

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

2 Conference Room, San Juan Island Public Library

3 October 10, 2006

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

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

9
10 **FOL Present:** Fred Henley

11
12 **Visitors Present:** Yvonne Beckham, Lynn Weber-Roochvarg

13
14 Roy called the meeting to order at 6:08 p.m.

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

20 The following changes were made: under new business, add the item "board packets;"
21 move community civic center presentation to the top of the agenda.

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

24
25 **Approval of Board Meeting Minutes of September 12, 2006**

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

28
29 **Community Civic Center Update**

30 Architect Kevin Petersen gave a short presentation providing an update on plans for a
31 Community Civic Center which is envisioned to be located on the triangular piece of
32 property across from the high school in six to eight years. Potential benefits for the library
33 would include doubling the current size of the library, a central location, more parking,
34 proximity to schools, proximity to Town and County administration, and sharing of building
35 common areas and facility maintenance. Laura and Richard also recently attended a
36 meeting with the county and town administration and other interested parties to begin
37 discussions regarding such a center.

38
39 **Friends of the Library**

40 Fred Henley reported that this is a quiet time for FOL. He reminded the board that FOL will
41 host a holiday book sale at the library on November 19th. FOL will also participate in the
42 crafts bazaar on the Friday and Saturday after Thanksgiving and they will be offering new
43 items such as book bags for kids. FOL is currently considering a logo redesign. Richard
44 Civile also attended the September FOL meeting and reported that the Treasure Cove is
45 bringing in a steady \$300-\$350 a month. Richard also reported that there was some
46 discussion of the community civic center at FOL and discussion of FOL being able to
47 utilize the library website. Tom Metke will attend the October 30th FOL meeting.

48
49
50 **Approval of Bills:**

51 **MSC** Tom Metke moved and Ruth Offen seconded to approve Check Number
52 13137 in the amount of \$8,575.80. Passed.

53
54 **MSC** Susan Rosenberg moved and Ruth Offen seconded to approve Check
55 Numbers 13553 to 13561 in the amount of \$10,155.90. Passed.

56
57 **MSC** Ruth Offen moved and Richard Civile seconded to approve Vendor Balance
58 Detail dated October 5, 2006 in the amount of \$10,610.17. Passed.

59
60 **MSC** Richard Civile moved and Tom Metke seconded to approve Vendor Balance
61 Detail dated October 9, 2006 in the amount of \$25.00. Passed.

62
63 **MSC** Tom Metke moved and Susan Rosenberg seconded to affirm September
64 payroll in the amount of \$28,409.28. Passed.

65
66 Discussion developed regarding the source of the carry forward amount reported on the
67 monthly P&L. Laura stated that she will be meeting with the County Treasurer and will
68 bring an explanation of these funds to the next board meeting.

69
70 **REPORTS**

71 **Director's Report:** Laura referred to her written report. Brief discussion developed
72 regarding the policy change of raising the director's expenditure limit without board
73 approval.

74
75 **MSC** Susan Rosenberg moved and Ruth Offen seconded to raise the library
76 director's expenditure limit without board approval from \$500 to \$1500.
77 Passed.

78
79 Also noted was Roy's letter of resignation which was included in the Board packets. Laura
80 pointed out that Roy's officer position will need to be filled at the next board meeting. Laura
81 reported that as of the board meeting, two letters of interested had been received for the
82 trustee vacancy. The position was open until Friday, October 13th. Shannan agreed to mail
83 copies of all letters of interest to board members following the closing date.

84
85 **Youth Services Librarian's Report:** Shannan reported that her recent meeting with the
86 Griffin Bay homeschoolers had gone very well. Laura noted that the success of this
87 meeting speaks to a high level of trust in Shannan by the homeschooling community.
88 Shannan also reported that she had her first book talk with the homeschoolers which also
89 went very well. Shannan described the weekly book talk/book discussion program as a
90 "movie trailer" for new books. Some of the homeschooled middle-schoolers came into the
91 library following the book talk and signed up for the Teen Book Club.

92
93 **Technology Specialist Report:** No report for the month of September.

94
95 **NEW BUSINESS**

96 **Change Fund**
97 **MSC** Ruth Offen moved and Richard Civile seconded to approve Resolution #4-
98 2006 creating a change fund in the amount of \$40 to be used for making
99 change for the cash drawer. Passed.

100

101 **Heat Panels**

102 Laura reported that Guard Electric has estimated the cost of replacing the heat panels in
103 the library entryway over the videos to be \$4000. Brief discussion developed and it was
104 noted that this was the only heat source in this area.

105
106 **MSC** Tom Metke moved and Susan Rosenberg seconded to authorize
107 replacement of the heat panels for an amount not to exceed \$4000. Passed.
108

109 **Reappointment of Trustee**

110 Laura presented a letter to the County reappointing Tom Metke as a library trustee. All
111 trustees signed the letter.
112

113 **New Trustee Selection Process**

114 It was agreed that there will be an executive session on Tuesday, October 31st at 6 p.m.
115 for the trustees to interview applicants. Laura agreed to send confirming letters and the
116 library mission statement to each applicant. Laura also agreed to locate the list of interview
117 questions.
118

119 **FOL Agreement**

120 Laura presented the final version of the updated contract between the library and FOL. It
121 was noted that a paragraph had been added addressing usage of the library website by
122 FOL.
123

124 **MSC** Susan Rosenberg moved and Ruth Offen seconded to approve the new FOL
125 contract as submitted. Passed.
126

127 **Community Center Update**

128 Laura reported that she and Richard attended a recent meeting with the Port, City, County
129 and the visual arts museum to begin “very preliminary” discussions about a possible
130 community center. Laura explained that in the scenario discussed, a public development
131 authority would be established to manage the facility and the library would be a lessee.
132 Discussion followed. It was agreed that the library is interested in continuing to be involved
133 in discussions of such a center.
134

135 **Board Packets**

136 Laura agreed with Ruth’s suggestion that meeting agendas be emailed ahead of mailing
137 the board packets and that if the Monday immediately prior to the meeting is a holiday that
138 the packets be sent out earlier.
139

140 **2007 Draft Budget Review**

141 Laura invited questions and comments regarding the preliminary budget included in the
142 board packet. The following items were noted:

- 143 • Amount of carry over needs to corrected
- 144 • There was an increase in the budgeted amount for PERS due to an increase in the
145 employer rate
- 146 • The budgeted amount for cleaning should be increased
- 147 • Suggested COLA increase was changed to 100% of Seattle CPI

- 148 • Potential cost of exterior repainting once the moisture issue has been resolved.
149 Discussion developed regarding changing the color of the building or of the
150 trim/doors.
151 • Adjust budgeted amount to incorporate cost of interior space rearranging
152

153
154 **OLD BUSINESS**

155 **ILS Update**

156 Laura reported that Sirsi/Dynix visited the Library and gave a presentation on Horizon 8.
157 Millennium will also be giving a presentation to staff and volunteers on November 3rd.
158 Laura noted that Horizon will accomplish the tasks of which the library is in need. A
159 possible advantage of Millennium is that it may be easier for volunteers. It was also noted
160 that Millennium is available immediately while Horizon will not be available until summer
161 2007. However, this timing is not an issue for the library. Maintenance costs of the two
162 systems are about the same, approximately \$11,000 to \$12,000 a year.
163

164 **Parking Lot**

165 It was noted that it had been decided at an earlier board meeting to regravel the south
166 driveway. It was agreed that this could be done anytime between November and April at
167 an approximate cost of \$1000 for 2 dump truck loads of gravel.
168

169 **Moisture and Ventilation Issue**

170 Tom explained that holes need to be dug along the foundation of the building and
171 ventilation access cut into the subflooring. Metal barriers would then need to be installed
172 around these holes. In addition, hand digging needs to be done to catch downspout runoff
173 from the downspout on the southeast corner of the building and direct it to the
174 underground stormwater system. Tom will ask Jack Clay for a proposal.
175

176 **Thanks to Roy Mocerì**

177 The entire board thanked Roy for his service as a library trustee.
178

179 **ADJOURNMENT**

180 **MSC** Tom Metke moved and Ruth Offen seconded to adjourn the meeting at 8:00
181 p.m. Passed.
182

183
184
185 Respectfully submitted:

Board Secretary

186
187
188
189
190 Approved:

Board President