

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

2 Conference Room, San Juan Island Public Library

3 October 11, 2005

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

6
7 **Members Absent:** Richard Civile

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

10
11 **Visitors Present:** Susan Rosenberg

12
13 Vice President Tom Metke called the meeting to order at 6:00 p.m.

14
15 **Public Access**

16 None

17
18 **Agenda Approval**

19 Tom noted that the Health Insurance item under Old Business would be limited to a
20 brief review due to the lack of available handouts because of computer problems. Tom
21 will email these handouts to Lauren who will disseminate to board members.

22 **MSC** Roy Mocerri moved and Ruth Offen seconded to approve the agenda as
23 submitted. Passed.

24
25
26 **Approval of Board Meeting Minutes of September 13, 2005**

27 Line 60, correction of spelling of "Reading Buddy."

28 **MSC** Ruth Offen moved and Roy Mocerri seconded to approve the minutes as
29 amended. Passed.

30
31 **Friends of the Library**

32 FOL representative was not in attendance at this board meeting. Richard was board
33 representative to September meeting but was not present to give a report. Lauren will
34 ask Richard to attend the October FOL meeting.

35
36 **Approval of Bills:**

37
38 **MSC** Roy Mocerri moved and Ruth Offen seconded to approve Warrant Nos.
39 2512462 through 2512510 in the amount of \$20,676.63. Passed.

40
41 **MSC** Ruth Offen moved and Roy Mocerri seconded to affirm September payroll
42 in the amount of \$26,799.02.

43
44 **REPORTS**

45
46 **Director's Report:** Lauren reported that attendees of WILL had a good time. Ruth
47 recommended that all new board members attend future WILL sessions for the wealth
48 of information. Lauren noted that the state has a website with information from the
49 recent WILL seminar. Lauren will email website address to board members along with

50 certain conference documents. Lauren shared that of particular interest at the seminar
51 was Whatcom County Library's description of its experience with a certain book in their
52 collection and the Patriot Act. Lauren and Shannan also attended a session on the Long
53 Range Planning process.

54
55 Lauren introduced her new dog to the board. Discussion followed about the dog being
56 present at the library during business hours. Consensus of the board was that it was
57 okay for now given appropriate behavior from the dog. Lauren stated that she will keep
58 an eye on the dog as she gets older and enforce appropriate interactions with patrons.

59
60 Lauren reported that the Library is in the third week of its second year hosting English
61 as a Second Language (ESL) classes. Skagit Valley College conducts the classes and
62 the Library provides the space and supervision for children. Snacks are provided with
63 funds through the high school Gates Grant. Lauren noted that there is four times the
64 attendance this year possibly because childcare is now provided and the library is more
65 accessible than prior location at the college. Library asked the college to pay the salary
66 of person in charge of children's enrichment program. Lauren noted that the library may
67 need to revamp conduct policy to make it clearer. Lauren and Beth will be meeting with
68 the college coordinator to talk about management. Because of high attendance, it has
69 been difficult to track attendance and participation.

70
71 **Youth Services Librarian's Report:** Shannan reported the Reading Buddy Program is
72 underway with about 22 adult volunteers. No applications have been received for the
73 Teen Librarian Program. Shannan will try again in January. Shannan will be attending a
74 Leadership San Juan Islands retreat on Orcas Island in mid-October, her first interisland
75 trip!

76
77 **Technology Specialist Report:** Floyd's report noted good attendance at his tech
78 classes. Lauren noted that the current library cataloging system, Dynix, does not have a
79 lot of functionality so library is looking at migration. Lauren mentioned the possibility of
80 merging current catalog with Orcas, which uses Horizon, and splitting the cost. This
81 would result in a shared catalog with essentially two branches. This could result in
82 short- and long-term cost savings although there is a possibility that Library could lose
83 some individuality and be perceived more as a "county" library. There are also some
84 other concerns with using the Horizon product. 2007 is the deadline for making the
85 change but the change could be made earlier. Could also explore having a three-library
86 system but this could mean having to subsidize Lopez. Board expressed interest in
87 exploring an inter-county catalog but noted that it is not interested in sharing the tech
88 specialist. Lauren will discuss further with director of the Orcas Library.

89 90 **OLD BUSINESS**

91 **Health Insurance:** Tom reported that he came to the conclusion that an HSA program
92 would be more beneficial to the "healthy and wealthy" and likely would prove
93 burdensome to the "poor and unhealthy," unless subsidized by the Library to such an
94 extent that it loses its cost effectiveness. Tom will provide numbers of the different
95 scenarios he ran to reach this conclusion when his computer is up and running again.
96 Tom recommended that the best the library can do for its staff is to keep insurance
97 format that is already in place.

98 Lauren shared a fax regarding information on supplemental insurance plans provided by
99 an AFLAC insurance broker who visited Lauren at the library and will attend the next
100 staff meeting. Premiums on these plans would be paid by the employee as a payroll
101 deduction handled by the county.
102

103 **Long-range Plan:** Rand from the state library, who will be mediating the long range
104 planning process, will attend the December board meeting. At the November board
105 meeting, the board will go over list of invitees prepared by Lauren. Lauren will get a
106 copy of Orcas Island Library Director's letter of invitation and share with the board.
107

108 **Resignation of Board Trustee:** Lauren read the letter of resignation from Elizabeth
109 Rush. Lauren will place legal notice with Journal on Wednesday for new trustee. Lauren
110 had already received one application that she shared with the board. In addition, Susan
111 Rosenberg attended meeting as a possible interested applicant. Trustee selection
112 process was reviewed: applicant to write a letter of interest, submit resume if have one,
113 and then meet with the board. It is not considered a conflict of interest to be an on-going
114 library volunteer.
115

116 **NEW BUSINESS**

117

118 **Trustee Officers:** Need for new secretary and reestablishment of officer succession.
119 Lauren shared schedule of Trustee terms.

120 **MSC** Ruth Offen moved and Roy Mocerri seconded to appoint Roy Mocerri to
121 assume responsibilities of Secretary left unfulfilled by absence of
122 Elizabeth Rush for remainder of 2005. Passed.
123

124 Discussion followed regarding who will next assume president duties. It was agreed by
125 unanimous consent that Roy will be next president, Richard will be vice-president, and
126 Ruth will be secretary.
127

128 **Possible Amendment to Bylaws:** Following discussion it was agreed that bylaws
129 should be amended to include stipulation that any trustee who misses more than 3
130 meetings in a calendar year will be asked to resigned. Lauren will check with County to
131 make sure such an amendment can be made.
132

133 **2006 Budget:** Lauren submitted 2006 budget for board input. Budget is scheduled to
134 be approved at November meeting. The following items were noted:

- 135 • Revenues and expenses for 2005 are on target as projected.
- 136 • Non-resident fee would be raised to \$10/month or \$100/year with a paper card
137 issued. If Board agrees with this change, a new policy would need to be set.
- 138 • Increase one staff position from part- to full-time in order to increase outreach.
- 139 • Issue of drainage in staff parking area. Lauren will add \$5000 to budget for this
140 project.
- 141 • Discussion of cost of 10x10 storage unit for which Lauren sees a continued need.
142 Ruth asked for a tour.
- 143 • Lauren would like board to consider improving bathrooms with new floor and new
144 fixtures.

- 145 • Discussion of moving some electrical outlets to make more functional. Lauren will
146 get estimates.
- 147 • Cost of Living Adjustment of 2.5% was included in payroll budget. This could be
148 higher because of recent increases in fuel prices but board has discretion on
149 which percentage of CPI to use. Board wanted to know what Town and County
150 are doing. Lauren will research and email information to Board.
- 151 • Lauren will find out from County how library's excess funds are invested.
- 152 • Lauren's proposed budget resulted in a net surplus.
- 153 • Floyd is researching ways to authenticate library i.d. numbers and also looking at
154 print management software.

155
156 Board approved by consensus that Lauren draft a resolution to change non-resident
157 usage fee. Also approved by consensus: increase one part time position to a full time
158 position in order to increase outreach.

159
160 **Contract Question:** Lauren reported that she had been approached by a janitorial
161 company to bid on the Library's cleaning contract. Lauren verified with Karen Vedder
162 that library is not required to bid on personal services contract to general public. Board
163 okayed having Islands Janitorial submit an estimate. Board also expressed interest in
164 seeing a bid for increasing cleaning services to 5 days/week.

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167 **ADJOURNMENT**

168 **MSC** Roy Mocerri moved and Ruth Offen seconded to adjourn the meeting at
169 8:15 p.m. Passed.

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174 Respectfully submitted: _____
175 Board Secretary

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177

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180 Approved: _____
Board President