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 Ferndale
 Island
 Lynden
 Maple Falls
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whatcom county
 library system

Library Board of Trustees Regular Meeting September 15, 2009

MINUTES

Anyone requiring these minutes in an alternate format, such as large type, Braille or an audiotape, please contact the Library at 384-3150.

Location:	Central Services, 5205 Northwest Drive, Bellingham, WA 98226. (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Attendance:	<u>Trustees:</u> Jan Hunter, Tom Burton, Deb Lambert, Judy Phillips <u>Staff:</u> Joan Airoidi – Director, Sigrid Brorson, Lizz Roberts, Kyle Teeter, Geoff Fitzpatrick, Christina Read, Sally Crouse, Robin Barker, Aubri Keleman, Catherine Sarette, Lisa Gresham, Dale Moore, Stella Hardan, Sue Tommervik, Patty Macheras, Debby Farmer <u>Also Attending:</u> Fred Voltz, Vicky Marshall – Bellingham Public Library Trustee
1. Call To Order:	The meeting was called to order at 9:00 a.m. A quorum was determined.
2. Public Comment:	No members of the public chose to address the Board during the open public comment period.
3. Minutes:	The minutes of the August 18, 2009 regular Board meeting were reviewed. Moved by Ms. Lambert to approve the minutes of the August 18, 2009 regular Board meeting as presented. Seconded, carried. The minutes of the August 24, 2009 special Board meeting were reviewed. Moved by Ms. Lambert to approve the minutes of the August 24, 2009 special Board meeting as presented. Seconded, carried.
4a. Expenditures:	Mr. Teeter reported the May and June 2009 expenditures: <ul style="list-style-type: none"> • August payroll Nos. 8621-8771: \$279,911.51 • August second set of claims Nos. 1-43: \$36,504.43 • August second capital set of claims No. 1-3: \$14,443.65 • September first set of claims No. 1-217: \$99,837.83 Moved by Mr. Burton to approve the August and September 2009 expenditures as presented. Seconded, carried.
4b. Resolutions:	Mr. Teeter presented the following resolutions: <i>A Resolution of the Board of Trustees of the Whatcom County Rural Library District:</i> <i>09/15/09-13: Amending the 2009 General Fund and Capital Fund Budgets</i> Moved by Mr. Burton to adopt Resolution 9/15/09-13. Seconded, carried. <i>09/15/09-14: Authorizing an Interfund Transfer</i> Moved by Ms. Lambert to approve Resolution 9/15/09-14. Seconded, carried.

<p>4c. Budget Discussion:</p>	<p>Mr. Teeter reported property tax collections are lagging a bit but the revenues are expected to come in closer to the due date this year. Our expenditures are well within our goal of coming in 3% under budget, mostly due to empty staff positions.</p> <p>The chair allowed a question from Mr. Voltz who asked for the current balance of the Capital Reserve Fund. Mr. Teeter informed Mr. Voltz the fund is projected to be approximately \$852,000 at the conclusion of 2009.</p>
<p>5. 2010 Prelim. Budget Planning:</p>	<p>Mr. Teeter displayed a projection for how to handle the budget if the levy fails. The finance committee is recommending a balanced budget. There was discussion of how to handle increases negotiated with the union.</p> <p>The chair allowed a question from Mr. Voltz who asked if magazine subscriptions are evaluated each year with the possibility of making cuts. WCLS selector procedures were explained by Ms. Barker.</p> <p>Ms. Lambert asked about how decisions are made regarding the collection. If a large cut had to be made to the collection budget, how would the decisions be made? Ms. Barker explained what we would continue to buy and what types of materials we would buy less of. Ms. Airoidi commented we would also keep our strategic plan in mind. We must balance popular items with the need to have a collection of depth.</p> <p>Mr. Teeter noted that the budget projections also reflected adjustments to revenue and expenditure estimates for 2009, and the impact of those adjustments on the library's fund balance. He highlighted that investment interest earnings had been adjusted to reflect a shortfall of approximately \$25,000 from the 2009 budget. Mr. Teeter also noted that 2009 expenditures had been projected forward from year-to-date actual spent amounts based on trends from prior years and remaining planned expenditures to illustrate the approximate distribution of savings as related to the 2009 budget.</p>
<p>6. Library Levy Lid Lift Update:</p>	<p>Ms. Airoidi used a PowerPoint presentation entitled <i>Next Steps in 2010 Budget Planning</i> to update the Trustees on the Levy Lid Lift efforts. She outlined two scenarios for the future library budget: if levy lid lift fails and if it passes.</p> <p>We are in the position of having to prepare two budgets in order to be ready for whichever situation occurs. Ms. Airoidi reviewed six authorizations the trustees set during the Board Budget Retreat to help guide the preparation of a budget for use if the proposition fails. Trustees reviewed the recommendation for the collection expenditure and again authorized setting the limit to no less than the 2009 dollar amount.</p> <p>Ms. Airoidi explained the proposal for cutting hours from each branch and how Ms. Brorson and Ms. Read worked through the local details with each branch manager. She also mentioned the irony that BPL has experienced: fewer hours does not mean fewer visits to the library, people just come at a different time. Ms. Airoidi also affirmed values that will continue such as an emphasis on early childhood learning and service to teens, use of the IBB process to minimize staff impact, including staff and public in ongoing planning, etc.</p> <p>Ms. Airoidi outlined 5 year priorities for the library if the levy passes which include: ongoing evaluation and revised service plan, a system-wide capital plan to include specific elements for each branch on a rotating basis, increase collection expenditures, adequate IT staffing, reinstate staff training, additional staff for web</p>

	<p>services including content development, new OPAC, staffing for workload changes, and a storefront library for the Sudden Valley area.</p> <p>Our next steps involve, setting priorities in order to maintain the quality of service.</p>
7. Policy Implementation:	<p>At the August meeting, the Trustees reviewed the revision of the Starting Salary Policy and requested a language change to reflect that the employee has <u>voluntarily</u> applied for a job change.</p> <p>Moved by Ms. Lambert to approve the revision of the Starting Salary Policy. Seconded, carried.</p> <p>The Copying, Printing, Faxing policy revision is being reviewed by the Policy Committee and will not be presented at this time.</p>
12. Director's Report:	<p>Ms. Airoidi announced that the Jail contract has been renewed with a \$2,000 raise in their contribution for collection expenditures. Ms. Airoidi's written director's report highlighted:</p> <ul style="list-style-type: none"> • "Public Libraries: Necessities vs. Amenities"- On the theme of a featured article in <i>American Libraries</i>, residents attending a recent Ferndale Town Hall meeting spoke about lifelong learning as a necessity. • The Deming Grand Opening and working together with the Deming Friends • An online compliment for the Deming Library from Greg Hatcher, cartoonist.
8. Continuing Education:	<p>Ms. Keleman briefed the Trustees on an LSTA grant received for the 2008-2009 school year. It was distributed by the Washington State Library to support Social Studies CBAs (Classroom Based Assessments) and partnerships between public and school libraries. Ms. Keleman described the steps taken by library staff to provide the schools with resource materials their social studies curriculum. A web portal was also set up to provide teachers access to the information. Each school was allowed \$700 to spend on materials. The grant was renewed for the 2009-2010 school year for \$39,000. New topics will be added this year but the information on previous topics will remain for schools around the country to make use of.</p> <p>Ms. Sarette introduced Summer Reading, explaining how the program helps kids retain their reading skills during summer months when out of school. Dale Moore described the Everson program and the joy of hearing kids transfer their attention from receiving prizes to reading books over the period of the summer.</p> <p>Ms. Keleman described the Teen Summer Reading program. There were fewer participants this year but more book reviews turned in. A county wide grand prize of an iPod Nano was given away. More girls participate than boys except in Blaine. There was discussion about how Blaine runs their Summer Reading program. Ms. Keleman gave the Trustees feedback on a "Fine Forgiveness" survey she took among branch staff.</p> <p>Ms. Gresham reported on the Adult Summer Reading program which is in its third year. She designed a very simple program for adults to be able to model reading for their children and reconnect with childhood summer reading memories. 415 reviews were received, including about 40 which were library stories</p>
9. Committee Reports:	<p><u>Personnel:</u> Next IBB union negotiation session is September 24th.</p> <p><u>Foundation:</u> Ms. Hunter said the Foundation members are working hard to sell the</p>

	<p>Bookmark Calendars and would like to have them all sold by December 1st. Foundation Board members will be celebrating intellectual freedom during Banned Books week by visiting each of the libraries to Rock & Read. They will read banned books, have calendars available for purchase, and visit with people who walk by. They are still looking for another Board member. Suggestions welcome.</p>
<p>10. Community Relations Report:</p>	<p>In addition to her written report, Ms. Roberts called attention to the large number of press items on the display table. A library card campaign is running during National Library Card Sign-Up month. Prizes include two iPod shuffles which can be used with books from our Anytime Library plus 10 Bookmark Calendars donated by the Foundation. A direct mail piece will be sent out the first week of October giving facts about Proposition 1 according to the guidelines of the Public Disclosure Commission.</p>
<p>11. Library News:</p>	<p>In addition to her written report, Ms. Brorson showed a draft of the architect's sketches of a building for the Ferndale Library. The proposed location has now moved to Main Street. Neither of the Pioneer Park locations worked for a variety of reasons. Ms. Brorson also shared photographs contributed by Kathleen Neece showing two Summer Reading Club programs from the Bookmobile and a hand-made quilt which raffled by the Friends for \$300.</p>
<p>13. Bouquets and Announcements</p>	<p>Longevity of Service Celebrations:</p> <p>Stella Hardan: 10 years. Ms. Barker said Ms. Hardan started out as a part-time cataloging assistant and moved to acquisitions and cataloging in 2001. She has learned many things and adjusted well to many changes. She weathered the crossover to Horizon in 2004 and now handles acquisitions and all standing orders, popular media, and hot books. She selects and orders extra copies of materials to keep requests down to a reasonable level. Ms. Hardan is very good at what she does and we appreciate having her around!</p> <p>Sue Tommervik: 30 years. Ms. Barker provided Ms. Tommervik's background with includes serving as branch manager for the Lynden Library for many years. She is dedicated to excellence and the importance of training. She wrote our first page training manual and is currently writing a branch managers training manual that is proving to be invaluable. Lynden was the first branch to be computerized and Ms. Tommervik was a large part of that process. She worked with the City of Lynden on the annexation of the Lynden Library. Now, she works part time so she can dedicate more of her time to her painting and other interests.</p> <p>Ms. Brorson added her own appreciations for Ms. Tommervik, emphasizing the work she has done in designing a training program for the Library using her master's degree in Education and Literature. She used to do the equivalent of two full-time jobs: branch manager and training coordinator. The impact of Ms. Tommervik's work on this library system is tremendous.</p> <p>Ms. Tommervik expressed appreciation for this library system which she said allowed her to grow professionally. She learned a lot and had wonderful bosses!</p> <p>Patty Macheras: 20 years. Ms. Farmer said Ms. Macheras pours 100% of herself into every task. She is very capable and fills in as substitute branch manager. She is an avid reader and very passionate. She now serves as the teen focus PSA. The Teen Wii nights and teen summer reading are very successful because of Ms. Macheras' energy and excellent ideas.</p>

Next Board Meeting:	The next Board meeting is scheduled for 9:00 a.m. Tuesday, October 20, at Central Services, 5205 Northwest Dr., Bellingham, 384-3150.
14. Debrief & Adjourn:	The meeting was adjourned at 11:40 a.m.



Janet Boyhan, Board Secretary

10.20.9
Date



Sally Crouse, Meeting Secretary