

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

2 Conference Room, San Juan Island Public Library

3 December 13, 2005

4
5 **Members Present:** Richard Civile, Tom Metke, Roy Mocer, Susan Rosenberg

6
7 **Members Absent:** Ruth Offen

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

10
11 **Visitors Present:** Rand Simmons, Washington State Library

12
13 Richard introduced Ran Simmons, Program Manager, Library Development, from the
14 Washington State Library who was in attendance to discuss the Long Range Planning
15 process.

16
17 President Richard Civile called the meeting to order at 6:00 p.m.

18
19 **Public Access**

20 None

21
22 **Agenda Approval**

23 Add "Patron Correspondence" under New Business. Table "Art Committee" discussion
24 until Ruth could be in attendance.

25
26 **MSC** Tom Metke moved and Roy Mocer seconded to approve the agenda as
27 amended. Passed.

28
29 **Approval of Board Meeting Minutes of November 9, 2005**

30 **MSC** Roy Mocer moved and Susan Rosenberg seconded to approve the
31 minutes as submitted. Passed.

32
33 **Friends of the Library**

34 FOL representative was not in attendance at this board meeting. Tom Metke reported
35 that he did attend the November 28th FOL meeting. Topics covered at that meeting
36 included Lauren's report on the proposed new library logo; the DVD cleaner purchased
37 by FOL appears to have eliminated DVD damage; FOL membership drive had just
38 started so they were hoping to increase income and close the income gap for the year;
39 book sale proceeds were down but the Treasure Cove is steadily selling books; holiday
40 book sale preparations were complete and has since happened. There will be no
41 December FOL meeting. Roy agreed to attend the January meeting and Susan will
42 attend the February meeting.

43
44 **Approval of Bills:**

45
46 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve Warrant
47 Numbers 2515521 through 2515523 in the amount of \$4,287.28. Passed.

49 **MSC** Tom Metke moved and Roy Mocerri seconded to approve payment of
50 transactions as listed in Vendor Balance detail dated 12/07/2005 in the
51 amount of \$17,868.61. Passed.

52
53 **MSC** Roy Mocerri moved and Susan Rosenberg seconded to affirm November
54 payroll in the amount of \$27,098.42. Passed.

55
56 **REPORTS**

57 **Director's Report:** Lauren reported that nearly everyone invited to participate in the
58 long range planning has responded and is willing to partake. A problem has appeared in
59 scheduling a date when most people can attend. Discussion developed regarding
60 selecting a date when the majority of people can come versus when specific individuals
61 can come. Consensus was to select a date that works best for the majority. Lauren will
62 let people know that the sessions will take place on Saturdays. Lauren also noted that
63 the health insurance premium for 2006 will actually go down slightly due to the age
64 range of staff going down. Holiday party for all library volunteers was scheduled for
65 Friday, December 16th beginning at 1 p.m.

66
67 Lauren also noted that the COLA (Cost of Living Adjustment) for the 2006 budget was
68 based on an anticipated CPI for Seattle of 2.5%. The actual CPI for Seattle averaged
69 2.98%.

70
71 **MSC** Tom Metke moved and Roy Mocerri seconded to amend the 2006 budget
72 to accommodate a corrected CPI of 2.98%. Passed.

73
74 **Youth Services Librarian's Report:** Shannan reported that she was almost ready to
75 submit a rebate request to E-rate. This is a rebate for telephone costs to schools and
76 libraries based on the number of students in the local district who qualify for the lunch
77 program. Shannan and Lauren will also evaluate the cost effectiveness of this process.

78
79 **Technology Specialist Report:** Discussion developed regarding the cost comparison
80 between migrating to a new ILS and combining with current Orcas system. A major
81 hurdle appears to be that Orcas is currently on a different network. The database would
82 be resident on Orcas. The board asked if Floyd would come to an upcoming meeting to
83 explain the details of the information he provided in this month's report.

84
85 **OLD BUSINESS**

86 **Long-range Plan:** Rand began his orientation by distributing a packet of information to
87 each board member that reviewed the public library's planning process and included a
88 table showing tasks, key players, and suggested timeline. Rand then gave a
89 PowerPoint presentation on the details of this process that are also explained in the
90 planning process book that Lauren had previously acquired.

91
92 Rand's presentation, entitled "The New Planning for Results: a Streamlined Approach,"
93 included the following points:

- 94
95 1. A difference between this process and earlier methods is that it begins with a
96 community meeting
97 2. This process asks the community how the library can help them reach their vision

- 98 3. From these library services responses come the goals of the plan
99 4. Reaching these goals may require allocation or reallocation of library resources –
100 this does not involve the community.
101 5. Assumptions:
102 a. Excellence must be defined locally
103 b. Excellence is possible for large and small libraries
104 c. Excellence is a moving target
105 6. Key Players include:
106 a. Director and staff
107 b. Library board
108 c. Community planning committee
109 d. Facilitator (this will be Rand and his colleague from the State Library)

110 Rand then reviewed the “12 easy steps” of the planning process (detailed in Lauren’s
111 book). These steps include:

- 112 • First, second, and third planning committee meetings
- 113 • Between first and second meeting staff and board will have the opportunity to
114 look at meeting notes and preliminary service responses
- 115 • Important to consider strengths, weaknesses, opportunities, threats (SWOT)
- 116 • Board/staff meet and review results at certain points in time after the
117 meetings: two weeks after, six to eight weeks after, 4 to 5 months after
- 118 • Ongoing tasks include plan implementation and monitoring by staff/board

119
120 Dates being considered for the three meetings are February 11, March 11, and April 8.
121 Lauren noted that there may need to be special board meetings during this process due
122 to timing. Rand then took questions and there was some discussion of the details of this
123 process, which may be shorter or longer than that outlined by Rand. Tom Metke agreed
124 to be the board delegate to the committee meetings. Observers will be welcome but if
125 not on the committee they will not be allowed to participate. Rand also noted that it was
126 important to have the board united behind this process to ensure a successful outcome.

127
128 **Approval of Amended Bylaws:** The wording of this amendment to the board bylaws
129 was approved at the last board meeting.

130
131 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve an
132 amendment to the bylaws to add Article III, Section 3, “Any trustee who
133 misses more than three (3) board meetings in any calendar year may be
134 asked to resign from the Board of Directors.” Passed.

135
136 **Approval of Amended Resolution:** The last paragraph of Resolution #8-2005
137 approved at the November 8th meeting required amending to read (new language in
138 italics), “In addition, the levy shall include the increase resulting from new construction,
139 *improvement increase to property*, the increased value of state-assessed property,
140 *increase due to annexations that have occurred, and applicable refunds*, estimated at
141 \$22,000 (final amount to be adjusted by the San Juan County Assessor).”

142
143 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve Amended
144 Resolution #8-2005. Passed.

145

146 **NEW BUSINESS**

147

148 **New Logo:** Lauren presented three reworked logo designs. The board was in
149 agreement that the “hull logo” had possibilities but needed some modifications. Lauren
150 will also ask for a possible reorientation of this logo to expand its versatility for use on
151 letterhead, envelopes, website, etc.

152

153 **Patron Correspondence:** Tom reported that he had gotten a call from a patron who
154 said he helped a lady who had hit her head on the newspaper rack above the fireplace
155 and that he had hit his head there as well. The board went out to the fireplace area to
156 assess the situation. It was agreed to get a recommendation from a contractor to
157 improve the current layout and get an estimate of costs.

158

159 Lauren distributed a letter from Dennis Hazelton who was questioning the library’s
160 inability to retain in its database a list of patron activity. The letter pointed out that he
161 had discussed this issue with Lauren who informed him that the current library system
162 does not have this function and that this helped to protect patron privacy. Lauren
163 reported that she then further researched this issue and Dynix does not in fact support
164 this function but Horizon (the Orcas system) does, if the function is turned on. So with
165 Horizon, the patron may request this function and it can be turned on by library staff.
166 Board discussion followed. Shannan noted that if there were a written policy that only a
167 patron can request the function be turned on, this would help to protect patron privacy. It
168 was noted that the library is required to protect the legally defined privacy of all patrons.
169 Richard volunteered to draft a response to this letter and bring it to the January meeting
170 for review and approval.

171

172 Lauren shared another patron letter regarding concerns about the presence of a dog in
173 the library. This letter had been sent directly to Ruth Offen who then forwarded it to
174 Lauren for distribution to the board. Ruth also asked that she be present for any action
175 the board might choose to take in response to this letter. Lauren noted that the dog is
176 now confined to her office and is going through obedience training. Board discussion
177 followed regarding this issue and the general agreement was that it would be
178 acceptable to keep the dog confined to Lauren’s private office and possibly the staff
179 area in general.

180

181 Separate from this issue, both Lauren and Shannan noted that there needs to be a
182 better barrier between the staff and public areas. Currently, it is not clear that the staff
183 area is not a public area and there have been several instances of patrons going into
184 the staff area uninvited.

185

186 Further discussion of the dog presence in the library and the need for a better staff area
187 barrier will be on the agenda for the January meeting.

188

189 **Miscellaneous Staffing Issue:** Lauren asked if the board had any issue with Floyd’s
190 wife working as a substitute librarian – she has a library degree – as Floyd is currently a
191 library employee as the Technology Specialist. Susan pointed out and other board
192 members agreed that this would not be an issue unless one was in a supervisory
193 capacity over the other which Lauren did not anticipate.

194

195 **ADJOURNMENT**

196 **MSC** Tom Metke moved and Roy Mocerri seconded to adjourn the meeting at
197 8:08 p.m. Passed.
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Respectfully submitted:

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Approved:

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