

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

2 Conference Room, San Juan Island Public Library

3 November 9, 2005

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

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7 **Staff Present:** Lauren Stara, Shannan Sword, Carrie Lacher

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9 **Visitors Present:** Susan Rosenberg, Rik Karon, Jim Knight

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11 President Richard Civile called the meeting to order at 6:00 p.m.

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13 **Public Access**

14 None

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16 **Agenda Approval**

17 Tom asked to add Health Insurance under Old Business; Lauren also added under Old
18 Business the topic of an amended resolution for closeout of the construction fund;
19 Richard added under new business the topic of the director's annual review.

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21 **MSC** Tom Metke moved and Ruth Offen seconded to approve the agenda as
22 amended. Passed.

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24 **Approval of Board Meeting Minutes of October 11, 2005**

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

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28 **Friends of the Library**

29 FOL representative was not in attendance at this board meeting. Richard was board
30 representative to October meeting. Lauren reported that the FOL are gearing up for
31 their holiday card sale. Delegate to November 28th FOL meeting will be Tom Metke.

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33 **Approval of Bills:**

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35 **MSC** Tom Metke moved and Roy Mocerì seconded to approve payment of
36 Vendor Balance of \$19,136.82 dated November 3, 2005. Passed.

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38 **MSC** Roy Mocerì moved and Ruth Offen seconded to approve payment of
39 Vendor Balance of \$14,676.44 dated November 3, 2005. Passed.

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41 **MSC** Ruth Offen moved and Tom Metke seconded to affirm October payroll in
42 the amount of \$27,251.11. Passed.

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44 **REPORTS**

45 **Director's Report:** In addition to her written director's report, Lauren reported the
46 following:

- 47 • Most of the new signage is now up in the library and seems to be very helpful to
48 patrons and staff.

- 49 • The library will be hosting a series of book-art classes on Thursdays that has
50 generated a lot of interest. This developed out of the booth at the County Fair.
- 51 • An official letter from Roy Mocerri has been received stating that he agrees to be
52 a Library Board of Trustee member for five years.
- 53 • Lauren attended the recent Town Council meeting regarding improvements to
54 Guard Street. At present, such improvements will only extend to Marguerite
55 Street. Town is not certain it will receive a grant to extend improvements to Park
56 Street in 2007. The current concept includes 6' sidewalks on either side of Guard
57 Street.
- 58 • Potential piggybacking to Orcas catalogue is looking very positive based on initial
59 discussions. The Orcas library director will discuss this possibility with his board.
60 Lopez may not be able to participate at this time due to cost. Since it may be
61 beneficial for all patrons to be able to view the Lopez catalogue, Lauren
62 suggested that San Juan might consider subsidizing the cost for Lopez. Board
63 agreed that this piggybacking seems to be a good use of all resources.
- 64 • Beth is considering getting her Master of Library Sciences. This would result in a
65 reduction of her hours next year. Lauren will apply for federal government grant
66 of up to \$8,000 for an employee to get a library degree through the "Grow Your
67 Own Library" program.
- 68 • Lauren distributed a spreadsheet with board contact information and terms.
69 2006: Richard will be Vice President, Roy will be President; Ruth will be
70 Secretary. 2007: Ruth will be President; Roy will be Vice President; Tom will be
71 Secretary.
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73 **Youth Services Librarian's Report:** Shannan reported that she continues to develop
74 patrons for the Outreach Storytimes program and briefly described the program for the
75 Board. Children's Christmas books have been put out. Shannan has already received
76 the summer reading program collaborative manual from the Washington State Library,
77 "Paws, Claws, Scales, & Tales." Shannan attended the recent Leadership San Juan
78 meeting about local government-related issues with local government members and
79 including freeholder representatives. Of particular interest was the topic of income
80 disparity on the islands. Richard also attended.
81

82 **Technology Specialist Report:** Lauren provided some background information to the
83 Board regarding Floyd's request for workstations in the teen area. Lauren had originally
84 envisioned kids using library lap tops but this requires parental permission which has
85 effectively eliminated a lot of usage (parents must come into the library and sign a
86 permission agreement).
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88 **MSC** Tom Metke moved and Roy Mocerri seconded to approve acquisition of
89 two Dell computers at \$1122 each, as recommended by the Technology
90 Specialist. Passed.
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92 **OLD BUSINESS**

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94 **Possible Amendment to Bylaws:** Lauren distributed copies of the related RCWs for
95 amending bylaws. Roy read the Board's relevant bylaws regarding the process for
96 making amendments to those bylaws.

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MSC Tom Metke moved and Ruth Offen seconded to approve a motion to be presented for vote at the next calendar meeting an amendment to the bylaws such that any trustee who misses three board meetings in any calendar year may be asked to resign. Passed.

Health Insurance: Tom distributed informative handouts on health insurance. One was from a webcast on HSAs. One was a spreadsheet with comparisons of the projected effect of insurance costs at various income levels assuming certain medical expenses under the HSA program. Tom pointed out the inequity between lower versus higher tax rates; someone at a higher tax rate appears to benefit more from after-tax dollars than someone at a lower tax rate. Tom asked everyone to review all the information he has provided before the Board makes a final decision. Tom stated that he feels all staff should be treated equally and the HSA programs do not appear to do that. Lauren reported that Kerwin of Islanders Insurance anticipates a 10% increase in the current insurance premium in January 2006.

Long-range Plan: Lauren distributed a short list of possible community representative invitees and a longer list of additional names. Lauren asked for authorization to contact these individuals. Board approved. Ruth suggested that if Lauren should need additional names, Lauren could email the Board for suggestions and also ask contacted people for suggestions. Everyone is welcome to attend the long range planning meetings.

Trustee Candidates: Lauren noted that the deadline for applications is November 14th. Lauren solicited questions from the candidates who were present. Since candidate interviews were to be scheduled for the next board meeting which also included a visit from the state librarians to discuss the long range planning process, it was decided after brief discussion to hold a separate Executive Session to conduct these interviews.

MSC Ruth Offen moved and Tom Metke seconded to hold a special Executive Session on Tuesday, November 29th at 6 pm for the purpose of interviewing trustee candidates. Passed.

Interviews will be scheduled at 15 minute intervals. Once the interviews are completed, the Board will make its recommendation of a new Board Trustee to the BOCC.

Custodial Contract: Lauren distributed a written proposal from the current janitorial vendor, CMS, to expand her provided services and times, and a proposal from a potential new vendor, Vicki Griebing, based on a list of services currently provided by CMS. Board felt that since CMS services have been satisfactory for many years, it would need to see a big change in dollars to justify a shift to a new vendor.

MSC Roy Mocerri moved and Ruth Offen seconded to approve the contract with CMS of \$8760 per year based on the submitted proposal. Passed.

Director Review: The regular full annual review is scheduled for June 2006 (every two years). Board agreed to plan a “mini-review” at the special Executive Session on November 28th.

146 **Amended Resolution:** Lauren presented an amendment to Resolution 7-2005 reducing
147 the final construction budget of \$450,000 to \$437,780.

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149 **MSC** Roy Mocerri moved and Ruth Offen seconded to approve Amended
150 Resolution 7-2005 changing the closeout of the construction budget from
151 \$450,000 to \$437,780. Passed.

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153 **2006 Budget:** Board reviewed the final 2006 budget proposal. Lauren pointed out that
154 any numbers that were changed since the last submitted budget draft were highlighted
155 in red. The following items were noted:

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- 157 • Ruth explained that some years ago the library received a bequest of \$65,000
158 that the library has been holding in reserve for something special.
 - 159 • Lauren would like to get print management software to help reduce the expense
160 of pages printed by patrons.
 - 161 • Income from property taxes that is budgeted is likely higher than what may
162 actually be received in order that the library is assured of the highest possible
163 income from that source
 - 164 • Computer software costs increasing because of CIPA (Children's Internet
165 Protection Act) compliance needs which also do not invade patron privacy.
 - 166 • Catalogue migration does not need to be budgeted until 2007 unless the board
167 decides to go with Horizon (piggyback with Orcas). In that case, the expense
168 could possibly be absorbed earlier because of lower costs.
 - 169 • Computer replacement projections were included in the computer hardware line
170 item.
 - 171 • Ruth suggested the possibility of developing a program where patrons could
172 check out pieces from the library's art collection. This would require better
173 storage.
 - 174 • Linoleum in the entryway is not holding up well. Lauren will contact the
175 manufacturer about warranty. It may need to be removed and replaced.
 - 176 • Richard noted that he was very happy with this year's budget process and
177 format.

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179 **MSC** Ruth Offen moved and Tom Metke seconded to approve Resolution 8-
180 2005 authorizing the 2006 property tax levy in the amount of \$728,462.50.
181 Passed.

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183 **MSC** Roy Mocerri moved and Ruth Offen seconded to approve Resolution 9-
184 2005 setting the final budget for year 2006 with a general fund budget in
185 the amount of \$804,912 and a capital reserve fund in the amount of
186 \$123,649. Passed.

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189 **NEW BUSINESS**

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191 **New Logo:** Lauren presented several design ideas developed by a graphic artist.
192 Lauren was asking for board input on a possible new library logo so that Floyd can
193 incorporate into the library's website update. Of the 10 designs submitted, the Board

194 preferred two: the one that looks like an open book in the shape of a boat hull and the
195 simpler design of an open book above and below the library name. Lauren will request
196 these logos be developed further for comparison.

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198 **ADJOURNMENT**

199 **MSC** Tom Metke moved and Ruth Offen seconded to adjourn the meeting at
200 8:11 p.m. Passed.

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205 Respectfully submitted:

Board Secretary

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210 Approved:

Board President

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