

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

2                   Conference Room, San Juan Island Public Library

3                   March 14, 2006

4  
5 **Members Present:** Richard Civile, Ruth Offen, Tom Metke, Susan Rosenberg

6  
7 **Members Absent:** Roy Mocerri

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

10  
11 **FOL Present:** None

12  
13 **Guests:** Pat Froelich, Hugh & Marge Stanley, Sienna Hares

14  
15 Richard Civile called the meeting to order at 6:05 p.m. in President Roy Mocerri's absence.

16  
17 **Public Access**

18 None

19  
20 **Agenda Approval**

21 The topic of the parking lot was added to new business. The topics of the Hazelton  
22 correspondence and the Art Committee were added under old business.

23           **MSC** Tom Metke moved and Susan Rosenberg seconded to approve the agenda  
24 as amended. Passed.

25  
26 **Approval of Board Meeting Minutes of February 14, 2006**

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

29  
30 **Friends of the Library**

31 Susan Rosenberg reported that she attended the last Friends meeting. Topics discussed  
32 at that meeting included planning for the library volunteer luncheon to be held April 2<sup>nd</sup> at  
33 the Roche Harbor Pavilion; the continuing search for new Friends board members; the  
34 annual meeting of the Friends to be held April 18<sup>th</sup> at 7 p.m.; the need for a new manager  
35 for the Treasure Cove as the current volunteer manager will be stepping down; and  
36 discussion of the proposed library logo. Shannan will attend the March 27<sup>th</sup> Friends  
37 meeting and Lauren was to contact Roy about attending as Board representative

38  
39 **Approval of Bills:**

40  
41           **MSC** Ruth Offen moved and Tom Metke seconded to approve Check Numbers  
42 1463 through 1466 in the amount of \$6,082.47. Passed.

43  
44           **MSC** Tom Metke moved and Susan Rosenberg seconded to approve payment of  
45 Check Numbers 1784 through 1813 in the amount of \$16,435.88. Passed.

46  
47           **MSC** Susan Rosenberg moved and Ruth Offen seconded to affirm February  
48 payroll in the amount of \$27,687.66. Passed.

49 **REPORTS**

50 **Director's Report:** Lauren reported that the levy lid bill discussed at the last Board  
51 meeting had died and an email had been sent to Board members with this information.  
52 Lauren noted that she planned to attend the semi-annual meeting of Public Libraries  
53 Directors. Lauren also noted that the Patron Privacy Card was shared with staff and  
54 revised somewhat. Updated samples were distributed.  
55

56 **Youth Services Librarian's Report:** Shannan shared a draft of the Children's Area  
57 banner proposed by local artist Chinmayo who is working on acquiring donations of  
58 needed materials. Shannan also reported that she and Lauren are exploring the possibility  
59 of having a neon sign created for the teen area. If this proves cost prohibitive, Chinmayo  
60 may be asked to draft a banner for that area as well.  
61

62 **Technology Specialist Report:** The Board noted Floyd's monthly report and then moved  
63 into a discussion of the shared catalog.  
64

65 **OLD BUSINESS**

66 **Shared Catalog:** Susan reported the results of the subcommittee meeting on this topic.  
67 Concerns included how much of technology responsibility would be shifted to San Juan  
68 Island staff and what would be the cost-effectiveness of catalog sharing over time. It was  
69 noted that the bulk of the savings would be in the initial upgrade cost and possibly not in  
70 ongoing costs. Richard introduced the topic of an interlocal agreement designed with  
71 future separation in mind. Lauren had a copy of the Bellingham and Whatcom libraries  
72 interlocal agreement that she planned to email to Board members for review. The ILS  
73 software planning subcommittee scheduled their next meeting for March 20<sup>th</sup>. Results of  
74 that meeting were to be presented at the next board meeting.  
75

76 **Art Committee:** Representative members of the Art Committee were present at the  
77 Board's invitation to discuss the matter of the library art collection and library art shows  
78 and displays. Chair Sienna Hares gave a history of her involvement with the committee  
79 and how the committee and the collection have both evolved over the years. It was noted  
80 that the recent library renovation resulted in reduced display space. It was also noted that  
81 the Art Committee membership has dwindled and Sienna herself will be stepping back  
82 from a leadership role. The board acknowledged and thanked Sienna for her contribution  
83 over the past years. It was agreed that a focus was needed on the following:

- 84
- 85 • how to maintain a library art committee
  - 86 • the need to find a replacement for Sienna as chairperson
  - 87 • the need to find new display space in the library
  - 88 • the need to recruit new members
  - 89 • Art Committee was to plan a meeting. Lauren, Floyd and Ruth were to attend.

90 **Hazelton Letter:** As some board members were not present when the response letter was  
91 written, there was some brief review and discussion regarding this correspondence.  
92

93 **Long-range Plan:** Lauren distributed the results of the SWOT analysis prepared by staff  
94 and presented at the last long range planning committee meeting. Notes from the last  
95 meeting were also distributed. Lauren asked that these materials be reviewed before the  
96 Board Continuance Meeting to discuss long range planning meeting information.

97 **Library Logo:** It was decided to abandon the recently proposed logos and instead rework  
98 the current library logo, possibly changing the appearance of the text.  
99

100 **Board Retreat:** Saturday, April 29<sup>th</sup> was selected as the date. Ruth will ask about using  
101 either the Market Chef or the Backdoor Kitchen as a retreat location and caterer and  
102 research possible facilitators.  
103

104 **Food Bank Bin:** Lauren reported that staff had approached her with the idea of setting up  
105 a bin in the library for collecting donations for the Friday Harbor Food Bank. Lauren will  
106 research the need for such a food drive.  
107

108 **Director's Evaluation:** Lauren distributed a current list of her duties and responsibilities.  
109 Richard and Ruth presented a proposed functional evaluation based on their research of  
110 evaluation tools. Susan suggested adding upcoming major projects for a 12-month period  
111 as a way to focus the Board and Director on the same thing. Lauren noted that  
112 librarianship functions had been overlooked both in her job description and the evaluation  
113 tool. Lauren will email more items that should go into the category of adult services.  
114 Richard and Ruth agreed to rework the draft for board review and approval.  
115

## 116 **NEW BUSINESS**

117 **Chat/Instant Messaging Policy:** Lauren noted that it was becoming onerous for staff to  
118 monitor chat. She also noted that instant messaging is becoming a legitimate research tool  
119 and that only one other library at her Public Library Directors meeting had banned chat and  
120 instant messaging. The prevailing feeling among library directors is that a person signs up  
121 for ½ hour of computer time to use as they choose.  
122

123 **MSC** Tom Metke moved and Ruth Offen seconded to amend Section 3.2.5 G of  
124 the policy manual to allow chat and instant messaging. Passed.  
125

126 **Policy Manual Review:** Susan Rosenberg volunteered to assist Lauren in a  
127 comprehensive review of the current library policy manual. Lauren will print Susan a copy  
128 of the manual.  
129

130 **Staff Salary Structure:** Lauren reported that some staff feel that the current "5-step"  
131 system, which is based primarily on time of employment and job grade with no merit  
132 component, may encourage short-term employment. Discussion developed about how this  
133 system was integrated into the library and how it compares to other models. Lauren will  
134 review and compare with the Orcas system.  
135

136 **Parking Lot:** Lauren presented a proposal to pave the gravel driveway area between the  
137 hotel and the library. Board suggested that the cost of such a project could possibly be  
138 shared with the hotel. Discussion developed regarding the need for expanded parking and  
139 the possibility of removing a portion of the fence between the library and the county  
140 parking lot in order to allow access to that parking area. It was agreed that this agenda  
141 item needed more discussion.  
142  
143  
144

145 **CONTINUANCE**  
146 **MSC** At 8:50 p.m., Tom Metke moved and Susan Rosenberg seconded to  
147 continue the meeting until Thursday, April 6<sup>th</sup> at 5:30 p.m. Passed.  
148

149 **RECONVENED**  
150 Reconvened Thursday, April 6<sup>th</sup> at 5:35 p.m. Richard Civile, Ruth Offen, Tom Metke,  
151 Susan Rosenberg and Lauren Stara were in attendance. The following items were  
152 discussed:

- 153 • Director position review and advertisement
- 154 • Long Range Plan mission statement, goals, and objectives

155 **ADJOURNMENT**  
156 **MSC** Ruth Offen moved and Susan Rosenberg seconded to adjourn the meeting  
157 at 6:19 p.m. Passed.  
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159

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161  
162 Respectfully submitted: \_\_\_\_\_  
163 Board Secretary

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165  
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167 Approved: \_\_\_\_\_  
168 Board President