

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

2 Conference Room, San Juan Island Public Library

3 February 14, 2006

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

6
7 **Members Absent:** Ruth Offen, Tom Metke

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

10
11 **FOL Present:** Fred Henley

12
13 President Roy Mocerri called the meeting to order at 6:00 p.m.

14
15 **Public Access**

16 None

17
18 **Agenda Approval**

19 **MSC** Richard Civile moved and Susan Rosenberg seconded to approve the
20 agenda as proposed. Passed.

21
22 **Approval of Board Meeting Minutes of January 10, 2006**

23 **MSC** Susan Rosenberg and Richard Civile seconded to approve the minutes as
24 submitted. Passed.

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26 **Friends of the Library**

27 Fred Henley reported that the Friends are preparing for their volunteer luncheon in April.
28 They are looking for a new location to accommodate the growing number of volunteers,
29 possibly the Roche Harbor Pavilion. The Friends are also seeking new Board members.
30 Treasure Cove revenue for April 2005 through December 2005 was \$4300. Susan
31 Rosenberg will attend the February meeting.

32
33 **Approval of Bills:**

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35 **MSC** Susan Rosenberg moved and Richard Civile seconded to approve Warrant
36 Numbers 2517875 through 2517892 in the amount of \$4,307.43. Passed.

37
38 **MSC** Richard Civile moved and Susan Rosenberg seconded to approve payment
39 of Check Numbers 184,185, and 210 in the amount of \$3,680.04. Passed.

40
41 **MSC** Susan Rosenberg moved and Richard Civile seconded to approve payment
42 of Check Numbers 346 through 394 in the amount of \$19,787.58. Passed.

43
44 **MSC** Richard Civile moved and Susan Rosenberg seconded to affirm January
45 payroll in the amount of \$28,093.27. Passed.

46
47 **REPORTS**

48 **Director's Report:** Lauren reported that she attended the Public Libraries Directors
49 meeting where they discussed the levy lid lift bill. This bill was approved by the Senate and
50 will go to the House. If passed, this could result in a substantial increase in revenues to the

51 library. Lauren noted that during the next few weeks, she will attend the Northwest Corner
52 Directors meeting and also the Public Library Association meeting in Boston where she will
53 give a presentation. The Washington State Library meeting is scheduled for April.
54

55 Lauren led the board to the staff area to discuss options for creating a barrier. An earlier
56 suggestion for using excess shelving as a barrier does not appear to be workable. Lauren
57 also showed the Board that the shelving next to the fireplace was adjusted by the installer
58 to move it forward.
59

60 **Youth Services Librarian's Report:** Shannan reported that the library has received paper
61 confirmation of receipt of the e-Rate form. She also reported that she is planning on getting
62 together with her colleagues from Orcas and Lopez libraries.
63

64 **Technology Specialist Report:** Floyd described the two teen area workstations which are
65 ultra small and fast and have priority for students. The stations can also absorb overflow.
66 Discussion developed about access to instant messaging, workstation management and
67 CIPA compliance. Floyd will research available management technology. Floyd gave a
68 presentation and answered questions regarding the ILS software options which have
69 narrowed to sharing with Orcas and possibly Lopez in the next year or two. Floyd
70 explained that the current proposed plan is to share the ILS server (likely resident in Friday
71 Harbor) which would result in a cost savings to the Library. It was noted that this plan
72 would also encourage sharing and collaboration between the three island libraries. As
73 several questions developed regarding the complex details of this plan, Roy appointed a
74 committee to prepare a proposed work plan for the March board meeting. Floyd, Lauren,
75 Susan and Richard agreed to make up the committee.
76

77 **OLD BUSINESS**

78 **Long-range Plan:** Lauren reported the first of the three scheduled meetings was held and
79 seemed to go well. Richard participated as the Trustee representative since Tom could not
80 make it. Richard reported on the committee's activities at the meeting which focused on a
81 SWOT (strengths, weaknesses, opportunities, threats) analysis resulting in the following
82 priority areas: 1) using the library as a commons, 2) library becoming more oriented
83 towards needs of small businesses and career development, 3) lifelong learning, and 4)
84 consumer information. Richard explained that this analysis went to staff. They will perform
85 their own SWOT analysis on these priorities which will be presented at the next long range
86 planning committee meeting.
87

88 **Patron Privacy Correspondence & Brochure:** The board reviewed drafts of a reply letter
89 to Dennis Hazelton on this issue. It was decided to combine the two drafts and Lauren
90 developed a final version. Lauren distributed copies of her new brochure on this issue:
91 "Privacy of Patron Records at the SJI Library."
92

93 **Library Logo:** Tabled until Ruth can be present.
94

95 **Director's Evaluation:** Richard reported that he and Ruth met and spent time reviewing
96 and making suggested changes to an evaluation tool that looked at the functional roles of
97 both the Director and the Board.
98

99
100

101 **NEW BUSINESS**

102 **Staff Holiday Request:** Board reviewed a written request from library staff to make the
103 day after Thanksgiving a paid holiday.

104
105 **MSC** Richard Civile moved and Susan Rosenberg seconded to approve the day
106 after Thanksgiving as an additional paid holiday in 2006. Passed.

107
108 **WLA Resolution:** Tabled to next meeting.

109
110 **Board Retreat in April:** Tentatively scheduled for Saturday, April 29th pending approval
111 from absent board members.

112
113 **Food Bank Bin:** Tabled to next meeting.

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115 **ADJOURNMENT**

116 **MSC** Richard Civile moved and Susan Rosenberg seconded to adjourn the
117 meeting at 8:15 p.m. Passed.

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122 Respectfully submitted: _____
123 Board Secretary

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127 Approved: _____
128 Board President