

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

2 Conference Room, San Juan Island Public Library

3 June 14, 2005

4
5 **Members Present:** Richard Civile, Tom Metke, Roy Mocerri, Ruth Offen

6
7 **Members Absent:** Elisabeth Rush

8
9 **Staff Present:** Lauren Stara, Carrie Lacher

10
11 **Others Present:** Lee Sturdivant, Paul Losleben, Kerwin Johnson

12
13 President Richard Civile called meeting to order at 6:05 p.m. Richard introduced Lee
14 and Paul to give a presentation regarding local housing issue.

15
16 **Visitor's Presentation**

17 Lee introduced the topic of affordable housing needs on the islands. A concerned
18 citizen group, Orcas Research Group, is trying a new approach to the problem. Lee
19 introduced Paul as the head of this group. Paul summarized the findings of the Orcas
20 Research Group which pointed to a rising concern by employers to attract and retain
21 skilled workers to the islands primarily due to the housing cost issue. Librarians were
22 not included in the original research but the group is now looking at libraries as a vital
23 part of the island worker infrastructure. A Housing Summit was held June 4th at the High
24 School to begin community discussion about possible solutions. Discussion followed the
25 presentation. It was suggested that the Research Group develop a panel display to be
26 placed in the library and replace the Anacortes ferry terminal display sometime in July.
27 Lauren will contact Paul with details. Lee and Paul left the Board meeting at 6:30 p.m.

28
29 **Agenda Approval**

30 Lauren requested the following changes to the agenda:

- 31 • Under New Business: declare property as surplus and approve a second auction for
32 such items
33 • Move Health Insurance discussion to accommodate arrival of Kerwin Johnson of
34 Islanders Insurance

35
36 **MSC** Tom Metke moved and Ruth Offen seconded to approve the agenda as
37 amended. Passed.

38
39 **Approval of Board Meeting Minutes of May 10, 2005**

40 **MSC** Ruth Offen moved and Tom Metke seconded to approve the minutes as
41 submitted. Passed.

42
43 **Health Insurance Discussion**

44 Kerwin Johnson arrived at 6:30 p.m. to lead discussion on possible solutions and
45 alternatives to the projected 24% increase of current staff health insurance benefits with
46 Regence Blue Shield. Discussion focused on the details and
47 advantages/disadvantages of Health Savings Accounts (HSAs). Kerwin explained that
48 HSAs allow an employer to switch to major medical plans with high deductibles

49 combined with a health savings account for each employee to cover out-of-pocket
50 medical expenses up to the amount of the deductible. Such a program could potentially
51 result in significant savings to the Library. However, Kerwin pointed out that HSAs
52 typically work best for younger employees. Due to the complexity of the issue and the
53 desire of the board to involve the library staff in discussion of possible solutions, the
54 Board requested that Kerwin seek a 6-month extension of the current plan with
55 Regence Blue Shield. Although Kerwin felt confident that the extension request would
56 be granted, in the event that the request was declined, a continuation meeting was
57 tentatively scheduled for Friday, June 17th at 6:00 p.m. Lauren will contact board
58 members by phone should the continuation prove unnecessary. Kerwin left the meeting
59 at 7:00 p.m.

60

61 **Friends of the Library**

62 Roy Mocerri reported that the Friends currently have \$33,000 in cash. The Treasure
63 Cove in-library store seems to be doing well taking in \$755 over the past two months.
64 The Book Sale has been scheduled for July 29 (members only) and July 30 (public) at
65 the elementary school.

66

67 **Approval of Bills:**

68

69 **MSC** Tom Metke moved and Roy Mocerri seconded to approve Warrant Nos.
70 2506568 – 2506611, in the amount of \$18,356.45. Passed.

71

72 **MSC** Roy Mocerri moved and Ruth Offen seconded to approve Warrant Nos.
73 2506612 – 2506618, in the amount of \$18,356.45. Passed.

74

75 **MSC** Ruth Offen moved and Tom Metke seconded to approve Warrant Nos.
76 2506349– 2506351, in the amount of \$2,022.12. Passed.

77

78 **MSC** Tom Metke moved and Roy Mocerri seconded to approve Warrant No.
79 2504995 in the amount of \$7,352.48

80

81 **MSC** Tom Metke moved and Roy Mocerri seconded to affirm the May payroll in
82 the amount of \$24,208.47.

83

84 **REPORTS**

85

86 **Director's Report:** Lauren shared a thank you card from departing Recording
87 Secretary Lois Matheson and a thank you card from the library staff for time off following
88 the library remodel. Lauren introduced Carrie Lacher in attendance on a trial basis as
89 the new recording secretary. Lauren distributed copies of a *Library Journal* article, "9/11
90 Hijackers Used Other Library, Revelation at hearing fuels defense of USA Patriot Act."

91

92 **Technology Specialist Report:** Lauren distributed this report which included a
93 recommendation to purchase a new server and related software to upgrade the current
94 system.

95

96 **MSC** Ruth Offen moved and Roy Mocerri seconded to approve up to \$2,000.00
97 for the purchase of a new server and server software as requested by the
98 technology specialist. Passed.
99

100 **NEW BUSINESS**

101
102 **Interisland Trustees Meeting:** Lauren suggested possible dates for this meeting and
103 the Board tentatively agreed on the afternoon of Tuesday, August 9th, between the 1:55
104 p.m. arrival of the interisland ferry and the 5:35 p.m. ferry departure. Lauren will check
105 with the other libraries to confirm.
106

107 **Long-range Plan:** The current long range plan expired in 2004. The process for a new
108 plan requires three meetings, five-hours each to include at least one board member,
109 one staff member and members of the community. Lauren has a copy of the document
110 that developed out of the Orcas long-range plan process and offered to make copies for
111 interested board members. Consensus of the board was to wait until after summer to
112 pursue this project.
113

114 **WILL:** Seminar/workshop in library leadership to be held September 14 and 15, 2005.
115 Lauren and new Youth Librarian Shannan will attend. Roy agreed to attend and Ruth
116 may also attend. Lauren will make reservations, library will pay expenses.
117

118 **Surplus Properties:** Lauren reported that 21 additional items have been identified as
119 surplus. An auction for these items has been scheduled for June 24 and June 25, 2005.
120

121 **MSC** Tom Metke moved and Roy Mocerri seconded to approve Resolution 5-
122 2005 authorizing the auction of identified surplus items on June 24 and
123 June 25, 2005. Passed.
124

125 **MSC** Ruth Offen moved and Tom Metke seconded to approve Resolution 6-
126 2005 designating the identified items as surplus. Passed.
127

128 **OLD BUSINESS**

129
130 **Youth Services Librarian Update:** Lauren shared copies of Shannan Sword's resume
131 which impressed the Board. Lauren is confident that Shannan will be able to do great
132 things with teen patrons given Shannan's experience and Lauren also reported that
133 Shannan has also been working with younger patrons since her arrival.
134

135 **Formal Agreement with Friends of the Library:** The State Auditor requested a formal
136 agreement between the Library and the Friends be developed which addressed the
137 following:

- 138 • Money spent by Friends will benefit the library
- 139 • Method of verification of expenditures
- 140 • Disposition of old materials by the library

141 Roy developed an agreement based on extensive research which focused on:

- 142 1. Stipulating that any individual transaction of books from Library to Friends does
143 not exceed \$1000

- 144 2. At least once a year, Friends conduct a public sale of said books to the public
145 3. Proceeds of this sale, less expenses, are to be used exclusively for benefit of
146 library
147 4. Grants permission for Friends to sell library-related items
148 5. Proceeds of such sales are to be used for benefit of library
149 6. Grants permission for Friends to use designated space in library
150 7. Assurance that Friends are using best efforts to work in the interest of the library
151 8. Grants right to library and state auditor to look at financial records of the Friends
152 9. Termination clause that coincides with the library's fiscal year
153

154 Board was pleased with this suggested agreement. Roy will attend the next Friends
155 meeting on June 27th to present this agreement for their approval.
156

157 **Renovation Progress Report**

158 Lauren distributed the most current construction report to Board members. Lauren
159 pointed out there are still some things that require fixing, such as problems with the
160 phone lines in the computer room. After reviewing the report, questions developed as to
161 the total costs to date, particularly with regard to change orders and cost overruns.
162 Lauren and the board went through the report together with Lauren explaining each cost
163 and providing additional information as needed. The board concluded that the total cost
164 to date of the renovation is approximately \$530,000 with another \$13,000 in retainage.
165 The board felt this amount was within their originally projected range of costs. The
166 board asked for a detailed report of construction costs to date.
167

168 **Continuation**

169 **MSC** Tom Metke moved and Ruth Offen seconded to continue the meeting until
170 6 p.m. Friday, June 17, 2005. Passed.
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174

175 Respectfully submitted:

Board Secretary

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181 Approved:

Board President