

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

2 Conference Room, San Juan Island Public Library

3 December 11, 2007

4
5 **Members Present:** Fred Henley, Tom Metke, Ruth Offen, Susan Rosenberg, and Lynn
6 Weber/Roochvarg

7
8 **Members Absent:** None

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

11
12 **FOL Present:** Kathy Babbitt

13
14 **Visitors:** Marie Johansen (trustee elect)

15
16 Ruth Offen called the meeting to order at 6:03 p.m.

17
18 **Public Access**

19 None

20
21 **Agenda Approval**

22 Laura asked that the topic of “new printer” be added under New Business.

23 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve the agenda
24 as amended. Passed.

25
26 **Approval of Board Meeting Minutes of November 13, 2007**

27 After discussion, it was agreed to amend line 124 to read “for a library purpose.”

28 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve the minutes
29 as amended. Passed.

30
31 **Friends of the Library**

32 FOL Treasurer Kathy Babbitt reported that FOL is finishing off 2007 with a membership
33 drive. She distributed membership forms to board members and encouraged those who
34 were not yet members to join. The November-December newsletter included a kickoff of
35 the membership drive with a goal of 400 families and \$20,000 in membership fees. Right
36 now they are running a little short of this goal. The next newsletter is due to come out
37 around January 3rd or 4th and will have a follow up on the membership drive and a Library
38 wish list that was developed with Laura’s input. To date, \$26,000 has been raised from
39 book sales, memberships and the Treasure Cove. Over \$1000 has been collected from
40 book sales at the ferry terminal. Approximately \$2000 has come in from book sales via
41 eBay thanks to volunteer Dick Wright. During the year, FOL spent about \$12,000 on
42 Library programming including ESL, community outreach, adult programming, teen
43 assistants, and the summer reading program. Other costs this year included the newsletter
44 (\$7000), volunteers (\$3500), and equipment purchases for the Library of the DVD cleaner
45 and the new event display boards. Over \$35,000 has been spent on library related costs.
46 At the beginning of 2007, FOL decided to keep only about one year’s worth of operating
47 funds in their SJI Community Foundation account so they would not be seen by
48 contributors and the community as “stockpiling” its funds. Combined revenue from the

49 holiday bazaar and book sales was lower than both 2005 and 2006. Kathy noted this may
50 have been due to not enough publicity. FOL is therefore considering having two new
51 banners made. Kathy also noted that the FOL board should have 10 members and they
52 are currently operating with only 7. In addition, Kathy is slated to leave the board in 2008
53 after 6 years of service. Board member elections are held in the spring. Ruth gave the
54 recent applicant list for the Library trustee position to the FOL president and will also email
55 it to Kathy. 2008 will be the 30th anniversary of FOL. There will be no meeting in January.
56

57 **Approval of Bills:**

58 **MSC** Fred Henley moved and Lynn Weber-Roochvarg seconded to approve
59 Check Numbers 36239 through 36247 in the amount of \$7,198.57. Passed.

60
61 **MSC** Susan Rosenberg moved and Lynn Weber-Roochvarg to approve Vendor
62 Balance Detail dated December 12, 2007 in the amount of \$38,107.54.
63 Passed.
64

65 **MSC** Tom Metke moved and Fred Henley seconded to approve payment of the
66 Regence Blue Shield premium in the amount of \$3658.72. Passed.
67

68 **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to affirm
69 November payroll in the amount of \$30,304.21 Passed.
70

71 **LIBRARY AWARENESS (BOARD)**

72 Laura reported on the following items of interest:

- 73 • Laura joined the local chapter of Soroptimists and will be participating in its committee
74 that awards scholarships.
- 75 • Beth and Laura attended the recent meeting of the Lions Club and made a presentation
76 regarding the Library's low vision resources.
- 77 • Laura will now be part of the Town's Centennial Planning Committee. Shannan plans to
78 tie the Summer Reading Program to the Centennial. The Centennial celebration kicks
79 off at the 2008 County Fair and ends with the 2009 County Fair.
- 80 • Tom Metke's column will be in the upcoming FOL newsletter and discusses changes to
81 the Library over the last 30 years and envisioning the future.
82

83 **REPORTS**

84 **Director's Report:** Laura noted the following:

- 85 • The annual Volunteer Holiday Party is scheduled for Friday, December 14th beginning
86 at 1 p.m. This will be a potluck and white elephant gift sharing. All Trustees are invited.
- 87 • The SJI Library was selected along with 8 other libraries to participate in the
88 Washington Rural Heritage project. The Library will be working with the historical
89 museum and the Town to determine what will be digitized. They are considering a
90 collection of about 100 J.A. McCormick glass plate photos owned by Al Nash. Also
91 being considered are oral histories and the memorabilia of an early island
92 homesteader, James Crook.
- 93 • Laura is still working with and training the Library Intern. Her focus will be on collection
94 management and reference desk work.
- 95 • Staffing changes: This will be Carrie's last meeting as recorder. Laura has placed
96 online ads to hire a new recorder.

97 **Youth Services Librarian's Report:** Shannan noted her written report and the following:
98 • The Reading Buddy program is starting up and it is a great program.
99 • Shannan will again be a part of the planning committee for the annual Children's
100 Festival. It is currently scheduled for May 2008.

101
102 **Technology Specialist Report:** Laura noted Floyd's written report and added that the
103 Millennium conversion took a lot more time than she or Floyd anticipated causing
104 November to be a rather stressful month. A lot of projects got pushed to the back burner,
105 especially for Laura and Floyd. They hope to start catching up now that things seem to be
106 settling down.

107
108 **OLD BUSINESS**

109 **Guard Street Improvements**

110 Laura reported that she and Tom met with Mary Stone to discuss a proposal for the
111 Town's Engineer. After reviewing this proposal, Tom did not feel it was feasible and
112 presented to the Board his modifications that he would like to propose to the Town. His
113 proposal included:

- 114 • The Town will install a railing along the top of the retaining wall. The Library Board
115 will ask for design input on this railing.
116 • The Town will pay for new parking, lot paving and striping, curbing, signage (4), and
117 attorney fees.
118 • In exchange for having these conditions met, the Library will grant the Town the
119 right of way at no additional cost. The boundary will be restricted to the back edge
120 of the sidewalk.

121 **MSC** Susan Rosenberg motioned and Fred Henley seconded to authorize Tom
122 Metke and Laura Tretter to present the outlined proposal to the Town of
123 Friday Harbor through Attorney Mary Stone. Passed.

124
125 Laura also noted that the trees are expected to be removed for free – landscaper Barry
126 Bartmaster will remove the trees in exchange for over wintering them and keeping those
127 that survive. If OPALCO's excavator runs into big problems, he may come back to the
128 library for a share of related costs. Barry will also be moving the shrubs and roses and
129 replanting them around the Library. OPALCO should be doing their work in front of the
130 Library within the next two weeks.

131
132 **Programming**

133 Laura is still researching relevant policies.

134
135 **NEW BUSINESS**

136 **Election of 2008 officers**

137 **MSC** Fred Henley motioned and Lynn Weber-Roochvarg seconded to adopt the
138 slate of officers as presented. Passed.

139
140 **Petty Cash Resolution**

141 **MSC** Lynn Weber-Roochvarg motioned and Tom Metke seconded to approve
142 Resolution #8-2007 updating the authorized signers on the Petty Cash
143 account to Laura Tretter and Heidi Lewis. Passed.

144

145 **2007 Budget Amendment**

146 Laura initiated a discussion regarding the need for a possible budget amendment. Laura
147 explained that the 2007 dollar amount budgeted for year-end transfer did not take into
148 account the amount needed for 2008 beginning-of-year expenses. Laura spoke with the
149 County regarding the need for a budget amendment to address this issue. The County felt
150 an amendment was not necessary as long as a discussion explaining why this amount was
151 not transferred took place with the Board and was recorded in the minutes. The Board
152 agreed with this recommendation. No further Board action was deemed necessary.

153

154 **Financial Audit**

155 Laura distributed copies of the State Auditor's concluding summary sheet. Laura noted
156 there were a few things that needed cleaning up, such as the change in authorized signers
157 on the petty cash account, the director needs to regularly review the bank reconciliations,
158 and the Board cannot authorize additional days off as paid leave, and these are being
159 addressed. Ruth suggested issuing a press release or reporting in Laura's online column
160 how well the Library did during this audit.

161

162 **Levy Restoration**

163 Laura distributed a chart projecting Library revenues and expenses through 2011. Susan
164 suggested a subcommittee be organized to explore this issue more closely. Laura pointed
165 out that the Library Board has not historically had committees. Tom pointed out the board
166 has been small enough that this has not yet been necessary. Laura noted that Library
167 Consultant Laura Dillinger recommends that a Library go to the public for a levy lid lift
168 when the library is still providing good services and is looking towards the future and
169 wanting to maintain that same level of service. Discussion to be continued.

170

171 **County Campus Update**

172 Tom reported that he and Laura met with Urban Designer Kevin Peterson. The meeting
173 went well and was very interesting. Kevin appears to be very interested in getting the
174 Library to a downtown/central location and expanding its space. Library would become the
175 central source of information for all County resources. This particular meeting focused on
176 the Library's needs and priorities, mission and goals. Kevin would like the Library to
177 provide those parameters so he can do further envisioning of the Town's future. Laura is
178 developing a questionnaire/survey for community leaders/stakeholders asking for their
179 vision of the Library 20 to 30 years from now.

180

181 **ESL & Immigration**

182 Laura reported that shortly after the last Board meeting, someone came into the ESL
183 meeting saying INS was coming. This caused all the students to immediately leave
184 although INS never did show up. This did raise the issue of what to do if in fact INS were to
185 come to an ESL session at the Library. Laura was able to get a pretty clear answer
186 regarding this specific situation: because it is an educational experience, it cannot be
187 disrupted. The agent must have a warrant naming a specific individual. Laura also called
188 Sheriff Bill Cumming. He stated that generally there are no INS agents on the island and
189 he usually knows when they are coming. If someone is in the library bullying patrons
190 regarding this issue, the Sheriff would like to know. Immigrant rights information has been
191 shared with ESL participants through the classroom setting. This also raised the topic of

192 what to do if a law enforcement representative is asking for patron records. Fred
193 suggested adding something to the policy manual regarding that issue.

194

195 **ILL Patron Fees**

196 Laura reported that the Lopez Library recently added a \$500 account that will be used to
197 pay for patrons' ILL fees. The SJI Library's policy has been that any ILL fees are paid for
198 by the patron. However, a patron has asked Laura to consider establishing an ILL pool for
199 paying these fees. Laura explained to the Board that she feels the Library already puts a
200 lot of Library resources towards processing ILLs such as staff time and postage. She also
201 pointed out that if a patron had an extreme need, this could be dealt with at the Director's
202 discretion or FOL could be asked to establish a special needs fund. No further action was
203 taken.

204

205 **Printer**

206 Laura reported that the Library currently has 2 color printers. The faster, newer printer
207 does not provide true color reproduction and she showed examples. The other, older HP
208 printer has better color quality but is extremely slow. In addition, the largest paper either
209 can accommodate is 8 ½ by 14 inches. Laura and Floyd have been researching printers
210 that can take 11 by 17 inch paper, can print two sided, and have better color quality. They
211 are considering three printers that each cost about \$4000. They also did a cost
212 comparison of having color projects outsourced to a professional printer and it is cheaper
213 to do in-house. Fred suggested exploring a 50-50 cost share with FOL.

214 **MSC** Tom Metke motioned and Susan Rosenberg seconded to authorize Laura
215 Tretter to purchase a new color printer of her choice for an amount up to
216 \$5000 plus shipping and tax. Passed.

217

218 **Appreciation**

219 **MSC** Tom Metke motioned that the Board of Trustees officially thank Ruth Offen
220 for her 11 years of dedicated service to the Board. Unanimously passed with
221 enthusiastic applause!

222

223 **ADJOURNMENT**

224 **MSC** Tom Metke motioned and Fred Henley seconded to adjourn at 7:57 p.m.
225 Passed.

226

227 Respectfully submitted:

228

Board Secretary

229

230

231 Approved:

232

Board President