

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

2 Conference Room, San Juan Island Public Library

3 December 12, 2006

4
5 **Members Present:** Fred Henley, Tom Metke, Ruth Offen, Susan Rosenberg

6
7 **Members Absent:** Richard Civile

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

10
11 **FOL Present:** Judy Lingerfelt

12
13 Tom Metke called the meeting to order at 6:04 p.m.

14
15 **Public Access**

16 None

17
18 **Agenda Approval**

19 The following items were added under new business: 1) board officer elections for 2007, 2)
20 issue of tree behind library, 3) board retreat, and 4) rearranging library interior

21 **MSC** Ruth Offen moved and Fred Henley seconded to approve the agenda as
22 amended. Passed.

23
24 **Approval of Board Meeting Minutes of November 14, 2006**

25 **MSC** Ruth Offen moved and Fred Henley seconded to approve the minutes as
26 submitted. Passed.

27
28 **Approval of Board Meeting Minutes of November 29, 2006**

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

31
32 **Friends of the Library**

33 Judy Lingerfelt, new FOL president, reported the following activities from the November
34 meeting: reviewing results of the outreach survey sponsored by FOL; holiday book sale
35 and bazaar proceeds were about \$2400; about \$600 came into the Treasure Cove during
36 November; 100 business membership mailings were sent; work on updating FOL logo
37 continues; researching joining the Chamber of Commerce; considering reducing hardcover
38 book and video prices and offering a holiday special to help reduce Treasure Cove
39 inventory. Ruth will attend the January meeting.

40
41 **Approval of Bills:**

42 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve check
43 numbers 16617 through 16630 in the amount of \$21,622.41. Passed.

44
45 **MSC** Fred Henley moved and Ruth Offen seconded to approve Vendor Balance
46 Detail dated December 7, 2006 in the amount of \$6,521.59. Passed.

47
48 **MSC** Susan Rosenberg moved and Ruth Offen seconded to approve check
49 number 16850 in the amount of \$432.79. Passed.

50 **MSC** Susan Rosenberg moved and Fred Henley seconded to affirm November
51 payroll in the amount of \$28,352.25. Passed.
52

53 **REPORTS**

54 **Director's Report:** Laura referred to her written report and also noted the following:

- 55 • A card from the staff was given to the Board to thank them for the day after
56 Thanksgiving as a paid holiday and encouraged making this a permanent holiday.
57 Laura reported she received no complaints from patrons about the library being closed.
58 It was decided that all paid holidays will be reviewed at the January meeting.
- 59 • All Board members were encouraged to attend the volunteer holiday party on
60 December 15th. Fred said he would definitely attend and both Ruth and Tom would try.
- 61 • A schematic of the Town's approved concept for Phase 4 of the Guard Street
62 improvements was distributed. This design includes sidewalks on both sides of Guard
63 but on-street parking only on the south side. Discussion developed regarding mediating
64 the removal of the trees along Guard Street and concern was expressed about the
65 need to keep two entrances from Guard Street into the library parking lot. Tom and
66 Fred agreed to draft a letter on this issue to King Fitch, the Town Council and the
67 Mayor with a "cc" to the motel owner. Laura went on to point out that since utility work
68 will be done in the west driveway during the spring in preparation for the street
69 improvement work, she has decided to get just enough gravel to fix the large potholes
70 rather than regravelling the entire driveway at this time.
- 71 • Results of the outreach survey were reviewed. Laura noted that she and Adrienne were
72 working on new adult programming to begin in mid-January. Their current concept
73 focuses on 3-month programming "chunks" around a specific theme. The first theme
74 will be "Express Yourself" and will include viewing a movie, reading a book, crafts, and
75 a cooking project with Cynthia Burke.
76

77 **Youth Services Librarian's Report:** Shannan referred to her written report. Shannan
78 reported that she had received a lot of positive feedback that Lapsit took place during the
79 aftermath of the snow storm. Shannan also reported that a magnet board has been added
80 to the teen area for magnetic poetry using "appropriate" words chosen and produced by
81 Shannan. This poetry board had only been up about a week and already poems were
82 being created. Shannan also reported that she had met recently with Joyce Sobel of
83 Family Resources in order to discuss more programming in connection with the library.
84

85 **Technology Specialist Report:** Laura reported that although there was no written report
86 for this month, she was happy to report that the redesigned website would go live on
87 Monday, December 18th.
88

89 **OLD BUSINESS**

90 **Ventilation**

91 Tom reported that he hoped to meet with the contractor for the proposed work within a few
92 days.
93

94 **Policy Manual**

95 Laura asked Susan to assist in resuming the manual review and have something to
96 present to the Board at the February meeting.
97
98

99 **ILS Migration**
100 Laura reported that she is continuing her negotiations with Innovative Interface. She
101 reminded the board that Millenium was selected primarily due to the online public access
102 portion. She is hoping to have the acquisition module included in the package.
103

104 **COLA**
105 **MSC** Susan Rosenberg moved and Fred Henley seconded to accept the COLA
106 number of 3.59% for payroll effective January 1, 2007. Passed.
107

108 **Board Officers Election**
109 Board reviewed a board terms chart distributed by Laura which included the following
110 officer appointments for 2007: Ruth Offen, President; Tom Metke, Vice President; Susan
111 Rosenberg, Secretary.

112 **MSC** Fred Henley moved and Susan Rosenberg to accept the slate of proposed
113 officers per the chart provided by Laura Tretter. Passed.
114

115 **Tree**
116 Laura reported that a patron who is a farmer pointed out that a Douglas fir tree in the
117 northeast corner of the library parking lot is dying and possibly falling. Tom will check to
118 see if the tree is on library property.
119

120 **Board Retreat**
121 Laura initiated a discussion on the time and place of the annual board retreat. It was
122 agreed that the retreat would take place on the first or second Saturday of March and that
123 Laura would contact Friday Harbor House about the possibility of using their dining room
124 again this year and David Bentley about being the facilitator. Laura asked that suggestions
125 for retreat topics be emailed to her.
126

127 **Rearranging Library Interior**
128 The Board took a tour of the library and noted the following possible areas of attention:
129 additional reading area; circulation area; area in front of fireplace (it was agreed this was
130 the best new feature); enlarging the community notice board. Susan suggested El Baylis,
131 local designer, for possible consulting. Laura welcomed input from the board and will bring
132 concrete ideas to the January meeting.
133

134 **ADJOURNMENT**
135 **MSC** Ruth Offen moved and Susan Rosenberg seconded to adjourn the meeting
136 at 7:45 p.m. Passed.
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140 Respectfully submitted: _____
141 Board Secretary

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145 Approved: _____
146 Board President