

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

2 Conference Room, San Juan Island Public Library

3 April 11, 2006

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5 **Members Present:** Roy Mocerri, Ruth Offen, Tom Metke, Susan Rosenberg

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7 **Members Absent:** Richard Civile

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9 **Staff Present:** Lauren Stara, Beth Helstein, Carrie Lacher

10  
11 **FOL Present:** David Bentley

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

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15 **Public Access**

16 None

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18 **Agenda Approval**

19 The topic of a bid for floor restoration was added to new business.

20 **MSC** Ruth Offen moved and Susan Rosenberg seconded to approve the agenda  
21 as amended. Passed.

22  
23 **Approval of Board Meeting Minutes of March 14, 2006**

24 Correction of Ruth's name on line 114. Addition of notes from meeting continuation on  
25 April 6<sup>th</sup>.

26 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve the minutes  
27 as amended. Passed.

28  
29 **Friends of the Library**

30 David Bentley reported that the annual meeting of the FOL will be held on Tuesday, April  
31 18<sup>th</sup> and FOL officers will be elected at that time. Lauren will attend to present the Long  
32 Range Planning meeting results. David also reported that the FOL are getting ready for the  
33 summer book sale and that the recent volunteer luncheon at Roche Harbor Resort was  
34 very successful. The FOL have decided not to have a spring book sale as the Treasure  
35 Cove is doing so well. Ruth Offen will be the trustee delegate to the next FOL meeting.

36  
37 **Approval of Bills:**

38  
39 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve Check  
40 Numbers 3469 through 3514 in the amount of \$20,487.34. Passed.

41  
42 **MSC** Susan Rosenberg moved and Ruth Offen seconded to affirm March payroll in  
43 the amount of \$28,194.26. Passed.

44  
45 **REPORTS**

46 **Director's Report:** Lauren noted that she had revised the Long Range Plan document  
47 based on input from the last long range planning meeting. Lauren also reported that David  
48 Bentley agreed to be the facilitator at the Board retreat scheduled for Saturday, April 29<sup>th</sup>

49 from 10:30 a.m. to 3:30 p.m. Thanks to Ruth, Friday Harbor House has loaned the use of  
50 their dining room free of charge for the retreat and will also provide coffee and scones.  
51 Lauren also informed the Board that there had been a request to establish a bookshelf at  
52 the library to hold books donated in memory of Susan Eyerly. The Board agreed with  
53 Lauren's suggestion of a spot on the mantel above the fireplace with a small memorial  
54 plaque. Lauren reported that Richard Walker, editor of The Journal, had inquired about the  
55 possibility of a monthly book review column to be written by library staff that would focus  
56 on local or regional authors and books. Beth will write the first column which will be a  
57 review of the new book, Bush Pilot by Roy Franklin. The writing of this column will be  
58 rotated through library staff.

59  
60 **Youth Services Librarian's Report:** In Shannan's absence, Lauren reminded the Board  
61 that the library will be celebrating author Beverly Cleary's 90<sup>th</sup> birthday.

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

## 65 **OLD BUSINESS**

66  
67 **Shared Catalog:** It was noted that Floyd recommended merging the two library databases.  
68 Discussion developed regarding privacy issues, security, price and fee structures, and the  
69 time impact on library technology staff. Ruth offered to ask George Johnson, the  
70 technology specialist for the County, his opinion of this merger. Lauren noted that she will  
71 be having a ferry meeting with the other island library directors and she will make sure to  
72 discuss costs, technical resources allocation, and the expectations of Orcas regarding this  
73 merger, particularly as to cost and technical support from San Juan Island. It was decided  
74 that this topic may be discussed further at the upcoming Board retreat.

75  
76 **Long-range Plan:** Lauren distributed the meeting notes from the most recent long range  
77 planning meeting and the revised Long Range Plan. Lauren briefly reviewed the minor  
78 revisions to the plan resulting from the meeting. Lauren asked that one item that arose at  
79 that meeting be discussed in Executive Session. The Board agreed that the revised plan  
80 could be discussed further at the Board retreat.

81  
82 **Policy Manual Review:** Lauren and Susan reported that they have been meeting as a  
83 policy manual subcommittee. They noted that some minor changes and updates are  
84 needed, but some sections are in need of serious review. Roy was asked to attend the  
85 next subcommittee meeting for a legal review, particularly of the personnel section. The  
86 next subcommittee meeting was scheduled for April 18<sup>th</sup> at 11 a.m. The findings and work  
87 of the subcommittee will be presented to the full board over two to three meetings. Lauren  
88 also noted the manual requires a library materials challenge form. During the review  
89 process, Lauren could not locate such a form. She distributed a draft form to the Board for  
90 review and it was approved for use.

91  
92 **Parking Lot:** As noted in the Director's Report, library patrons are not to park in the  
93 County parking lot. It was decided to leave the parking lot fence in place and paint it.  
94 Lauren will also contact the owners of the mini storage unit under construction regarding  
95 possible shared parking arrangements. Board discussion developed regarding

96 participation in a county “campus building” in the downtown core. Lauren presented a draft  
97 letter of interest to the County Council members. The Board approved sending the letter.

98

99 **NEW BUSINESS**

100 **457 (deferred compensation) plan:** Beth reported that the library had been approached  
101 by a representative from the State of Washington Department of Retirement Systems  
102 regarding the library’s participation in the State’s Deferred Compensation Program. Beth  
103 outlined some of the possible advantages of this program: low fees, state managed, been  
104 in place for at least 25 years, Town of Friday Harbor and San Juan Island school district  
105 both already participate, no cost to the library. Board discussion followed.

106

107 **MSC** Ruth Offen moved and Tom Metke seconded to adopt Resolution #1-2006  
108 adding the Department of Retirement Systems, Deferred Compensation  
109 Program as a deferred compensation program option. An employee may  
110 participate in only one program. Passed.

111

112 **Property Insurance Amendments:** Discussion developed regarding the items raised in  
113 correspondence between Beth and Kerwin Johnson of Islander’s Insurance regarding  
114 library insurance. Of particular note was the possible need for earthquake insurance. After  
115 discussion of needs vs. risks and potential costs, it was decided not to add earthquake  
116 coverage at this time. Other items Lauren will research further with Kerwin included:  
117 artwork coverage as a separate policy, increasing liability limits, covering the full  
118 replacement cost of the building, and mechanical breakdowns coverage. The Board  
119 approved removal of the satellite dish.

120

121 **Restoration of Marmoleum flooring:** Lauren presented an estimate for restoration of the  
122 flooring in the circulation and entrance areas. The Board visited the area and noted the  
123 degradation of the flooring. Lauren noted this was likely due to water being applied to the  
124 surface. A question was raised regarding the effect of wet shoes on the restored  
125 marmoluem.

126 **MSC** Ruth Offen moved and Tom Metke seconded to authorize expenditure up to  
127 \$1250 for restoration of the marmoelum contingent on the water impact  
128 question. Passed.

129

130 **EXECUTIVE SESSION** to discuss a personnel matter was called at 7:55 p.m. Executive  
131 session ended at 8:20 p.m. No decisions were made.

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133 **ADJOURNMENT**

134 Meeting adjourned at 8:25 p.m.

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137 Respectfully submitted:

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Board Secretary

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142 Approved:

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Board President