

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

2 Conference Room, San Juan Island Public Library

3 November 14, 2006

4
5 **Members Present:** Richard Civile, Ruth Offen, Susan Rosenberg

6
7 **Members Absent:** Tom Metke

8
9 **Prospective Board Member Present:** Fred Henley

10
11 **Staff Present:** Laura Tretter, Shannan Sword, Carrie Lacher

12
13 **FOL Present:** Jim Knight

14
15 Richard called the meeting to order at 6:03 p.m.

16
17 **Public Access**

18 None

19
20 **Agenda Approval**

21 Adopted by consensus as submitted

22
23 **Approval of Board Meeting Minutes of October 10, 2006**

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

26
27 **Friends of the Library**

28 Jim Knight reported that Fred Henley has been working with Floyd on the FOL web
29 presence. Barry Jacobsen has also been contributing to this project. It was noted that the
30 FOL/Library agreement had been previously amended and approved last month to
31 address this issue. Holiday Book sale is scheduled for November 18th. FOL will also have
32 a booth at the holiday bazaar the weekend after Thanksgiving. Jim reported that the
33 Friends are still working on designing a new logo. Fred Henley's last meeting as chair of
34 FOL will be this month. The next meeting was scheduled for November 27th. Ruth Offen
35 will attend.

36
37 **Approval of Bills:**

38 **MSC** Susan Rosenberg moved and Ruth Offen seconded to approve Vendor
39 Balance detail dated November 7, 2006 in the amount of \$14,919.03.
40 Passed.

41
42 **MSC** Ruth Offen moved and Susan Rosenberg seconded to approve Vendor
43 Balance Detail dated November 3, 2006 in the amount of \$10,464.99.
44 Passed.

45
46 **MSC** Susan Rosenberg moved and Ruth Offen seconded to approve Vendor
47 Balance Detail dated November 14, 2006 in the amount of \$465.45. Passed.

50 **MSC** Ruth Offen moved and Susan Rosenberg seconded to affirm October payroll
51 in the amount of \$27,416.99. Passed.
52

53 **REPORTS**

54 **Director's Report:** Laura referred to her written report. Laura noted that Tom Metke has
55 been officially reappointed as a Trustee. Laura then initiated a discussion on the Trustee
56 recommendation process due to comments received following the latest recommendation
57 process. Following board discussion it was agreed that:

- 58 • General Trustee criteria will be made available to all applicants with the caveat that
59 different weights are assigned to the criteria based on the makeup of the current
60 Board
- 61 • Interview questions will be sent to all applicants in advance of interviews
- 62 • Applications should be directed to the President of the Board of Trustees through
63 the Director of the Library
- 64 • All applicants will be informed that the existing board will review all applications,
65 interview candidates, and make recommendations to the County Council. This
66 process may take some time to complete.
- 67 • Board will inform all applicants of the final decision

68 It was further agreed that current publicity for this process is adequate (advertised for three
69 weeks and mentioned in Laura's online column) but the Board will consider additional
70 ways to advertise such as signage in the library. This summer the Board will readdress the
71 issue of Trustee criteria.
72

73 Laura noted that this year's Volunteer Holiday Party will be held Friday, December 15th at 1
74 p.m. and encouraged all Trustees to attend in order to acknowledge the important role of
75 volunteers to the library.
76

77 **Youth Services Librarian's Report:** Shannan referred to her written report. Shannan
78 noted that she mailed a letter of interest about the Teen Advisory Board to several
79 identified teenagers on December 13th and to date has received two responses. She is
80 hoping for a positive response from 7 to 10 teens with a steady group of about 5. Shannan
81 also shared that she had recently received a flyer for next year's Summer Reading
82 Program, "Get a Clue."
83

84 **Technology Specialist Report:** Floyd's monthly report was noted.
85

86 **OLD BUSINESS**

87 **May Meeting Minutes**

88 Laura asked that the May 2006 minutes be signed as they had been approved but never
89 signed.
90

91 **Purchasing Policy**

92 **MSC** Ruth Offen moved and Susan Rosenberg seconded to approve draft of 2.1.6
93 Purchases as an addition to the library policy manual. Passed.
94

95 **ILS Migration**

96 Laura gave background information on the research process including demonstration of
97 four products which then narrowed the field of interest to two products: Sirsi/Dynix Horizon
98 8 and Innovative Interface Millennium. Both of these were demonstrated on-site to staff,

99 volunteers, and patrons. Floyd and Laura also contacted other libraries which had similar
100 migrations. Laura felt that migrating to either product will cause problems such as the need
101 of training, unexpected costs, and the difference in things that each does well. The
102 deciding factor for Laura was the OPAC (online public access) with Millennium appearing
103 to be particularly user-friendly especially when searching the catalog whereas Dynix is still
104 developing its OPAC product. Based primarily on this difference, Laura is recommending
105 the purchase of the Millennium product.

106 **MSC** Ruth Offen moved and Susan Rosenberg seconded to authorize Laura
107 Tretter to negotiate in good faith with Innovative Interfaces Inc. to acquire ILS
108 at the best possible price at an amount not to exceed the budgeted amount.
109 Passed.
110

111 **Wachovia Credit Card**

112 Laura requested board signatures for this request to close this credit card account.
113

114 **Shifting of Officers**

115 Laura distributed a chart of the board terms and officer positions noting that Richard Civile
116 will finish 2006 as Vice President/President.

117 **MSC** Susan Rosenberg moved and Ruth Offen seconded to accept the slate of
118 proposed officers per the chart provided by Laura Tretter. Passed.
119

120 **Holidays**

121 Laura noted that Christmas Eve and New Year's Eve fall on Sundays this year. According
122 to current policy, the library would close at 3 p.m. on Christmas Eve meaning the library
123 would be open for only 2 hours. Laura recommended that the library be closed Christmas
124 Eve as a paid holiday for all staff and be open regular Sunday hours on New Year's Eve.

125 **MSC** Susan Rosenberg moved and Ruth Offen seconded that, for 2006 only, the
126 Board of Trustees recommend the Library be closed on December 24th and
127 be treated as a paid holiday for all staff otherwise eligible for paid holidays.
128 Passed.
129

130 **Budget Approval**

131 Laura distributed the most current version of the draft 2007 budget with a comparison to
132 2006 and reviewed some changes made as per her Director's Report. Laura also
133 distributed copies of letters from the County to the Library regarding adjustments to
134 opening cash for each year since 2002 which explained the current carryover of \$403,000.
135 Based on this information, Laura will request a transfer of funds from operating to capital
136 reserve as per the 2006 budget resolution. There will then be another transfer of funds
137 from capital reserve back to operating in order to provide operating funds for the rest of
138 fiscal year 2006 and for the first few months of fiscal year 2007.

139 **MSC** Ruth Offen moved and Susan Rosenberg seconded to approve Board
140 Resolution #5-2006 authorizing the property tax levy in the amount of
141 \$754,788.15 which is an increase of 1% over the previous levy. Passed.
142

143 **MSC** Susan Rosenberg moved and Ruth Offen seconded to approve the levy
144 certification in the total amount of \$784,788. Passed.
145
146
147

148 **ADJOURNMENT**

149 **MSC** Ruth Offen moved and Susan Rosenberg seconded to adjourn the meeting
150 at 8:30 p.m. Passed.
151

152

153

154 Respectfully submitted:

Board Secretary

155

156

157

158

159 Approved:

Board President

160