

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

2 Conference Room, San Juan Island Public Library

3 June 13, 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, Carrie Lacher

11
12 **FOL Present:** Fred Henley

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

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

20 The following items were added under Old Business: 1) parking lot paving and 2) satellite
21 dish.

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

24
25 **Approval of Board Meeting Minutes of April 29, 2006**

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

28
29 **Approval of Board Meeting Minutes of May 9, 2006**

30 The board noted that there were several continuances and reconvenings prior to the actual
31 adjournment. Carrie will make the changes to the minutes and resubmit for board
32 approval.

33
34 **Friends of the Library**

35 Fred reported that the FOL annual retreat was scheduled for the upcoming weekend. The
36 main topic of discussion at that retreat was to be the difficulty of recruiting FOL board
37 members. Roy noted that he attended the FOL monthly meeting as the Trustee delegate.
38 He noted the FOL treasurer's report of \$4351 in year-to-date income with approximately
39 \$2500 in expenses above that. Projected income for 2006 is set at \$27,000. Roy also
40 reported that Diane Kaufman has taken over as the volunteer manager of the Treasure
41 Cove which is carrying a new product of hand painted note cards. Richard agreed to be
42 the Trustee delegate to the next meeting.

43
44 **Approval of Bills:**

45 **MSC** Susan Rosenberg moved and Richard Civile seconded to approve Check
46 Numbers 6999 through 7038 in the amount of \$27,611.57. Passed.

48 **MSC** Tom Metke moved and Susan Rosenberg seconded to affirm May payroll in
49 the amount of \$30,332.52. Passed.
50

51 **REPORTS**

52 **Director's Report:** Lauren referred to her last report as Director with the following
53 additional notes:

- 54 • Shannan will be the acting director until the new Director arrives
- 55 • Lauren distributed a spreadsheet summarizing financial and hire dates of current
56 library staff
- 57 • Lauren distributed a spreadsheet summarizing board member terms
58

59 **Youth Services Librarian's Report:** Shannan referred to her written report with the
60 following additional notes:

- 61 • During the past week, Shannan visited the elementary schools and talked with each
62 child about the Summer Reading Program
- 63 • Clarification that eRate only for phone service not internet service
- 64 • Six applications had been received for the Teen Assistant program and Shannan
65 had already interviewed them. Teens who are hired will be paid \$10 an hour for 6 –
66 10 hours per week for the summer. The Teen Assistant program is sponsored by
67 FOL.
- 68 • Shannan will be attending the ALA conference in New Orleans at the end of June
69 and will return in time for the first Summer Reading Program event on June 28th.
70

71 **Technology Specialist Report:** The Board noted Floyd's monthly report which included a
72 request for a new computer purchase for the Youth Services Librarian.

73 **MSC** Ruth Offen moved and Tom Metke seconded to approve the purchase of a
74 new computer for use by the Youth Services Librarian as specified by the
75 Technology Specialist for an amount not to exceed \$1200. Passed.
76

77 Discussion developed regarding Floyd's notes on the recent inventory. The total number of
78 missing inventory was reported at approximately 864 items which was considered low
79 given how long it had been since the last inventory. There are an additional 1000 items
80 that have a lost or trace status. The next step would be to decide how to proceed on these
81 items such as contacting the patrons, replacing, tracing, etc. This will be a labor intensive
82 project.
83

84 **OLD BUSINESS**

85 **Shared Catalog:** Lauren reported that she had spoken with the Director of the Orcas
86 Library who informed her that the Orcas Library board has designated a board member to
87 analyze the potential cost savings as compared to the increased complexity of merging the
88 catalogues. Lauren briefly reviewed the estimated costs versus savings of various
89 cataloguing strategies for the board. Lauren reminded the Board that should Orcas choose
90 to outsource to Dynix, it would not make sense for a merger to take place. A meeting has
91 been set for the Orcas director and tech specialist to meet with Lauren and Floyd by phone
92 to review all the information.
93

94 **Director Search:** Roy reviewed Lauren's current contract and made some changes and
95 updates in language without affecting the substance of the contract:

- 96 • Section 3, second paragraph, first sentence: In addition to the specific duties
- 97 • Section 4, paragraph B: add “and subject to the library’s approval of Director’s
- 98 performance to date.”
- 99 • Section 6, paragraph A: correct “adviance” to “advance”; correct “throught” to
- 100 “through”
- 101 • Section 6, paragraph B: If the termination is “for cause,” as defined provided below
- 102 • Section 10, paragraph E: written decision of the arbitrator. eExcept as provided
- 103 above, fthe arbitrator’s fee and any administrative
- 104 • In Exhibit A, Library Director’s job description: ~~The purpose of this position is to~~ The
- 105 Director shall plan, organize, direct and manage all operations of the Library:
- 106 ~~Specific~~ The Director’s duties include but are not limited to:
- 107 • Add to Exhibit B, the salary schedule effective the 2006 calendar year

108
109 **MSC** Tom Metke moved and Ruth Offen seconded to adopt the Employment
110 Agreement as amended. Passed.

111
112 **Parking Lot:** Carrie reported that she had contacted Lakeside Industries about possibly
113 piggybacking with another on-island project and was informed that no scheduled job would
114 be appropriate. Carrie then noted that Lawson Construction was scheduling jobs at least
115 two months out. It was agreed that Tom will locate a copy of the easement and meet with
116 Roy to view the site. Roy and Tom will bring their recommendations to the next board
117 meeting.

118
119 **Satellite Dish:** Lauren distributed photos she took of the satellite dish situated on the
120 library roof. After some discussion, it was agreed that if it was expensive to remove, the
121 dish should remain in place. Lauren will research further including contacting the State
122 since state funds were provided to install the dish.

123
124 **CONTINUANCE**

125 **MSC** Tom Metke moved and Susan Rosenberg seconded to continue the meeting
126 until Wednesday, June 14 at 10 a.m. for more director interviews with a
127 second continuance in Executive Session on Thursday, June 15 at 4 p.m.
128 with the business of selecting a new director. Passed.

129
130 **RECONVENED**

131 Executive Session reconvened Thursday, June 15th at 4 p.m. The Executive Session
132 ended at 5:45 p.m. followed by an open meeting with a discussion of the various
133 candidates under consideration for Executive Director. Selection of Laura Tretter as the
134 new Director of the library was announced.

135
136 **ADJOURNMENT**

137 **MSC** Tom Metke moved and Ruth Offen seconded to adjourn the meeting at 6
138 p.m. Passed.

144 Respectfully submitted: _____
145 Board Secretary

146
147
148
149 Approved: _____
150 Board President
151