

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

2 Conference Room, San Juan Island Public Library

3 July 12, 2005

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

6
7 **Members Absent:** Elisabeth Rush, Roy Mocerri

8
9 **Staff Present:** Lauren Stara, Shannan Sword

10
11 **Others Present:** Fred Henley & Judy Lingerfeld of Friends of the Library, Carrie Lacher

12
13 President Richard Civile called meeting to order at 6:05 p.m.

14
15 **Public Access**

16 Lauren submitted proxy letter from Rick Karon regarding public access and the county
17 property adjacent to the library.

18
19 **Agenda Approval**

20 Personnel matter discussion added as Executive Session following Old Business.

21
22 **Approval of Board Meeting Minutes of June 14, 2005**

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

25
26 **Friends of the Library**

27 Fred Henley was present to sign Agreement between Friends of Library and the Library.
28 FOL requested addition to paragraph 8 of proposed agreement: There shall be no
29 commingling of accounts or funds of Library and FOL. Also suggested change in
30 Paragraph 13: change reference to Library's "fiscal year" to "calendar year."

31
32 **MSC** Ruth Offen moved and Tom Metke seconded to sign the agreement as
33 changed by the Friends of the Library. Passed.

34
35 Judy reported that the FOL will be addressing a long range plan for FOL in the fall. Judy
36 also noted book sale revenues have fallen off possibly due to books being sold at the
37 Treasure Cove and perhaps reduced book donations during the remodel. The Treasure
38 Cove is now open three days a week and FOL is planning for more. Lauren noted the
39 Chamber of Commerce was impressed by the Treasure Cove during their recent library
40 tour. The summer book sale is planned for July 29 and 30th. A banner will be hung at
41 the drug store and signs will be placed around the island. Judy also reported that FOL
42 was impressed with the presentation by the teen assistant at their meeting.

43
44 Next FOL meeting scheduled for Monday, July 25th at 8:00 a.m. Richard will attend as
45 board delegate.

46
47 Discussion of board attendance and days/times of board monthly meetings to be added
48 to board's August agenda

49

50 **Approval of Bills:**

51

52 **MSC** Tom Metke moved and Ruth Offen seconded to approve Warrant No.
53 2507103, in the amount of \$694.80. Passed.

54

55 **MSC** Tom Metke moved and Ruth Offen seconded to approve Warrant Nos.
56 2508020 – 2508022, in the amount of \$4997.80. Passed.

57

58 **MSC** Ruth Offen moved and Tom Metke seconded to approve Warrant Nos.
59 2508023– 2508025, in the amount of \$7847.40. Passed.

60

61 **MSC** Ruth Offen moved and Tom Metke seconded to approve Warrant Nos.
62 2508058 – 2508092 in the amount of \$17,141.91. Passed.

63

64 **MSC** Richard Civile moved and Ruth Offen and Tom Metke agreed to approve
65 Warrant List in the amount of \$73.49 per memo to file dated July 8, 2005.

66

67 **MSC** Tom Metke moved and Ruth Offen seconded to affirm the June payroll in
68 the amount of \$24,824.17.

69

70 **REPORTS**

71

72 **Youth Services Librarian’s Report:** After a welcome from the Board, Shannan shared
73 some details about her background and shared information about her recent activities
74 with the American Library Association. She has also been recently updating her
75 contacts with children’s librarians. Shannon noted that she does have experience
76 working with other small libraries and reviewed some of her educational background for
77 the Board.

78

79 **Director’s Report:** Lauren reported that she will be adding the statistical information
80 report produced by the San Juan Island Institute to the reference section. Lauren also
81 reported that she will be attending the Pacific Northwest Library Association Conference
82 in Sitka which has asked her to present on the use of volunteers in the library. She has
83 also been asked to present on writing a newspaper column at the Public Library
84 Association conference in Boston in March.

85

86 **Technology Specialist Report:** It was noted that the laptop program is very popular
87 and well used with 26 uses of five laptops in the first month of implementation. The
88 library will be the first hookup to the Island Network after some conduit is installed.

89

90 **OLD BUSINESS**

91 **Health Insurance:** Lauren reported that results of the health insurance discussion from
92 the last board meeting have been shared with library staff who would like to review a
93 more concrete proposal. It was decided that Tom will develop an analysis of the
94 different options (with a focus on switching to Health Savings Accounts) and present to
95 the next board meeting.

96

97 **All-Island Trustees meeting** has been scheduled for August 10th from 11 a.m. to 2
98 p.m. at the Library.

99 **Long-range Plan:** There will be two meetings of 5 hours each and one two-hour
100 meeting – a 12-hour commitment over 3 consecutive months. The committee of no
101 more than 12 will consist of staff, FOL, one Board trustee, library volunteer, and
102 representatives from the community. At Lauren’s request, the Board brainstormed a list
103 of people to invite to participate in the planning committee including the former
104 elementary school librarian, the directors of Paidea Christian School and the Griffin Bay
105 (homeschoolers) School, and representatives from Family Resources and Senior
106 Services. Selection of a library board trustee was deferred until more trustees were
107 present. Lauren will send invitation letter to those on the list. She will also purchase one
108 copy of the book *The New Planning for Results* that outlines the long-range planning
109 process.

110
111 **WILL:** Early registration is due by August 10th. As a response is needed by August 1st
112 from Board members who wish to attend, Lauren will contact by email.

113
114 **Executive Session** to discuss personnel matter called at 7:55 p.m. Executive session
115 ended at 8:00 p.m.

116
117 **MSC** Tom Metke moved and Ruth Offen seconded, based on discussion in
118 Executive Session, to authorize Lauren Stara to upgrade Floyd Bourne
119 from step 2 (\$45,065.12 per annum) to step 3 (\$47,446.74 per annum),
120 effective July 1, 2005. Passed.

121
122 **ADJOURNMENT**

123 Meeting adjourned at 8:03 p.m.

124
125
126 Respectfully submitted: _____
127 Board Secretary

128
129
130
131 Approved: _____
132 Board President