

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

2 Friday Harbor House

3 April 29, 2006

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

6
7 **Members Absent:** Richard Civile

8
9 **Staff Present:** Lauren Stara, Carrie Lacher

10
11 **Facilitator Present:** David Bentley

12
13 Roy Mocerri called the special meeting to order at 10:40 a.m.

14
15 **Visitors**

16 None

17
18 **Agenda Approval**

19 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve the agenda
20 as submitted. Passed.

21
22 **LONG-RANGE PLAN**

23 The Board agreed to review the Long Range Plan submitted earlier, make revisions as
24 needed, and adopt the final Plan.

- 25 • Mission Statement: accepted as presented.
- 26 • Service Priorities amended:
- 27 o “Lifelong Learning” changed to “Facilitate Lifelong Learning”
- 28 o “Commons” changed to “Provide a Public Forum”
- 29 • Service goals for Lifelong Learning
- 30 1. accepted as presented
- 31 2. accepted as presented
- 32 3. accepted as presented
- 33 4. Changed to “The collection of materials and tools will reflect the interests, needs
34 & character of the community *while* representing various points of view.”
- 35 • Objectives:
- 36 1. Discussion developed regarding the first objective. Lauren shared her past
37 experience of developing an in-depth plan and reviewed the benefits of a collection
38 development plan including: ability to develop a collection that reflects the
39 uniqueness of a community rather than a generic public library; assisting with
40 fundraising or partnerships with other organizations; and providing a close analysis
41 of the reasons why the current collection is developing as it is. The first step in a
42 collection development plan is a manual inventory. Lauren felt the major portion of
43 the library’s collection could be inventoried over two days. Following the inventory,
44 Lauren agreed to prepare sample sections of a collection development plan.

45
46 **MSC** Ruth Offen moved and Susan Rosenberg seconded to approve closure of
47 the library May 18 and 26 in order to perform an inventory. Passed.

48
49 Following changes to Objective 4 (below), the collection categories and
50 subcategories of Objective 1 were changed to the following:

- 51 a. Age Group
52 i. Adult
53 ii. Teen
54 iii. Juvenile
55 b. Topic
56 i. Northwest/Local Interest
57 ii. Business & Career
58 iii. Environmental Stewardship
59 iv. Alternative Energy
60 v. Consumer Education
61 c. Media
62 i. Print
63 ii. Audio
64 iii. Video
65 iv. Digital
66 2. accepted as presented
67 3. Numbering changed to give equal weight to each item:
68 a. Redesign website
69 b. Add online user guides and tutorials
70 c. Investigate the use of digital/virtual services & other emerging technologies
71 4. Subsections moved to Objective 1 and Objective 4 was revised: Develop & promote
72 workshops on the use of electronic & print resources.
73 • “Service Goals for the Commons” changed to “Service Goals for Providing a Public
74 Forum”
75 The numbering of this section was rearranged and items were merged:
76 1. Members of the community will find places and opportunities to meet and interact in
77 groups of all sizes.
78 2. An environment for the cultivation of community identity and character will be
79 provided in an effort to meet the needs of island residents and guests.
80 3. accepted as presented
81 • Objectives were changed, merged, and revised:
82 1. Create a digital forum
83 2. Expand adult programming sponsored by the library
84 3. Promote collaborative programs for the exploration and discussion of a wide range
85 of social, political, and environmental issues
86 4. Provide opportunities for community involvement and volunteerism
87 5. Evaluate library facilities needs on an ongoing basis
88

89 **MSC** Tom Metke moved and Ruth Offen seconded to adopt the Long Range Plan
90 as amended. Passed.
91

92 The Board also noted the updated library logo on the first page of the Long Range Plan
93 and agreed to continued use of this logo.
94

95 **DIRECTOR SEARCH**

96 Lauren distributed copies of her current contract and the updated Director’s job
97 description. Roy agreed to perform a legal review of Lauren’s contract. The Board agreed
98 on the following action items
99

- 100 1. An Executive Session meeting was set for Tuesday, May 16th at 5 p.m. to begin
101 reviewing applications.
102 2. Prior to the Executive Session, Lauren will provide hard copies of all applications to the
103 Board
104 3. Prior to the Executive Session, each Board Member and Lauren will independently
105 review the applications and each will select their top 6 candidates. At the Executive
106 Session, these individual lists will be compared, contrasted and merged into one list of
107 no more than 8 top candidates who will then be invited to a phone interview
108 4. The phone interviews will be conducted the week of May 22nd by two pairs of board
109 members using the speaker phone in Lauren’s office. Each pair of board members will
110 interview 4 candidates.
111 5. Lauren will send out the updated Long Range Plan and Mission Statement to those
112 candidates selected for a phone interview
113 6. A second Executive Session was set for Tuesday, May 30th at 5 p.m. to review the
114 results of the phone interviews and reduce the candidate list to a maximum of four for
115 face-to-face personal interviews to be scheduled at a mutually convenient time
116 between May 31st and June 12th. Travel expenses will be borne by the interviewee.
117 7. An offer will be made by June 13th.

118
119 **COOPERATIVE CATALOG PROJECT**

120 Using detailed information provided by Technology Specialist Floyd Bourne and the results
121 of discussions from earlier board meetings, the Board narrowed its focus to three options
122 concerning the necessary catalog upgrade:

- 123 1. Upgrade independently of the other island libraries with an estimated upfront cost of
124 \$60,000 and annual costs for hardware maintenance of \$7000
125 2. Merge catalogs with Orcas with an estimated upfront cost of \$29,000 and annual
126 maintenance of \$10,000
127 3. Outsource the catalog hosting to Dynix with an estimated upfront cost of \$20,000 and
128 \$15,000 for annual maintenance

129
130 It was noted that the costs of merging with Orcas were difficult to determine at this point in
131 time. It was agreed that entering into negotiations with Orcas would help to clarify this
132 issue. It was further agreed that Lauren would draft a “trial balloon” regarding such a
133 merger, email this draft to board members for approval, review with Roy Mocerri, and then
134 submit to the Director of the Orcas Island Library in time for presentation at their May
135 board meeting.

136
137 **ADJOURNMENT**

138 **MSC** Susan Rosenberg moved and Tom Metke seconded to adjourn at 2:55 p.m.
139 Passed.

140
141
142
143 Respectfully submitted:

Board Secretary

144
145
146
147
148 Approved:

Board President