

Regular Meeting of the Board of Library Trustees
Tuesday, August 20, 2013 - Meeting Room on lower level
03:30 PM - 06:10 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; Bethany Hoglund; Jennifer Vander Ploeg; Mandee Manes and Wendy Jenkins

Others: Karen Hannah, Friends of Bellingham Public Library representative, 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: Marilyn Mastor moved to approve the agenda as written. Rachel Myers seconded. Motion carried.

Public comment: No comments.

Consent agenda: Rachel Myers moved to approve the July 16, 2013 minutes and the July 2013 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

Whatcom Community Foundation: The Foundation sent out their semiannual statements for the Bellingham Public Library Endowment Fund and the four Bellingham Public Library Funds: Capital, Materials, Unrestricted, and Fairhaven Branch Materials.

- Bellingham Public Library Endowment Fund: opened at \$200,746.44; current balance of \$218,090.97.
- Bellingham Public Library Fund - Capital: opened at \$50,005.45; current balance of \$74,019.82. There was an anonymous donation of \$25,000 into this fund.
- Bellingham Public Library Fund - Materials: opened at \$200.01; current balance of \$596.09.
- Bellingham Public Library Fund - Unrestricted: opened at \$2,605.24; current balance of \$3,062.01.
- Bellingham Public Library Fund - Fairhaven Branch Materials: opened at \$0; current balance of \$130.00.

Brusven Estate funding: The Library received notification in 2012 that we are a beneficiary of the Nora Ellen Brusven estate, who passed away 3/7/12. The estate recently settled and we received a check for \$17,830.20, which was mentioned at the last board meeting. We need to decide what to do with the check. Suggestions were:

- Deposit it into the Bellingham Public Library Capital Fund
- Deposit it into the Bellingham Public Library Endowment Fund

If it is put into the Capital Fund, the funds would be available to move forward on the building plan, to engage the community and to get the project in front of the council. It was estimated that updating the previous building plan would cost between \$30,000 and \$50,000. Staff are

doing much of the updating of the previous plan, which will save on the cost and there currently is \$77,000 available in the Capital and Unrestricted Funds.

If it is put into the Endowment Fund, this estate gift will grow into perpetuity, helping to ensure the Library's future.

David Edelstein moved to put the Nora Ellen Brusven estate gift into the Bellingham Public Library Endowment Fund. J. Gordon seconded. Motion carried.

David suggested that we submit an article to the Bellingham Herald to let the community know about the donation and the Endowment Fund. Rachel suggested we co-write the article with the Whatcom Community Foundation; it can then be posted on their website and included in their next newsletter.

Impact of eliminating children's fines: Last fall the Board voted to eliminate fines on children's/teen materials checked out on children's/teen cards in the hope of encouraging library use among children and families. Bethany Hoglund reported that when looking at statistics for January-June 2013 compared to the same timeframe in 2012:

- Juvenile card registrations increased by nearly 31%
- Circulation on kids/teen cards is up 35%
- Fine revenues are down less than 7%

As we had hoped, eliminating fines on children's/teen cards has encouraged more children and families to use the library and check out materials.

Pam mentioned that we will soon be having a library card campaign, in collaboration with WCLS, with bus signs that say "My library card ____". Models are actual patrons who fill in the blank, such as 2 girls answering "... keeps me laughing!" BPL's card campaign focus will be on schools – preschool through high school. It will be an opportunity to promote no fines on kids' cards for kids' materials.

2014 budget: Pam reported that the budget is open to departments to make line item changes, but without any increases. All departments have turned in their budget requests to the Mayor, who will be working with Department Heads to make decisions in September.

Computer replacement is now going to be handled as a city chargeback determined by the number and type of computers departments use – a pay as you go system rather than having large yearly fluctuations in computer budgets. Pam handed out a graph comparing the budget percentage by groups for 2013-2014:

- Personnel costs were 67.5% in 2013; 66.6% for 2014
- Chargebacks were 16.7% in 2013; 18.7% for 2014
- Materials were 9.1% in 2013; 9.1% for 2014
- Other (supplies, training, equipment, etc.) were 6.7% in 2013; 5.6% in 2014

Pam pointed out that the materials budget includes a 3% increase, but does not yet include the additional \$25,000 we have requested.

Strategic planning: The Sustainable Funding Committee met to determine what the next step is. As part of our budget request, Pam submitted to the Mayor staffing costs needed to restore Library open hours. The committee also reiterated the possible funding streams:

- An operating levy/potential bond

- Merging with WCLS
- Building up private fundraising
- Lobbying the City for more funds

The Building Committee met but had nothing to report at this time.

Personnel update: Pam introduced Mandee Manes, Library Children's Specialist and Jennifer Vander Ploeg, Head of Circulation Services and asked each to tell the Board a little bit about themselves.

Mandee has many years of Early Learning experience in the community with Madrona School and Bellingham Bay Gymnastics and Preschool. Last year she had an internship with the Washington Reading Corps, working in the Ferndale school district, collaborating with WCLS. She is pleased to be here at BPL and plans to be here for the duration of her career!

Jennifer arrived with management and budgeting experience from the Canadian Federal Government, working for the Canadian equivalent of the Federal Aviation Administration. She recently moved to Washington state and is very excited to be working here.

Pam also reported that Jeff Stamey, who has been working as a Page in the Children's Department for years, was selected as the new Library Clerk 2.

The Assistant Director posting closed Friday, August 16. We received 25 applications that Pam is reviewing.

Trustee education: Wendy explained the Library Gift Fund Ordinance process. The City needs to account for the Gift Fund in its' budget process, estimating the Library will receive and spend approximately \$25,000 a year. Typically we receive more than that so we submit an Agenda Bill and Ordinance to the City Council (consent agenda) to request the budget amount be adjusted to what we actually receive and spend.

Facilities update: The Library is getting painted! Pam thanked Marilyn for her help in choosing the colors.

The improvements to Fairhaven, funded by the Wilks estate, are almost complete. Madeline reported that the furniture is done and the electrical is being worked on. Whatcom Interiors did a great job matching colors and Marilyn made wonderful choices on the furniture and fabrics. Once it is complete, there will be a press release and tours will be arranged for the Board and the Friends (who received the Wilks bequest for the Fairhaven Branch).

Board member reports: Faye attended the WCLS meeting. They recently released their 2012 Annual Report. The WCLS Board was also reviewing the impact of eliminating Children's fines and were pleased with how it is going. The recent Technical Services Study was reported on as well as their Internet Use Policy.

City Council liaison report: No report.

Library Director's report: Pam reported that John Carter's last day was August 9. Brian Henshaw has been appointed interim Finance Director for the City.

Pam and Christine Perkins, WCLS Director, have scheduled monthly joint Management Team meetings to increase and improve communication between the two systems.

Pam met with Julie Guy and Beverly Jacobs, who reminded her they would like the Northside to be included in a bond when it happens. They also keep Pam informed about development in the area. Pam let them know the Mayor has stressed restoring service before expanding or building new. Pam invited them to attend a board meeting.

Pam met with Linda Lambert, WCC Library Director. They are moving forward with the Learning Commons on campus. Originally an expanded public library presence was discussed, but the fast-tracked plan does not include anything beyond the current Connection capacity – holds pick-up and self-checkout. The new building will be across the street from their current location.

Pam contacted facilities about office space for the 3 managers that do not have a place to meet with staff on confidential issues. Eric Johnston, Assistant Director of Public Works, came and toured the Library. He thinks there is the possibility in the budget of putting in floor to ceiling partitions to create office space.

Pam attended a Women's Networking Brunch at WWU Provost Catherine Riordan's home.

Pam talked with staff about the impact Relay for Life has on the Library. This is a wonderful civic event, but it does shut down the library block for a day and a half. Circulation and visits drop 20-30%. There is a high level of noise and staff spend a significant amount of time dealing with logistical issues. Pam shared this information with the City Department Heads and Mayor Kelli. Board members echoed that it is a wonderful event, but was a festive and moving event at Civic Field as well – there is plenty of seating, restrooms, parking, and you can see the whole candle-lit field. Pam will share the Boards' thoughts with Mayor Kelli.

When asked if she had an update on the potential for a Barkley Branch move, Pam responded that the Barkley Company has made no plans for a move; she will provide an update at the next meeting.

Executive Session: The Board went into Executive Session at 5:11 p.m. The meeting was called back into open session at 6:10 p.m. There was no action from the Executive Session.

Meeting adjourned at 6: 10 p.m.

Next Regular Library Board Meeting – September 17, 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