

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, September 17, 2013 - Library Board Room**  
**03:30 PM - 05:30 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 and Wendy Jenkins

**Others:** Stan Snapp, City Council liaison, 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:** Pam circulated a note from Mauri Ingram, President of Whatcom Community Foundation, thanking the Board for growing the Endowment Fund with the recent gift of \$17,830.20 from the Nora Ellen Brusven estate. David Edelstein moved to approve the August 20, 2013 minutes and the August 2013 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

**2014 budget update:** Pam reported that she will be meeting with the Mayor on Thursday to find out what decisions have been made concerning department budget requests.

**Trustee education:** Madeline shared the highlights and recommendations of the Joint Technical Services Study she and Jennifer Dixey (WCLS) completed. Recommendations were:

Cataloging

- Get full catalog records into Horizon as early as possible: a new OCLC Cataloging Partner service allows access to the full record at the time of order rather than upon receipt of the item, a staff time-saver that gets materials to patrons sooner.
- Train all cataloging staff to complete original cataloging – form a BPL-WCLS cataloging team that works together.
- Enhance bibliographic records for easier discovery within the catalog.

Processing

- Emphasize quick delivery of materials to branches and patrons.
  - Improve efficiencies wherever possible in processing.
  - Have materials preprocessed where economically feasible to improve flow of materials to branches and patrons – items would no longer have to sit on carts waiting to be processed.
- Pam added that we have requested an increase in our pre-processing budget for 2014.

Weeding

- BPL should consider replicating WCLS weeding/collection maintenance practices to save selector time and effort, including bringing in other staff to help.
- Consider developing common weeding standards between BPL and WCLS selectors and collection maintenance staff members.

In response to Board member questions, Madeline added that OCLC records are accessed in the weeding process to see which other libraries own the item in question and with a system called RFID (Radio Frequency Identification), that most new libraries have built in, staff can scan an item with a smartphone and immediately obtain circulation statistics used to weed the collection.

### Serials

- Both libraries should prioritize getting serials out to patrons by streamlining receiving and cataloging. We currently carry approximately 400 print subscriptions.
- Consider more aggressively replacing print serial subscriptions with digital subscriptions such as Zinio.
- Where both print and digital versions of the same magazines are offered, create promotional stickers and signage indicating availability of digital version on or near print versions of the same title.

### ILL (Interlibrary Loan)

- Allow patron-initiated requests that can be tracked through the loan process using ILL software (Illiad).
- Provide self-service status checks and renewals online.
- Automate limits and deflection rules (limit patrons to 5 requests per week with 20 pending; deflect requests for materials published within the past 6 months to selector staff).
- Maximize efficiencies wherever possible.

Next steps include:

- Selection: Consider joint selection, closer cooperation on vendor relations, and shared platforms for more vendors.
- Acquisitions: Consider closer cooperation in ordering and receiving where efficiencies can be realized by both libraries to remove the redundancy of 2 people doing the same work.
- Cataloging: Establish cataloging partners with major vendors for both BPL and WCLS.
- Processing: BPL – begin preprocessing children's DVDs and non-Midwest vendors; WCLS – begin preprocessing all DVDs to more closely align with BPL preprocessing look and feel, recreate spine labels to match; both libraries – monitor and evaluate staff time and effort to spot savings.
- Weeding: BPL – overhaul collection review process and policy.
- ILL: Continue with the evaluation of Illiad software.

Pam presented the BPL/WCLS Snapshot Day video that will be airing on BTV10.

**Facilities update:** Central is painted – Pam thanked Marilyn for her role in choosing the colors.

The Fairhaven Branch upgrades, funded by the Wilks estate gift, are complete. It was decided the Board would hold the October Board Meeting there to see the improvements. Pam thanked Madeline, Doug, Donna and Marilyn for their work on this project.

**Personnel update:** Pam reported that the Management Team will be conducting Skype interviews with 9 Assistant Director candidates next week, hoping to narrow it down to 2 or 3 top candidates who will be interviewed the 2nd week in October.

The recruitment posting for Pages closed last Friday. Interviews will begin soon so that we can hopefully hire about 10 pages in October.

**Strategic planning:** No committee reports. Pam mentioned Mayor Kelli's Bellingham Herald article, included in the packet, which states, "It is difficult to have a serious, big-picture

facilities discussion without considering [a new library]". The Department Heads discussed the preliminary recommendations from the Facilities Group which acknowledged that the library building is a key, sound building, though no longer adequate for the library.

**Board member reports:** It was decided to move the date of October's meeting from the 15th to the 22nd so all can attend.

Faye attended the WCLS Board Meeting where they discussed a recent compensation study. Deb Lambert added that the upper level staff are not recompensed for their level of expertise. As older staff retire, new employees are willing to move for higher compensation. With a fixed levy, salary and benefits cost increases have to be watched closely.

**City Council liaison report:** Stan reported Council had a stormy meeting on Monday discussing Waterfront Development. Many see a disparity between what the development plan says and what the public wants. The Council does not want to be rushed in making decisions about the development. A series of public meetings has been scheduled.

**Library Director's report:** The Summer Reading Recognition Ceremony was held August 22. Pam and Mayor Kelli shook over 200 little hands. Children's had 1672 finishers, a 4% increase over 2012. Teen participants totaled 120 (highest ever) plus 52 teens had \$205.50 waived through Fine Forgiveness. Adult participation was lower than last year, but the activities adults completed were more meaningful in that we encouraged people to engage with and learn services offered by the library. Patrons enjoyed participating but missed being able to track their progress like they could last year with the online summer reading software.

Pam attended the Whatcom Literacy Alliance Breakfast. The WLC Director pulled together the Presidents of BTC and WCC, the job training Director at Goodwill and the Directors from BPL and WCLS to share what they do and determine how they could collaborate more.

Pam is headed to the Library Council of Washington meeting in Spokane on Thursday and Friday.

BPL staff is receiving Active Shooter training this week. The training involves a well-done video titled *Run, Hide, Fight* – run first; hide if you can't run; fight as a last resort. This is a sobering topic, but it is best to be prepared. FEMA also has a training video that is less graphic. Pam will send video links to board members.

**Executive Session:** The Board went into Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase (RCW 42.30.110 (1)(b) at 4:50 p.m. The meeting was called back into open session at 5:30 p.m. There was no action from the Executive Session.

**Meeting adjourned** at 5:30 p.m.

**Next Regular Library Board Meeting – October 22, 2013** at the Fairhaven Branch Library, 1117 12th Street – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees