

**Regular Meeting of the Board of Library Trustees**  
**Tuesday, February 18, 2014 - Library Board Room**  
**03:30 PM - 06:00 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, J. Gordon, and Marilyn Mastor

**Board Members Absent:** Rachel Myers

**Library Staff:** Pamela Kiesner; Beth Farley; and Wendy Jenkins

**Others:** Jack Weiss, City Council liaison, Karen Hannah, Friends of Bellingham Public Library representative, Deb Lambert, WCLS Board representative, Tom Barrett

**Call to order and introductions:** Regular session was called to order at 3:30 p.m. by Chair, Faye Hill.

**Approve/modify agenda:** J. Gordon moved to approve the agenda as written. Marilyn Mastor seconded. Motion carried.

**Public comment:** Karen Hannah passed out flyers for the Friends' "March Madness" book sale which will be held March 6th, 7th and 8th.

**Consent agenda:** Marilyn Mastor moved to approve the January 21, 2014 minutes and the January 2014 performance and activity measures and financial report. J. Gordon seconded. Motion carried.

**Financial report:** Included in the packet is our 4th quarter, 2013 financial report. We ended the year having spent 97.7% of our budget. We have asked for \$4,400 in re-appropriations – funds to be moved from the 2013 budget to the 2014 budget for materials that we ordered in 2013, but did not receive until 2014.

**Whatcom Community Foundation:** We received the Bellingham Public Library Endowment Fund statement for activity from July 1, 2013 through December 31, 2013 along with a letter and a check for the distributable amount of the fund – \$8,300. We also received a letter notifying us of a Bayview Fund grant along with a check for \$1,685. We are one of several recipients of this fund who receive a yearly check.

In the past we have reinvested both the distributions into the Endowment Fund. Last year the board voted to put the distributions into the Library Gift Fund earmarked for strategic planning expenses. After discussion, J. Gordon made a motion to deposit this year's distribution checks into the Library Gift Fund also earmarked for strategic planning. Marilyn Mastor seconded. Motion carried.

We have not yet received the statement for the Bellingham Public Library Funds (non-endowed).

**Library Board of Trustees transitions:** Pam reported that the mayor is meeting soon with two of the candidates that the board interviewed. She will announce her appointment decision when she returns from vacation. Jack added that, after the mayor decides, the appointment will need to go to City Council for approval.

**Washington Library Association Conference:** Pam invited the trustees to attend this conference which is going to be held in Wenatchee April 30 - May 2.

**Library personnel:** Pam announced that Suzanne Carlson-Prandini will be filling the new part-time Librarian 1 position. Suzanne will be receiving her MLS in Library Science from the University of Washington iSchool at the end of spring. She also has a master's degree in education. She has a lot of programming experience, runs one of our book club groups and also established and maintains our book club kits.

Talia Mathews has been hired as the new Adjunct Librarian who will work on an as-needed basis. She has a strong science background.

The job description for the newly created Communications, Community Relations and Program Manager position is going to the joint classification committee. After it is classified we can post the position.

In the packet is a Library Staff Code of Ethics concerning 3 areas: library accounts, library materials, and confidentiality. The board has a Trustee Code of Ethics and Pam and the Management Team thought it important to have a Staff Code as well. This document contains information that has been shared with staff, but we did not have it in a single document. Pam has asked that supervisors go through it with all staff and have them sign it. After considering if it should become a policy, it was determined that, for now, it will be used as a training and reminder tool. It was approved by consensus of the board.

**Operations update:** The Barkley Company anticipates that the new Cornerstone building will open June 1, 2014. We will provide our library Welcome brochures to be included in new tenant "Welcome to Barkley" gift bags.

Beth Farley explained the happy-GO-lucky collection we will be testing at Barkley Branch. We purchased a nice-looking double sided shelf and asked the Friends to fund a special collection of books that are high interest with a high turnover. Holds cannot be placed on this collection – it is all about being able to walk in and grab something that captures your interest.

Pam reported that Whatcom Community College has received approval and funding to build a Learning Commons. Pam and Madeline met with WCC library staff and discussed their plan since our WCC Connection will be housed there: it will not be staffed; will definitely have holds pick-up and perhaps a happy-GO-lucky cart; parking was identified as a concern; there is an event room which may be able to be used for an occasional storytime or other public library event.

Beth described the new SkillShare space being created on the main floor. The space is funded by a Paul G. Allen Family Foundation grant of \$15,000. The Foundation is funding projects that transform a library space or enhance a library service. The staff generated the idea of a highly visible space for a variety of skill demonstrations or programs that patrons can walk in and join – sparking connection through content creation. The Friends funded digital signage for the space.

The grant project managers are following up with a paper survey to determine interests and concerns. Pam added that it has been an evolving process and the project managers like that we are documenting the creative process. Beth will be our representative in a webinar about the project that will be shown across the nation.

**Strategic Planning:** No committee reports.

Included in the packet is our 2013 Accomplishments and 2014 Work Plan that Pam submitted for the City's 2014 Budget Book.

**City of Bellingham Residential Survey 2013:** This is a survey the City does every other year to determine benchmark changes. The City Council received an extensive summary of the survey; the Mayor provided highlights of the survey in a Bellingham Herald article. Pam added that the survey company gave a presentation to department heads and commented about the library's score, "this is such a good result, it is hard to improve on such an excellent score."

**Board member reports:** Faye attended the WCLS board meeting which included many policy reviews. Deb Lambert added that, because WCLS is autonomous, without a city to oversee, they must have library policies for everything. Their trustee education segment demonstrated the variety of website downloads available, such as small engine repair. South Whatcom will be opening early in March. The changing eBook market was also discussed.

Deb commented that the WCLS trustees are now going to rotate the trustee liaison position so that all can become familiar with the BPL board.

**City Council liaison report:** Jack did not have any council activity to report but did want to let the board know that he frequently attends Cordata Association meetings and that, without fail, they bring up the topic of a Northside Branch – they are hoping for something like the Barkley Branch rather than a Connection.

**Library Director's report:** Pam did not have anything to add – all her information was covered throughout the board agenda.

**Executive Session:** The board went into Executive Session at 5:15 p.m. to discuss the annual review of the Library Director. No action was taken as a result of the Executive Session and the meeting was called back into regular session at 6:00 p.m.

**Meeting adjourned** at 6:00 p.m.

**Next Regular Library Board Meeting – March 18, 2014** at the Central Library, 210 Central Avenue – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees