

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

2 Conference Room, San Juan Island Public Library

3 August 8, 2006

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

7
8 **Staff Present:** Carrie Lacher, Shannan Sword

9
10 **FOL Present:** Fred Henley

11
12 Roy called the meeting to order at 6:05 p.m.

13
14 **Public Access**

15 None

16
17 **Agenda Approval**

18 **MSC** Tom Metke moved and Richard Civile seconded to approve the agenda as
19 submitted. Passed.

20
21 **Approval of Board Meeting Minutes of June 13, 2006**

22 **MSC** Ruth Offen moved and Richard Civile seconded to approve the minutes as
23 submitted. Passed.

24
25 **Approval of Board Meeting Minutes of July 11, 2006**

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

28
29 **Friends of the Library**

30 Fred Henley reported that the annual book sale was over and exceeded sales during the
31 past three years. Proceeds topped \$5200. Jim Knight coordinated this year's sale. FOL are
32 already starting to sort new book donations. Fred thanked the county's community service
33 workers who came in and did all the heavy lifting and brought over a majority of the books
34 to the sale site. Up to 50% of the books were sold, the remainder are hauled to Lopez by
35 San Juan Sanitation (as a donation) for the Lopez Library book sale. Fred also reported
36 that FOL memberships are up. The next sale will be at Christmas with selected books.
37 Richard Civile agreed to attend the August FOL meeting.

38
39 **Approval of Bills:**

40 **MSC** Tom Metke moved and Richard Civile seconded to approve Check Numbers
41 10222-10232, 10235, 10237-10242, 10244-10247, and 10249-10258 in the
42 amount of \$17,551.52. Passed.

43
44 **MSC** Ruth Offen moved and Susan Rosenberg seconded to approve Check
45 Numbers 10233, 10234, 10236, 10243 and 10248 in the amount of
46 \$7,671.87. Passed.

49 **REPORTS**

50 **Director's Report:** Shannan reported that Lauren visited the library briefly while she was
51 in town recently and is doing well. Shannan also reported that the library is prepared for
52 Laura's arrival such as having keys ready for her.

53
54 **Youth Services Librarian's Report:** Shannan noted that the Summer Reading Program
55 has ended and was very successful. Over \$1700 has been received by the Library from
56 the Penny Washington Memorial. Shannan plans to use these funds to develop a
57 permanent Caldecott and Newbury award winning books on a shelf dedicated to Penny.
58 The last planned Teen Program has also taken place with 6 teens in attendance. Teen
59 Assistants are currently planning an end-of-summer ice cream social. Shannan also
60 shared some details from the visit of the First Gentleman, Michael Gregoire.

61
62 **Technology Specialist Report:** Floyd's written report was noted.

63
64 **OLD BUSINESS**

65 **ILS Upgrade**

66 The Technology Specialist Report included a summary of systems under consideration.
67 The Board asked that further discussion be an agenda item for the October meeting.

68
69 **Parking lot and shared access road:** Shannan reported some of her conversation with
70 Jim Knight, owner of the hotel next to the library, regarding his reluctance to asphalt the
71 shared driveway. Discussion developed about possible alternatives such as regravelling in
72 the late fall. Further discussion and decision was deferred until the October meeting.

73
74 **Heat Pump (and other facility issues):** Carrie distributed the heat pump repair estimate
75 from West Mechanical. Discussion developed regarding the history of the heat pump and
76 the urgency of the repair.

77 **MSC** Richard Civile moved and Ruth Offen seconded to accept the bid from West
78 Mechanical to repair the heat pump for a total price of \$17,151.59 subject to
79 counsel regarding the need for competitive bids. Passed.

80
81 Tom reported that he had spoken with Jack Corey regarding the musty odor issue. In his
82 professional capacity as a building inspector, Jack noted that there was no ventilation
83 under the old part of the building which will lead to moisture issues with the building such
84 as the musty odor. Carrie noted that there was a "bloom" through the exterior paint on the
85 east side of the building. She had spoken with Bruce Westmiller and Marylis of Browne's
86 paint department, who both felt this was caused by moisture on the building carrying the
87 latex underneath through the top layer of paint. Richard the Handyman had looked at this
88 and determined it could not be scraped off and did not respond to bleaching. Bruce
89 recommended against power washing the building in an attempt to remove this "bloom"
90 since the building already seemed to have a moisture problem. Bruce also felt this "bloom"
91 was a long standing problem that was only now visible with the darker exterior paint color.
92 Tom noted that a downspout on the southeast corner of the building is not carrying water
93 away from the building.

94
95 According to Tom, Jack's recommendation is to install ventilation wells in the crawl space,
96 pull dirt away from the foundation and install a barrier, and direct water away from the

97 building. Tom agreed to follow up with Jack to develop a plan and get recommendations
98 for completing the work.

99
100 **Staff Area Barrier:** Board acknowledged continuing need for a barrier and deferred the
101 topic to the next board meeting in order to get Laura's input.

102
103 **Deferred Compensation:** Shannan explained the need for a Board Resolution authorizing
104 the up to 3% match by the Library for the new deferred compensation program (this match
105 had already been approved for Nationwide deferred compensation).

106 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve Resolution
107 #2-2006 authorizing a match contribution of up to 3% of the salary of library
108 employees working 20 hours per week or more who wish to participate in the
109 Washington State Department of Retirement Systems. Passed.

110
111 **Website Redesign:** Some of the board members reported that they were able to review
112 the draft of the new library website and were impressed. It seemed to have more graphics
113 than the current design and was very user friendly. Roy expressed some difficulty
114 accessing the test site and Susan has been without internet service. Shannan suggested
115 they can check the test site the next time they are visiting the library.

116
117 **NEW BUSINESS**

118 **Statistics Reporting**

119 Shannan distributed a large packet of statistics compiled by Floyd. Board members were
120 asked to take the packet home for review and to consider what statistics they want to see
121 and how often. Feedback will be given at the next board meeting.

122
123 **Miscellaneous**

124 It was decided that Susan will come to the library at 10 a.m. on Monday, August 14th to
125 officially greet Laura. Board members will take both Shannan and Laura to lunch the
126 following Tuesday.

127
128 The Board officially thanked Shannan for her successful tenure and additional work
129 (particularly in the midst of the Summer Reading Program) as acting director.

130
131 **ADJOURNMENT**

132 **MSC** Ruth Offen moved and Susan Rosenberg seconded to adjourn the meeting
133 at 7:40 p.m. Passed.

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137 Respectfully submitted: _____
138 Board Secretary

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142 Approved: _____
143 Board President