

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

2 Conference Room, San Juan Island Public Library

3 September 12, 2006

4
5 **Members Present:** Tom Metke, Roy Mocerri, Richard Civile,

6
7 **Members Absent:** Ruth Offen, Susan Rosenberg

8
9 **Staff Present:** Floyd Bourne, Carrie Lacher, Shannan Sword, Laura Tretter

10
11 **FOL Present:** Fred Henley

12
13 **Visitors Present:** None

14
15 Roy called the meeting to order at 6:00 p.m.

16
17 **Public Access**

18 None

19
20 **Agenda Approval**

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

23
24 **Approval of Board Meeting Minutes of August 8, 2006**

25 **MSC** Tom Metke moved and Richard Civile seconded to approve the minutes as
26 submitted. Passed.

27
28 **Friends of the Library**

29 Fred Henley reported that FOL ran a questionnaire at the Library's Fair booth asking if
30 people knew the difference between FOL and the Library and were they aware of various
31 FOL programs. The results showed that people were aware of the difference and were
32 aware of all FOL programs except for the Literary Salon, which Laura then addressed in
33 her online column. Most responders had learned of FOL by visiting the library.

34
35 Fred also gave updates on other FOL activities:

- 36 • holiday book sale – Saturday, November 18 from 10 a.m. to 12 noon in the Library
37 meeting room
- 38 • managing a booth at the annual Island Artisans' Holiday Bazaar, November 24th &
39 25th at the Elementary School
- 40 • Treasure Cove continues to bring in \$350 to \$400 a month. Diane Kauffman, an
41 FOL board member, is managing the Treasure Cove and has introduced some new
42 items such as small paintings by local artists

43
44 Richard was unable to attend the August FOL meeting so he will attend the September
45 meeting. Laura agreed to email a reminder.

- 49 **Approval of Bills:**
50 **MSC** Richard Civile moved and Tom Metke seconded to approve Check Numbers
51 12063 to 12095 in the amount of \$11,383.43. Passed.
52
53 **MSC** Tom Metke moved and Richard Civile seconded to approve Check Numbers
54 11991 to 12002 in the amount of \$11,442.97. Passed.
55
56 **MSC** Richard Civile moved and Tom Metke seconded to approve payment of
57 items listed on the Vendor Balance Detail report dated September 11, 2006
58 in the amount of \$1304.11. Passed.
59

60 **REPORTS**

61 **Director's Report:** Laura referred to her written report. Some discussion developed
62 regarding patron feedback on the scope of the Library's September project. The Board
63 agreed with Laura that the Library may expand the scope of this project next year. Laura
64 also noted the issue of the need for a formal bidding policy. She has been researching
65 procurement matrices and she and Roy agreed to meet to draft a policy which would also
66 address raising the ceiling on discretionary purchases by the Director. Laura then initiated
67 discussion regarding her taking time away from work for previously planned vacations prior
68 to the 6-month eligibility period.
69

70 **MSC** Tom Metke moved and Richard Civile seconded to approve Laura Tretter's
71 request to take a week in October 2006 as leave without pay, and a two
72 week period in February 2007 as vacation except for any portion in excess of
73 accrued vacation time which will then be taken as leave without pay. Passed.
74

75 **Youth Services Librarian's Report:** Shannan noted there was a lull in August following
76 the conclusion of this year's successful Summer Reading Program and prior to the start of
77 school. During September, she has been busy visiting with teachers and school librarians
78 and fifth graders are already scheduled to visit the library later in September.
79

80 **Technology Specialist Report:** Floyd referred to the packet of statistics that were
81 distributed at the last Board meeting. After some discussion, it was agreed that Laura and
82 Floyd would meet to develop a proposal of statistics that will be presented to the Board in
83 a quarterly data book. It was further agreed that this topic would be included on the
84 agenda every 3 months. Floyd reported that the new website is still progressing and is in
85 the process of being edited and having links checked. Floyd also reported that he
86 successfully built a Unix bandwidth management server to help reduce the amount of
87 bandwidth that was being taken up by personal laptop usage by patrons visiting the library.
88 Floyd further noted that while the Library's fiber optic line has a 100 megabit capacity, it is
89 limited to a 4 megabit capacity by CenturyTel. Currently the Library is leasing 1 megabit
90 from RockIsland.
91

92 **NEW BUSINESS**

93 **Appointment of Financial Officer**

94 **MSC** Richard Civile moved and Tom Metke seconded to approve Resolution 3-
95 2006 appointing Laura Tretter as Financial Officer of the San Juan Island
96 Library. Passed.

97 **Bidding Policy**
98 Laura and Roy will meet to draft a policy. This topic will be on October's agenda.
99

100 **OLD BUSINESS**

101 **Heating System**

102 Laura referred to her summary of the HVAC situation in her Director's report. Roy has
103 reviewed the contract with Dan Browne which had a one year warranty. Laura distributed
104 copies of a letter from Beth Helstien to Dan Browne dated May 9, 2005 requesting follow
105 up work and which to date there has not received a response. Laura also distributed a
106 written explanation from Brent DePauw of West Mechanical of the problem and his
107 proposed repair. The Board recalled that problems described in the West Mechanical
108 explanation could have predated Dan Browne's work and reconfirmed their decision to go
109 ahead with the proposed work by West Mechanical.

110
111 **MSC** Richard Civile moved and Tom Metke seconded to note in the minutes that
112 the approved proposal was not to replace the heat pump but related coils
113 and air exchanger as described. Passed.
114

115 It was further agreed that this work falls into the category of maintenance and therefore is
116 not subject to a bidding policy.
117

118 **ILS Upgrade**

119 Laura reported that she and Floyd attended demonstrations of four possible Integrated
120 Library System (ILS) programs: Millennium (Innovative Interfaces), Library Solutions,
121 Unicorn, and Horizon (SirsiDynix). Laura explained that Unicorn and Library Solutions
122 were eliminated from further consideration as she felt they would be too difficult for
123 volunteer usage. Millennium and Horizon both appear to be more user friendly but
124 Millennium is substantially more expensive. Laura has talked with various staff at King
125 County libraries who recently migrated to Millennium with mixed feedback. Lloyd had
126 spoken with a single-branch library in Ohio that loves the system and its interaction with
127 the family-owned company. It was further noted that Millennium would be available for
128 immediate application whereas Horizon would not be available until this time next year.
129 Discussion developed regarding the advantages and disadvantages of both programs
130 including comparable annual maintenance costs. The Board agreed that Laura and Floyd
131 could continue to negotiate with both companies and have representatives visit the Library
132 to offer demonstrations of their products. Tom also suggested that a couple of volunteers
133 try out the products.
134

135 **Ventilation Issue:** Tom has not yet met with Jack Corey regarding possible strategies.
136

137 **Pat Wagner:** Laura reported that Pat Wagner was not available to offer any local
138 workshops during October. It was agreed that the Library is interested in participating with
139 the Lopez Island Library in workshops Pat may offer locally during January 2007.
140

141 **Staff Area Barrier:** The Board again acknowledged the continuing need for a barrier.
142 Laura noted that a sign has been created that will be hung to indicate the staff area. Laura
143 also noted that she will put some additional thought into arrangement of this area that may
144 include a rearranging of the circulation area.

145 **ADJOURNMENT**

146 **MSC** Tom Metke moved and Richard Civile seconded to adjourn the meeting at
147 7:35 p.m. Passed.

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Respectfully submitted:

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Board Secretary

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Approved:

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Board President