

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

2 Conference Room, San Juan Island Public Library

3 January 10, 2006

4
5 **Members Present:** Richard Civile, Roy Mocerri, Ruth Offen, Susan Rosenberg

6
7 **Members Absent:** Tom Metke

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

10
11 **FOL Present:** Fred Henley

12
13 President Roy Mocerri called the meeting to order at 6:05 p.m.

14
15 **Public Access**

16 None

17
18 **Agenda Approval**

19 Changes: Tech Specialist report tabled until February; under Old Business, add adoption
20 of change in policy regarding residency requirements and guest library cards; under Old
21 Business add director's review process.

22
23 **MSC** Richard Civile moved and Ruth Offen seconded to approve the agenda as
24 amended. Passed.

25
26 **Approval of Board Meeting Minutes of December 13, 2005**

27 **MSC** Ruth Offen moved and Susan Rosenberg seconded to approve the minutes
28 as submitted. Passed.

29
30 **Friends of the Library**

31 Fred Henley reported there was no December meeting of the Friends. Fred also reported
32 that FOL is doing well with membership and donations coming in – they are “back in the
33 black.” A check of \$7000 was received from one donor who was invited to the opening of
34 the summer reading program. Delegate to the next FOL meeting will be Roy. Susan
35 agreed to attend the February meeting. Meetings are held the last Monday of each month
36 at 8 a.m. in the Library meeting room.

37
38 **Approval of Bills:**

39
40 **MSC** Susan Rosenberg moved and Richard Civile seconded to approve Warrant
41 Numbers 2516928 through 2516958 in the amount of \$13,438.39. Passed.

42
43 **MSC** Richard Civile moved and Ruth Offen seconded to approve payment of
44 Warrant Numbers 2600003 – 2600006 in the amount of \$4,830.58. Passed.

45
46 **MSC** Ruth Offen moved and Susan Rosenberg seconded to affirm December
47 payroll in the amount of \$26,683.56. Passed.

48
49 At Ruth's request, Lauren will check if the library has a contract for propane delivery and
50 research pricing options for propane. Lauren noted that the county is in the process of

51 transitioning to a new accounting system so there may be some changes and/or delays
52 during the process.

53

54 **REPORTS**

55 **Director's Report:** Lauren reported that she has an appointment scheduled with Tiff & Giff
56 to discuss the new library logo.

57

58 **Youth Services Librarian's Report:** Shannan explained the state-wide Sasquatch
59 Reading Award in which fourth to eighth graders vote for their favorite book from a group
60 of books preselected by the Washington State Library. There are two copies of each book
61 available to students at the library and copies are also available at the school library.
62 Shannan reported that the students are very keen about this award as it is the result of
63 their own input. Shannan also explained the library's lapsit program which is a very
64 interactive program so that young children get used to books being fun. Storytime is a
65 library program for preschoolers.

66

67 **OLD BUSINESS**

68 **Long-range Plan:** Lauren reported that the Long Range Planning Committee is shaping
69 up with a membership of 11 to 12. Lauren will provide a list of these members and a copy
70 of the invitation letter to board members via email. February 11, March 11 and April 8 have
71 been selected as the Saturdays for the meetings. State librarians will be the moderators.

72

73 **Patron Privacy Correspondence:** Richard noted that he had not yet drafted a response
74 to the patron letter regarding privacy issues at the library. Lauren explained that most
75 patrons see this as an access issue and it is up to the library staff to educate patrons that it
76 is in fact a privacy issue. Richard will draft a response to this letter that can be used as a
77 basis for a brochure on this topic. He will email this draft to other board members. Ruth
78 offered to give input on the brochure design and Susan will check her files for copies of the
79 Seattle Public Library's brochure on this topic.

80

81 **Dog in the library:** Lauren abstained from the following board discussion on this issue.
82 Richard pointed out that there will be feelings on both sides. It was noted that the summer
83 reading program will be about animals. The Board acknowledged that the dog will mature
84 and that it is not in favor of a general prohibition against dogs in the library. Ruth will
85 respond to the concerned patron by email that the puppy is receiving obedience training
86 and will not be running free in the library.

87

88 **Public area/staff area barrier:** Board went to look at the area under discussion. Lauren
89 reminded the board that some of the library staff has expressed a need for a better barrier
90 because some patrons have entered this area uninvited. Ruth suggested using screens as
91 a temporary measure to assess the traffic pattern. Lauren may also try using extra metal
92 shelving frames as a temporary device.

93

94 **Art Committee:** Lauren noted that the recent renovation eliminated most easily accessible
95 hanging space. Ruth started the art shows program about 10 years ago as a way to
96 involve local artists in the library. Board discussed possible changes to this program such
97 as eliminating the shows and just rotating the permanent collection. Most of the art was
98 donated over the years. Board decided to invite the Art Committee to the next Board
99 meeting for further discussion. This committee may be in need of new volunteers.

100

101 **Residency Policy & Guest Cards:** Lauren distributed new wording for Section 4.1 of the
102 Library Policies. The following changes were recommended:

103
104 Section 4.1.1, Paragraph C: For the purposes of library registration, ~~guest status is~~
105 ~~assigned to any individual who resides outside the three tax –supported library~~
106 ~~districts within San Juan County, Washington, shall be assigned guest status.~~

107
108 Section 4.1.2, Paragraph B: ~~Guests, that is, those individuals who reside outside the~~
109 ~~three tax supported library districts within San Juan County, Washington, shall be~~
110 ~~required to provide some form of acceptable photo identification and are further~~
111 ~~required to pay a registration fee designated in Section 4.1.4.~~

112
113 Section 4.1.4: ~~Guests, as defined in Section 4.1.2 (B), shall pay a non-refundable~~
114 ~~registration fee of ten (10) dollars per month or one hundred (100) dollars per year.~~

115
116 **MSC** Ruth Offen moved and Richard Civile seconded to approve the revisions as
117 discussed and Lauren will implement. Passed.

118
119 **Director’s Review Process:** Lauren distributed copies of results of research Richard had
120 done regarding evaluation tools for library directors. Ruth had also done some research on
121 this topic. Richard noted that the commonality of these various processes is that it is the
122 responsibility of the Board to work **with** the director to determine performance objectives.
123 Lauren will mail to the board copies of the director’s job description and her last
124 performance review. Roy appointed Ruth and Richard to research this issue further and
125 come up with recommendations to the board for the April meeting. The board also
126 expressed interest in board evaluation tools and Ruth raised the issue of an annual board
127 retreat. Lauren will also do some research on these topics. Susan pointed out that this
128 process may not be strictly a performance review but a way to help the board and the
129 director know what the focus will be for the next 6 to 12 upcoming months.

130
131 **ADJOURNMENT**

132 **MSC** Ruth Offen moved and Susan Rosenberg seconded to adjourn the meeting
133 at 7:40 p.m. Passed.

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138 Respectfully submitted: _____
139 Board Secretary

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143 Approved: _____
144 Board President