

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Conference Room, San Juan Island Public Library

May 11, 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: Beth Helstien

Lynn Weber/Roochvarg called the meeting to order at 6:04 p.m.

Public Access

None

Agenda Approval

MSC Mark Madsen moved and Susan Rosenberg seconded to approve the agenda as submitted. Passed.

Approval of Board Meeting Minutes of April 13, 2010

MSC Glenna Hall moved and Fred Henley seconded to approve the minutes as submitted. Passed.

Friends of the Library

Judy Henley reported that Board officers had been selected: President is Birgit Kriete, Elena Thoms is Vice President, Janet Wright is Secretary, Treasurer is Barbara Sharp. To date, FOL has received 315 memberships, a little ahead of last year in terms of numbers but not in membership revenue. Treasure Cove did \$389 in April including bargain books and even though they were closed for one week. The Mother's Day gift basket raffle only brought in about \$219; this may be due to the basket not being ready in time for the volunteer luncheon. Newsletters are now going out quarterly which should result in an annual savings of about \$2000. Luncheon cost only \$1650 this year as no wine was served but there were some issues regarding the service. Judy shared a note of thanks received with an FOL membership. Lynn asked that a copy it be sent to her to save. Susan Rosenberg offered to attend the next FOL meeting. Lynn will be her backup.

Approval of Bills:

MSC Mark Madsen moved and Fred Henley seconded to approve the Regence Insurance Premiums in the amount of \$5770.18. Passed.

MSC Fred Henley moved and Glenna Hall seconded to approve payment of very early due bills with check numbers 78646-78658 in the amount of \$13,636.51. Passed.

- MSC** Susan Rosenberg moved and Mark Madsen seconded to approve payment of early due bills with check numbers 78957 through 78969 in the amount of \$14,387.12. Passed.
- MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of regular due bills with check numbers 78908-78929 in the amount of \$7,613.14.
- MSC** Glenna Hall moved and Susan Rosenberg seconded to approve payment of the Carpet Installation bill with check number 78668 in the amount of \$2,250.00
- MSC** Fred Henley moved and Susan Rosenberg seconded to approve payment of the flooring bills in the amount of \$3,475.86.
- MSC** Glenna Hall moved and Susan Rosenberg seconded to affirm April payroll in the amount of \$34,568.95. Passed.

REPORTS

Director's Report (Laura Tretter)

- The Library was not awarded a Big Read grant. Laura will revise the proposed program and submit a grant application to the SJI Community Foundation. FOL was not interested in writing a grant for this so Laura will pursue. Fred explained this was because FOL was concerned about a possible violation of the memorandum of agreement between FOL and the Library should staff be assisting with grant proposals submitted by FOL. Lynn suggested to pursue a possible solution, such as contracting an outside grant writer, so that FOL may be able to pursue more grant opportunities.
- Laura provided a second rough draft of the annual report which has gone to a larger format. Laura would like to do one more edit of content before asking for feedback from the Board.
- Flooring update: response from public overall is positive. Entry area carpet and walk-off matt still need to be completed. Little white spots on the floor in front of the reference desk are a result of alcohol from the hand sanitizer falling onto the floor and eating through the polish. The sanitizer bottles have been removed. It is expected that the spots will be buffed out soon. \$13,421 has been spent so far with a little bit of work still left to go. Original quote was \$14,923.
- Glenna and Fred attended a staff meeting to talk about the levy lift issue. Beth Helstien was in attendance at this Board meeting in order to learn more about the Board's decision regarding a possible levy lift campaign.
 - Fred thought the primary concern of the staff was where we are in relationship with the breakeven point of revenue/expenses. Fred felt the staff felt the Board would allow the situation to "get harder on them" before going for a levy lift. Glenna and Fred met after the staff meeting and decided that Fred would follow up with individual staff persons. Fred felt the staff feels they are in need of more personnel and the Board was stopping that from happening. Fred reported that he explained to the staff that it is this Board's opinion that increasing staff was strictly the director's decision. Fred also reported that he reassured individual staff that the Board would not allow the library to "go to a crisis situation" before going for a levy lift. Fred suggested to

- individual staff that it might be helpful to have a joint meeting with full board and all staff.
- Glenna added that staff thinks public sentiment in favor of the library seems very high right now and therefore don't understand why the Board isn't taking advantage of that by going for a levy lift in 2010. Glenna reported that she explained to staff that it was of the Board's opinion that this general election will draw out a lot of anti-tax voters. She also felt staff had a concern about the timing of a levy lift if not at the November election.
 - Fred was impressed with the staff's universal feeling of a need for help and suggested revisiting the financial projections and scenarios keeping in mind the cost of increasing staff in future years.
 - Lynn reminded the Board that it had pretty much decided not to go for a levy lift during this November's election.
 - Discussion developed, with input from staff present, regarding the various aspects and concerns of a possible levy lift including the Library's financial situation, library advocates, political climate, and staff perspectives. Following this discussion, it was agreed that Laura will find out the cost of a special election. It was also the board's consensus that fiduciary oversight and stewardship is its primary role and that staffing status (increasing/decreasing), recommending a budget for approval and other operations issues are the responsibility of the Director. It was agreed to work on new financial scenarios, get more input from Laura and Melina, and get additional input from staff.

Youth Services Librarian's Report (Melina Lagios)

- Melina reported that April was another full and busy month.
- The recent Children's Festival was a great success and the Library booth was well attended.
- Sunday, May 16th, is the Teddy Bear Picnic. Melina will be doing a performance with a teen volunteer.
- Starting to ramp up for Summer Reading activities.
- Melina will be hiring teen assistants in the next week. 25 applications were received.

Technology Specialist Report

Laura did not have anything to add to Floyd's written report.

Financial Reports

Laura distributed an updated profit and loss statement which while not yet reconciled did include year-to-date revenue amounts. Laura noted that the Library is a little bit ahead in revenues from last year at this time. Laura also shared that the husband of LouAnne Spendiff who is the payroll specialist for the County passed away Monday night.

OLD BUSINESS

Art committee "de-acquisition" of items within permanent art collection

Laura reported that Art Committee Chair Diane Middleton met with art gallery owner and former Library Trustee Ruth Offen to review the proposed de-acquisition items. The

Committee is still recommending the 10 works that had been suggested a few months ago. The Committee will contact the artist/donor and/or families of the artists/donors and ask if they want them back. If no, then the Committee will work with FOL to auction them at the annual book sale. Laura noted that since these art items are considered assets of the Library, they need to be surplused in order to be auctioned.

MSC Glenna Hall moved and Susan Rosenberg seconded to adopt Resolution 2010-2, regarding disposition of surplus property. Passed.

NEW BUSINESS

Shared facility vision

Kevin Peterson, urban designer, gave an updated presentation of his vision for a combined county government/visual arts museum/library center which would relocate the library into the downtown core opposite the middle school/high school: Civic Place Friday Harbor. Kevin briefly reviewed the potential benefits to the Library and the community for such a facility. The Board thanked Kevin for the information.

K20 contract

Laura emailed a copy of the contract to board members and provided a copy to the Library Attorney who returned a letter of response to the Board. Laura suggested that the Board authorize Laura to continue to work with Glenna, the Attorney and the State Library regarding certain details of the contract and then sign when finished.

MSC Fred Henley moved and Susan Rosenberg seconded to authorize Laura Tretter as Library Director to sign the K20 contract after consultation with Trustee Glenna Hall and the Library Attorney. Passed unanimously.

Video conferencing equipment purchase

MSC Mark Madsen moved and Glenna Hall seconded to approve the expenditure of funds necessary for acquisition of videoconferencing materials that will be paid for by a SJI Community Foundation grant. Passed unanimously.

2010 holidays

This 4th of July falls on a Sunday. In the past, when a holiday has fallen on a Sunday, the Library has also been closed the following Monday.

MSC Mark Madsen moved and Susan Rosenberg seconded to approve closure on July 5th in addition to July 4th for the Fourth of July holiday. Passed unanimously.

Stuby Bequest

Laura explained that some years ago, the Library was bequeathed \$65,000 that was put into the Capital Reserve fund. While it was the intention of the subsequent Boards to use this donation for something special, it has not yet been utilized. Laura suggested that a possible option for consideration is to keep the principal amount and expend the interest on the principle for a special program such as technology classes. At 2% interest, that would bring in revenue of about \$1300 a year. After brief discussion of other possible options, such as a lump sum expenditure for a Library vehicle, there was consensus on moving forward with establishing a budget line item for utilizing the

interest revenue for a specific program. Laura will report back on moving forward with this proposed idea at the next Board meeting.

ADJOURNMENT

MSC Fred Henley moved and Susan Rosenberg seconded to adjourn at 8:10 p.m. Passed unanimously.

Respectfully submitted:

Board Secretary

Approved:

Board President