

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

2 Conference Room, San Juan Island Public Library

3 May 9, 2006

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

7
8 **Members Absent:** none

9
10 **Staff Present:** Lauren Stara, Shannan Sword, Beth Helstein, Carrie Lacher, Floyd Bourne

11
12 **FOL Present:** Fred Henley

13
14 Roy Mocerri called the meeting to order at 6:02 p.m.

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

20 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve the agenda
21 as submitted. Passed.

22
23 **Approval of Board Meeting Minutes of April 12, 2006**

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

26
27 **Friends of the Library**

28 Ruth reported that due to a scheduling conflict she was unable to attend. The next meeting
29 is scheduled for May 22nd and Lauren noted she will not be able to attend. Roy offered to
30 attend. Fred reported that the same FOL officers as last year were reelected. The FOL are
31 developing plans for their summer book sale scheduled for the end of July. On June 17th,
32 the FOL will have a retreat to develop the year's activities. A new volunteer manager for
33 the Treasure Cove has stepped forward. The Treasure Cove is currently bringing in about
34 \$300 a month and it was noted that initial expenditures on setting up the Treasure Cove
35 had been recouped.

36
37 **Approval of Bills:**

38 Before approving the bills, the board reviewed the County's new reports format and
39 discussed various aspects of these reports.

40
41 **MSC** Richard Civile moved and Ruth Offen seconded to approve Check Numbers
42 5206 through 5242 in the amount of \$16,574.88. Passed.

43
44 **MSC** Ruth Offen moved and Tom Metke seconded to approve Check Number
45 3745 in the amount of \$167.00. Passed.

46
47 **MSC** Tom Metke moved and Susan Rosenberg seconded to affirm April payroll in
48 the amount of \$27,658.17. Passed.

49 **REPORTS**

50 **Director's Report:** Lauren reported that three new part time staff had been hired: a library
51 associate, an outreach assistant, and a bookkeeper.

52
53 **Youth Services Librarian's Report:** Shannan reported that she has been very busy
54 including assisting with the Children's Festival which took place the prior weekend and
55 Spoken Storytelling for 2nd graders at the elementary school.

56
57 **Technology Specialist Report:** The Board noted Floyd's monthly report which included a
58 request for computer purchases. Discussion developed regarding the request for a new
59 laptop for staff use.

60
61 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve the purchase
62 of 2 computers for library staff use as specified by the Technology Specialist
63 for an amount not to exceed \$3500. Passed.

64
65 **OLD BUSINESS**

66 **Shared Catalog:** The Board reviewed the letter of interest to the Orcas Board as drawn up
67 by Lauren. This topic will be discussed further at the May 16th continuance.

68
69 **Long-range Plan:** Lauren has sent thank you notes to all participants. The Board agreed
70 that the topic of the Long Range Plan will be put on the agenda for the next 6 months to
71 ensure the Board is following up on implementation and Shannan agreed to report on
72 progress. Floyd shared some of the more interesting results that had come out of the
73 ongoing inventory of the collection, such as half of the books in the oversized collection
74 were misshelved and that in the children's non-fiction section, of 550 books, there were
75 280 exceptions. A huge amount of cleanup has been undertaken. Lauren also noted that
76 she wrote about the inventory in her weekly online column.

77
78 **Policy Manual Review:** Lauren distributed pages 14-40 of the Policy Manual with
79 suggested changes highlighted. It was reported that Susan and Lauren met with David
80 Zeretzke, Director of County Administrative Services, regarding the personnel section of
81 the manual. As David will be making some suggestions, discussion of this section was
82 deferred until next month. Roy also agreed to review the personnel section. Lauren
83 reviewed all of the suggested changes and additions with the Board including:

- 84
- 85 • a new policy prohibiting cell phone use in the library
 - 86 • increasing the conference room rate fee to \$50 per meeting for any group/individual
87 who is charging a fee

88 **MSC** Richard Civile moved and Ruth Offen seconded to approve the proposed
89 edits to pages 14-40 of the Library Policy Manual as discussed. Passed.

90
91 **Parking Lot:** The board reviewed and discussed an estimate from Lawson Construction
92 for repaving the driveway on the left side of the building. The Board agreed with Tom's
93 suggestion to contact Lakeside Paving from the mainland about the possibility of
94 combining the Library paving job with another job Lakeside might have on the island in
95 order to reduce costs. It was further agreed that repaving was a good idea in the fall after
96 the summer rush and that a second bid is needed.

143 **MSC** Susan Rosenberg moved and Ruth Offen seconded to adopt Amended
144 Budget Resolution #9-2005 setting the 2006 General Fund Budget at
145 \$1,208,687 and the 2006 Capital Reserve Fund at \$527,424. Passed.
146

147 **EXECUTIVE SESSION** to discuss candidates for Library Director was called at 5:25 p.m.
148

149 **MSC** Tom Metke moved and Ruth Offen seconded to end the Executive Session
150 at 6:20 p.m. Passed.
151

152 In executive session, the decision was made to conduct telephone interviews of 8
153 candidates: Brazil, Hover, Kremer, Napsha, Randleman, Siebersma, Sword, and Tretter.
154 Ruth, Roy, Richard and Susan will do the interviews in teams of two, to be completed by
155 Friday, May 27. The board will meet again on May 30 to discuss the results.
156

157 **CONTINUANCE**

158 **MSC** Susan Rosenberg moved and Richard Civile seconded to continue the
159 meeting until Tuesday, May 30th at 5 p.m. Passed.
160

161 **RECONVENED**

162 Meeting reconvened on Tuesday, May 30 at 5.12 pm. Present were all 5 trustees and the
163 Director.
164

165 Ruth requested that, in addition to Director candidates, the Director's contract and the
166 salary step process for all employees also be discussed.
167

168 **EXECUTIVE SESSION**

169 **MSC** Richard Civile moved and Susan Rosenberg seconded to go into Executive
170 Session at 5:15 p.m. to discuss issues of Director candidates, Director's
171 contract and salary step process for all employees.
172

173 Executive session ended at 6:40 p.m. The board decided to invite 6 candidates for
174 personal interviews. The candidates are: Colleen Brazil, Katie Hover, Hester Kremer,
175 Cheryl Napsha, Dan Siebersma, and Laura Tretter. The interviews will be scheduled for
176 the week of June 12th.
177

178 **CONTINUANCE**

179 **MSC** At 6:42 p.m., Ruth Offen moved and Tom Metke seconded to continue the
180 meeting until Monday, June 12th at 10 a.m.
181

182 **RECONVENED**

183 Meeting reconvened as an Executive Session on Monday, June 12th at 10 a.m. No
184 decisions were made.
185

186 **CONTINUANCE**

187 **MSC** At 11:30 a.m., Tom Metke moved and Ruth Offen seconded to continue the
188 Executive Session until 2 p.m.
189
190

191 **RECONVENED**
192 Executive Session reconvened on Monday, June 12th at 2 p.m. No decisions were made.
193

194 **CONTINUANCE**

195 **MSC** At 3:30 p.m., Tom Metke moved and Ruth Offen seconded to continue the
196 Executive Session until Tuesday, June 13th at 1 p.m.
197

198 **RECONVENED**

199 Executive Session reconvened on Monday, June 12th at 1 p.m. No decisions were made.
200

201 **ADJOURNMENT**

202 **MSC** Susan Rosenberg moved and Richard Civile seconded to adjourn at 2:30
203 p.m.
204
205

206 Respectfully submitted: _____
207 Board Secretary

208
209
210 Approved: _____
212 Board President