

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Conference Room, San Juan Island Public Library

September 13, 2011

**Members Present:** Fred Henley, Glenna Hall, Lynn Weber/Roochvarg, Barry Jacobson. Mark Madsen's absence was excused.

**Staff Present:** Marjorie Harrison, Beth Helstien, Melina Lagios

**Guests Present:**

Elena Thoms

President Glenna Hall called the meeting to order at 4:04 p.m.

**Public Access**

None.

**Agenda Approval**

The agenda was accepted, tabling the art acquisition item.

**Adoption of the Minutes**

The minutes of the August 9, 2011 regular meeting were deemed approved as submitted.

The minutes of the August 18, 2011 special meeting were deemed approved as submitted, noting the typographical error in the spelling of Lynn Weber/Roochvarg.

**Friends of the Library**

**Delegate to the Next Meeting – October 5 2011**

Elena Thoms reported that the primary concern of the last FOL meeting was that there is no place to sort donations. FOL is concerned about the ability to have a book sale without storage and sorting ability.

Treasure Cove is having difficulty staffing the store because Cathy Reid is moving to Mt. Vernon.

Barry Jacobson volunteered to attend the next meeting on October 5.

**Approval of bills**

- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due for Period Ending 08-26-2011** check numbers 99698-99708 in the amount of \$5,152.22. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB & Regence Insurance Premiums** in the amount of \$6,799.70. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due for Period 09-02-2011** check numbers 99946-99956 in the amount of \$10,179.77. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due for Period 09-07-2011** check numbers 100133-100146 in the amount of \$5,202.53. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due for Period 09-13-2011** in the amount of \$7,350.92. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **August Payroll** dated 8/26/2011 in the amount of \$36,645.46. Carried.

#### **Director Report (Marjorie Harrison)**

Margie added that she purchased a new Kindle and a new Nook for in-Library use of eReaders to accommodate the 60+ holds. Unfortunately most patrons wanted to keep their holds for the eReaders with the three week check period. Glenna stated that she was happy to see the book displays. Lynn stated that she was happy to see the work done on job descriptions. Glenna asked about cooperative purchasing agreement from Ingram with the Orcas and Lopez libraries and how it would save the library money on shipping. Margie also discussed the possibility of the three libraries cooperating on integrated library systems to replace Millennium when the manufacturer replaces it with a new version.

#### **Youth Services Librarian Report (Melina Lagios)**

Melina discussed purging the collection. She talked about outreach visits to Paideia School. She will be promoting Reading Buddies, but it will only be at the library, not at the elementary school.

#### **Technology Specialist Report (Floyd Bourne)**

New computers will be configured and four computers will be installed in the teen area.

#### **Financial Report**

The book budget appears to show that we aren't buying books. However, our acquisitions reports shows that books have been ordered and the budget has been encumbered, the books just haven't arrived. And we will have revenues next year.

## **OLD BUSINESS**

### **Water/drainage emergency – basement restorations**

Margie said that she was very happy with Service Master's work. She handed out Service Master's report on the mold sample that was collected from the basement.

Margie indicated that the board should decide next whether to put the walls back up. If so, a commercial wall heater should be installed, according to the recommendation of the electrician, rather than replacing the heater that was there before. It will be necessary to ventilate the basement, whether we put up walls or not. The ventilation should be sufficient to allow using the basement room for storage, even if the walls are not replaced.

Margie asked whether we confident in the work on the drainage. There are still the kick plate/door sweep, and the grate drain recommendations that have not been implemented. Margie said she wasn't confident which way to go--to wait, or to authorize the work. Fred said he has a nagging fear that somehow that drain is damaged. Margie said she would watch the weather and not do anything until she felt it was necessary.

Lynn recommended that we get through another winter before we spend money on walls and a heater in the basement. Fred said that we should put in an air circulation system there before the winter, and then monitor it. If dampness shows up, then we should not put more money "down the drain" on walls.

**MSC** Fred Henley moved and Barry Jacobson seconded to authorize expenditure of up to \$1000.00 for installation of an air circulation system in the basement, to not put the walls up this year, and to monitor the room this winter. Carried.

### **Long range planning**

Barry said the board packet included some introductory pages that would be part of the Plan 2012-2017. A brochure is being developed with just the mission, values, goals, and objectives, while the full plan will be available online. There will be a coordinated media rollout. Lynn commended the committee for its work.

## **NEW BUSINESS**

### **Art acquisitions – recommendation from Art Committee**

Tabled.

### **Janitorial Services contract**

Margie referred to a list of new janitorial duties she had previous brought to the board. CMS has been cleaning the bathroom more often. Margie sought and received 3 estimates for a janitorial services contract. Margie recommends that the library continues to work with CMS. With all the new duties, (includes cleaning the staff area once a month and cleaning more surfaces in the library) it is about \$200 more per month than we are currently paying.

**MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to accept the director's recommendation for a new janitorial services contract with CMS for the following year. Carried.

### **2012 Budget**

Margie presented a draft revenue forecast for 2012 budget. The 2012 budget will need to show transfers to the reserve funds to balance the budget. The board will need to decide how much to put in each fund.

### **COLA**

The policy manual says the COLA will be decided using information from the August CIPA figure for Seattle. The August figure won't come out until September 15. Margie presented the most recent figure. Margie also reported she has discussed how other local libraries and agencies are addressing COLAs this year.

### **Board retreat topics**

Glenna said the purpose of the retreat is to work on policies, prompted in part by issues the lawyer or the audit brought to light. There are contradictions in policies. It is time to take a hard look at the manual to be sure it is correct, and that the manual reflects the practice of the library and the intention of the trustees. Glenna wants to compile a list of policies to address prior to the retreat. Glenna has a partial list, Margie has a partial list - records retention must be addressed, public information on the web site, etc. A full list should be developed and circulated at the October meeting. All trustees should look at the manual and email any sections of concern to Margie before Friday, September 23 so she can prepare a comprehensive list, noting the source of origin of the concern, whether the auditor, the attorney, the staff or the board.

Margie asked who would be writing the policies--the board, or Adina? Glenna said it would be two steps, but it would not happen at the retreat. Lynn said that some clarity might come at the meeting to guide to drafters at the meeting or a committee that would follow up later.

Margie will be in charge of finding a location and arranging food. The retreat should go from about 9 am to 2:30 pm.

**ADJOURNMENT**

**MSC** Barry Jacobson moved and Fred Henley seconded to adjourn the meeting at 5:58 p.m. Carried.

Respectfully submitted: \_\_\_\_\_

Board Secretary

Approved: \_\_\_\_\_

Board President