

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

2                   Conference Room, San Juan Island Public Library

3                   August 14, 2007

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5 **Members Present:** Fred Henley, Tom Metke, Ruth Offen, Lynn Weber-Roochvarg

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7 **Members Absent:** Susan Rosenberg

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

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11 **FOL Present:** Robbie Lawson

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13 Ruth Offen called the meeting to order at 6:05 p.m.

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15 **Public Access**

16 None

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18 **Agenda Approval**

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

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22 **Approval of Board Meeting Minutes of July 10, 2007**

23       **MSC** Fred Henley and Tom Metke seconded to approve the minutes as submitted.  
24       Passed.

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26 **Friends of the Library**

27 Robbie reported that at the last FOL meeting, they did not have a quorum so no formal  
28 business took place. However, they did discuss the summer book sale which did not earn  
29 as much this year. FOL feels this was a result of the flood in the storage room causing  
30 there to be fewer book donations. The book sale raised only \$2800 as compared to \$4000  
31 in 2006. There were also fewer people in attendance this year. Fred noted that the  
32 Treasure Cove is still "chugging along." FOL is consistently adding new items for sale.  
33 Monthly revenues regularly average between \$250 and \$300 per month. Ruth noted that  
34 the Treasure Cove is a "wonderful addition" to the library. Lynn agreed to attend the next  
35 FOL meeting on Monday, August 27<sup>th</sup> at 8 a.m. FOL is considering changing meetings to 8  
36 am on the last Wednesday of each month from Mondays.

37  
38 **Approval of Bills:**

39       **MSC** Tom Metke moved and Fred Henley seconded to approve Vendor Balance  
40       Detail dated August 9, 2007 in the amount of \$47,775.97. Passed.

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42       **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve Check  
43       Number 29946 in the amount of \$526. Passed.

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45       **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to approve  
46       Vendor Balance Detail dated August 14, 2007 in the amount of \$4,052.08 for  
47       payment of the Regence Blue Shield Premium. Passed.

49           **MSC** Fred Henley moved and Tom Metke seconded to approve Vendor Balance  
50           Detail dated August 02, 2007 in the amount of \$13,955.66. Passed.

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52           **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to affirm July  
53           payroll in the amount of \$30,543.55. Passed.  
54

### 55 **LIBRARY AWARENESS (BOARD)**

- 56 1. Lynn was approved by the County as the newest board member.
- 57 2. Chamber of Commerce meeting at the library last night went well. Approximately 20  
58 people attended. Laura's presentation to the Chamber was about the new small  
59 business collection. Laura asked for input from the board as to types of items to include  
60 in this collection. Ruth stated that it is crucial for the library to have information for  
61 "start-ups." Tom mentioned technical reference books. Fred stated that there is a need  
62 for information on home-based businesses. Laura noted that she did distribute a survey  
63 to the Chamber members and it will also be online which helps to underscore that the  
64 Library is interested and concerned enough to ask for input.
- 65 3. A library-supporter decal was also discussed. Maybe this is an idea FOL could pursue.  
66

### 67 **REPORTS**

68 **Director's Report:** Laura updated her report as follows:

- 69 1. The new collection will likely be called "Job & Career Collection" and will focus on small  
70 business, training for your job, college prep, and finding a job. Heidi Lewis and summer  
71 intern Jen Fleming have been key in helping to organize this collection.
- 72 2. Laura distributed a draft brochure of the Fall programming as arranged by Adult  
73 Programming Coordinator Adrienne Bourne, noting that this line-up is one of the best  
74 ones yet. Laura also noted that she and Floyd are exploring getting a new color printer  
75 that has the capacity to print on 11 x 17 paper which would allow for a larger font size  
76 to be utilized on upcoming brochures. It is possible that FOL will go in on this purchase  
77 and use the new printer for their newsletters.
- 78 3. The Adult Summer Reading program was very successful especially for a first year  
79 effort. 98 adults filled out participation cards.
- 80 4. Floyd and Beth spent the day at the Fair setting up this year's booth. The Library will be  
81 giving away Mardi Gras beads again this year. The activity will be to ask people to write  
82 down "the title of a book that made you grow." They can submit one title each day of  
83 the Fair and receive a string of beads each time. The Library definitely has a presence  
84 at the Fair because of the beads.
- 85 5. The rearrangement of the front area of the library has opened it up but is still not quite  
86 working. Laura is looking at new furniture and shelving for this area such as placing a  
87 small sofa in front of the fireplace to cozy up the area. Fred noted the Literary Salon is  
88 getting crowded and in need of more seating.
- 89 6. Laura is still picking out a paint color for the front doors. Laura invited any board  
90 members who would like to offer input on the color selection to come to her office to  
91 view paint chips.
- 92 7. Laura noted that the draft profit and loss statement is now being included in the board  
93 packet. It had been agreed previously that a final statement would be presented at the  
94 board meeting. Laura asked that if there were no changes to the draft report it could be  
95 accepted as the official report. The board agreed to this strategy.  
96

97 **Youth Services Librarian's Report:** Shannan reported the following:

- 98 1. During the summer reading program, middle and high schoolers read more than 2 ½  
99 times more hours than last year. 35 teens signed up for the program and read 639  
100 hours. There were less elementary school kids who participated this year than last but  
101 they read more – one child reached the program goal 15 times. 257 elementary school  
102 kids signed up and read for a total of 976 ½ hours. Among the teens, there were more  
103 girls than boys but gender was evenly split in the younger grades. Ribbons will be  
104 available at the Fair Booth for finishers to pick up. 97 kids reached the program goal,  
105 close to the same as last year.
- 106 2. There are a couple of young people doing assigned community service work at the  
107 library. One task that has already been completed was finishing the placement of non-  
108 skid tape on the lower shelves throughout the library. The young man who did this work  
109 will be completing 32 hours between now and September 1<sup>st</sup>.

110  
111 **Technology Specialist Report:** Laura noted that there was no Tech report for this month.  
112 Laura reported that the location codes for the collection are being finished. Floyd will be  
113 setting up Millennium logins. The next Millennium training is scheduled for the second  
114 week of September.

## 115 **OLD BUSINESS**

### 116 **Fundraising and donations**

117 Laura reported that she and Susan met with County Auditor Milene Henley and Jr. Taxing  
118 District Accountant Rhonda Pederson regarding investments and other issues of  
119 fundraising. It was learned that the Library can invest monies outside of the Local  
120 Government Pool. Laura is planning on talking with the Director of the Orcas Library as  
121 Orcas has a number of endowment funds to see how they are handled and how the funds  
122 are being handled through the budget. Discussion developed as to using the Stuby funds  
123 for a fall lecture. It was noted that deciding on how to handle the Stuby funds is a first step  
124 and then a decision can be made on how to use them.

## 125 **NEW BUSINESS**

### 126 **Trustee Interview**

127 Ruth contacted all the trustee candidates who were not selected to ask if they were  
128 interested in being included in the next trustee pool and they all said yes. Laura will start  
129 the trustee needed ad this week and run it for three weeks. The board will discuss how to  
130 handle the search at the next meeting.

## 131 **WILL**

132 Tom, Lynn, and Fred will be attending. Susan was not yet sure. Laura will handle making  
133 the registrations but August 24<sup>th</sup> is the deadline for early registration.

## 134 **Community Calendar**

135 Laura initiated a discussion regarding the Library hosting a community calendar. Ruth  
136 noted that it had been tried in the past and didn't really seem to work well. Laura noted that  
137 the idea came from Lori Stokes who has been communicating with sanjuanislander.com  
138 and other local media about hosting a calendar. The Journal was interested but preferred  
139 finding a neutral source to do this. This resulted in a meeting at the library with various  
140 interested groups to see if a more effective way could be identified. The Chamber of  
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145 Commerce and the Visitor's Bureau are currently not interested in coordinating this.  
146 Discussion developed about the impact to Library staff to assume this task and the timing  
147 of implementation given the upcoming ILS migration. Laura noted that she would like to be  
148 convinced of the need for such a calendar and that the library would be the resource  
149 people would go to for this information.  
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151 **ADJOURNMENT**

152 **MSC** Tom Metke moved and Fred Henley seconded to adjourn at 7:00 p.m.  
153 Passed.

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155 Respectfully submitted:

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Board Secretary

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159 Approved:

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Board President