SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Conference Room, San Juan Island Public Library
January 12, 2010

Members Present: Fred Henley, Glenna Hall, Mark Madsen, Susan Rosenberg, Lynn Weber/Roochvarg

Staff Present: Laura Tretter, Carrie Lacher; Melina Lagios

FOL Present: Judy Henley

Visitors: San Juan Interiors, HomePort

Lynn Weber Roochvarg called the meeting to order at 6:02 p.m.

Public Access
None

Agenda Approval
MSC Fred Henley moved and Susan Rosenberg seconded to approve the agenda as submitted. Passed.

Approval of Board Meeting Minutes of December 8, 2009
MSC Susan Rosenberg moved and Mark Madsen seconded to approve the minutes as submitted. Passed.

Approval of Board Special Meeting Minutes of December 16, 2009
MSC Mark Madsen moved and Fred Henley seconded to approve the minutes as submitted. Passed.

Friends of the Library
Judy Henley reported on the FOL 2009 budget. They are a little under for 2009 revenue: $14,000 in memberships were received by the end of December. Judy has sent out 207 thank you notes since November to date. Ferry dock sales: $967. Raffles: $1082. Holiday cards: $990 Treasure Cove $5372, a little bit under. Shortfall: $4460. A usual FOL $5000 annual donation was made directly to the library which accounts for part of the loss. A little bit more was spent on children's program than usual. Also spent funds on signage and equipment. $16,980 on programs: volunteer supplies, another $10,000 on equipment and signage. Budget for this year, $29,000 less than 2009. Made some cuts: storage unit move saves about $250 a year. Newsletter is cut back from every 2 months to quarterly. Made some banking changes to save on fees. FOL will be sending a couple of members to Bob Schwartzberg's fundraising workshop so may get some good tips. Their fund with SJI Community Foundation is currently gaining. Chocolate Friendzy fundraiser is 2/6/10. All are invited to bring a special chocolate dessert. Susan Rosenberg will attend the Feb 3rd meeting at 8 am. No-meeting-month was moved from January to August.

Approval of Bills:

MSC Susan Rosenberg moved and Fred Henley seconded to approve the Regence Insurance Premiums in the amount of $5770.18. Passed.

MSC Glenna Hall moved and Mark Madsen seconded to approve payment of early due bills with check numbers 73453-73464 in the amount of $8534.55. Passed.

MSC Fred Henley moved and Mark Madsen seconded to approve payment of regular due bills with check numbers 73659-73683 in the amount of $10,766.27.

MSC Mark Madsen moved and Glenna Hall seconded to approve payment of 4th Quarter Tax Bills with check numbers 73656-73658 in the amount of $2,053.47.

MSC Susan Rosenberg moved and Mark Madsen seconded to affirm December payroll in the amount of $34,571.11. Passed.

REPORTS

Director's Report (Laura Tretter)

Laura noted her written report:

- Laura reminded the Board that she will be on vacation January 22nd through February 8th so she will be back in time for next board meeting. Laura has asked Lynn and Melina to put together the agenda for February.
- Downloadable audiobooks have been delayed because of negotiations but this service is still expected to be available within the first half of 2010. Discussion developed regarding licensing issues. Laura can get answers to specific questions on this and other issues; please email Laura.
- Laura passed around latest Live and Learn brochure. Adrienne is home on bed rest so is working less but able to do some work from home. Kathy Babbitt will be coming in to help with the programming coordination issues and help with desk coverage.
- Diana's evaluation is this month.
- PNLA/WLA conference will be held August in Victoria. Public Library Association conference is in March. There will be a 6 hour preconference at PNLA/WLA conference. Laura suggested board members attend this conference as it will be a good networking opportunity for trustees; it is more regionally oriented than PLA conference.
- Library legislative day is scheduled for Wednesday March 3rd. WLA sponsors an advocacy day in Olympia to discuss any legislation that impacts libraries. Last year it was cancelled. FOL has supported this trip in the past. Mark is happy to drive and Fred noted that it is interesting and worthwhile. Laura suggested only 2 or 3 trustees attending. Mark will go and possibly Glenna. Laura will discuss funding with FOL.

Youth Services Librarian's Report (Melina Lagios)

Melina reported that it has been a really busy December. She has had several schools out programs. Over 90 people attended the Santa story time. The Diary of a Wimpy Kid event had about 29. Melina also worked with Island Rec at their New Year's Eve Party where there were over 200 in attendance. Melina will continue to partner with Island Rec such as The Annual Children's Festival (20th) scheduled for the first weekend in May. Island Tail Tutors program had 8 kids participate today; 13 came to initial meeting.

Melina has also started working with Ian Byington on the annual teen writing contest. Outreach requests have also increased so Melina plans more outreach visits in January such as regular visits to the Montessori and Stillpoint schools.

Technology Specialist Report
Floyd's report was noted. New website is coming soon, hopefully by end of January. Susan reported that Floyd did a quick data pull of total dvd collection and of 2470 total dvds, at that moment 1170 were checked out.

Financial Report
An updated profit & loss statement was passed out at the meeting. Laura noted that this is still a draft report since it doesn't include the 13th month expenses. Concern was expressed about tax revenue received since the year's total is under the total budgeted amount. Laura noted that she does always estimate this revenue a little high. Could be there are more delinquent tax dollars this year but if that is the case, these dollars will eventually come to the Library. But overall, the library did meet its budgeted revenue for the year. Lynn asked about the special collection expenses. Laura explained in 2009, these were books the Library purchased for the high school classes that will be returned to the library for book club use. This line item is also used to try new items for the collection.

OLD BUSINESS
Retreat Action Items
Laura passed around the list of action items the board has been working on since its first 2009 retreat.

- Scheduling session with PDC can be a teleconference. Laura is trying to confirm a date.
- Budget projections. Mark and Laura talked about the reserve fund policy. Mark and Laura will finish this proposal and email to the board. This item will be put on the agenda for February.
- Retention Proposals from Fred and Susan:
    - Dropped anything needing monetary support for the time being
    - After talking with staff, vacation scheduling and sick leave were encouraging to the staff.
    - Vacation buyback would be increased to a total of what can be earned in a year.
    - Glenna suggested exploring sick leave donation.

MSC Fred Henley moved and Glenna Hall to amend 8.3.2 b & c of the SJI Library Policy Manual regarding vacation accrual. Passed

MSC Fred Henley moved and Glenna Hall to amend 8.3.3 b3 of the SJI Library Policy Manual regarding sick leave accrual. Motion tabled to February.

NEW BUSINESS
Flooring
San Juan Interiors: Christine and Michael

Bid A: Carpet in meeting room; Bid B: Luxury vinyl planks in meeting room
Their recommendation was for vinyl planking due to color scheme, durability, and ease of maintenance. This type of flooring can go over either cement or wood under flooring. Other color choices are available but they suggested the cherry color. Recommended carpeting for the teen area is considered very durable, comes in a variety of colors and doesn't stain or fade.

HomePort: MaryEllen
Recommending VCT tiles in high traffic areas, this will be a high grade commercial tile. Waterhog rug was recommended for the entry way with a coordinating walk off rug area immediately inside the 2nd set of glass doors. Commercial, no stain carpeting is being recommended for meeting room. This carpeting is often used in hospitals & restaurants.

Board agreed to have Laura & Melina develop a final recommendation. Board would also like to review the final budget results for 2009 before making a decision.

Liability and Commercial Liability Coverage
Laura handed out a summary of insurance coverage. Mark asked for information on what other libraries might be doing. It was agreed that when the annual renewal comes up to ask Kerwin Johnson from Islanders Insurance to come in and review insurance options. This can also be done when D&O insurance is up for renewal.

Historical Museum Proposal
The Historical Museum Board expressed interest to Laura in discussing a merger. Discussion developed among Library board members regarding potential pros and cons and possible benefits to the Library. It was agreed that Laura and one other board member will meet with Museum representatives to gather more information. Mark would be interested in looking at the financials.

ADJOURNMENT
Adjournment by acclamation at 8:10 pm.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board President