebsco scored 112 and W.T. Cox scored 91. Ebsco offered a 2.91% discount and W.T. Cox offered 3%. A title-by-title match was performed and the difference between the two vendors was about \$80.

Beth recommend that the Board accept the Ebsco bid. David moved to accept the bid. It was seconded by Marilyn. Motion carried.

Personnel Update: We have finished interviewing for Head of Circulation Services, and have a top candidate. We had a good process including a panel interview team and a roundtable team with staff from the Circulation Department.

We just readvertised the Assistant Director position which will be posted until August 15.

We had seven applications for the Library Clerk 2 position which was posted internally.

Rachel asked about the new Children's Specialist. Bethany gave Mande Manes a rave review for her first 3 weeks. She'll be introduced at the next Board meeting.

Trustee Education: Madeline Sheplor provided information about a service we are providing for the Whatcom Museum which will be a benefit for museum and library patrons alike. A Museum volunteer approached Madeline about cataloging a small collection of art books that had been donated to the Museum by Leroy and Joie Soper.

The Museum's library of materials will be located in the Light Catcher building. Their Collection will have items related to their mission – basket weaving, Pacific Northwest art, etc. We agreed to do this because of our interest in working with other city departments in ordering and processing city-owned library materials. This specific project catalogs the materials, places them in our catalog, making them available to the general public.

Madeline shared examples of the books and how people can find them in the catalog. The catalog will show that the items are located in the museum with a link illustrating where the museum library is located. Nate Dalgas, the library delivery driver and a library student is working on the project with Madeline.

Trustees report: Deb Lambert shared that WCLS has a vacancy on their Board and is looking for someone who lives in the county.

Rachel shared that her daughter is a Summer Reading Superstar. What a great program for children and what a lot of work staff has put into it. Marilyn loves seeing the signs when driving around.

Faye attended the WCLS board meeting this morning which was interesting and she always learns something.

City Council liaison report: Stan reported on the Waterfront plan meetings and also mentioned that Michael Lilliquist has put forth a draft noise ordinance for construction hours.

Library Director: Pam reported that we received two surprise donations: Michael Hinkel donated \$1,500 for audiobooks, and the other was from the Nora Brusven Estate for \$17,830.20. Pam suggested that we forward the Brusven gift to either our endowment or our unrestricted fund at the Whatcom Community Foundation. Pam will sign and send the receipt back and the Board will consider further at their August meeting.

Pam also reported on the State Directors meeting which included presentations from Joe Janes (the iSchool at UW) who talked about [Library 2020: Today's Leading Visionaries Describe Tomorrow's Library](#), a book he has recently edited. The Directors also heard from the Seattle Public Library security manager; learned about the Washington Reading Corps; and were updated on the State Library and current legislation.

Pam attended a reception for WWU's new Dean of Libraries, Mark Greenberg, and gave welcoming remarks. She will also be giving a presentation in August in Boise, ID at the Pacific Northwest Library Association.

Meeting adjourned at 5:16 p.m.

Next Regular Library Board Meeting – August 20, 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