

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

2 Conference Room, San Juan Island Public Library

3 July 10, 2007

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

6
7 **Staff Present:** Laura Tretter, Shannan Sword, Carrie Lacher

8
9 **FOL Present:** Yvonne Beckham

10
11 **Visitors Present:** Julie Anderson, Marie Johansen, Lynn Roochvarg

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13 Ruth Offen called the meeting to order at 6:07 p.m.

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15 **Public Access**

16 None

17
18 **Agenda Approval**

19 Two items added under "New Business": Director's Review and Circulation Desk.

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

22
23 **Approval of Board Meeting Minutes of June 12, 2007**

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

26
27 **Friends of the Library**

28 Yvonne reported that the Annual Book Sale is scheduled for July 27th and 28th and
29 distributed flyers for board members to post around town. There is also a signup sheet in
30 the library for volunteers to help with the sale, especially with carrying. FOL is still
31 considering changing the time of their monthly meeting. They are also considering renting
32 a larger storage area since they always need to rent a second one in anticipation of the
33 annual book sale. FOL is also sponsoring the purchase of display panels for library use,
34 particularly at the Fair booth. Fred Henley agreed to attend the August monthly meeting.

35
36 **Approval of Bills:**

37 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve Vendor
38 Balance Detail dated July 06, 2007 in the amount of \$10,716.19. Passed.

39
40 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve Check
41 Numbers 28333-28361 in the amount of \$24,266.15. Passed.

42
43 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve Vendor
44 Balance Detail dated July 03, 2007 in the amount of \$4,052.08 for payment
45 of the Regence Blue Shield Premium. Passed.

46
47 **MSC** Tom Metke moved and Susan Rosenberg seconded to affirm June payroll in
48 the amount of \$29,628.34. Passed.

49 **LIBRARY AWARENESS (BOARD)**

- 50 1. Trustees were encouraged to sign up to help staff the Library booth at this year's
51 County fair. They will be paired with a staff person.
52 2. Ruth complimented the Library's participation in this year's 4th of July parade organized
53 by Programming Coordinator, Adrienne Bourne.
54 3. Chamber of Commerce meeting at library: The Library will host the August 13th meeting
55 of the local chamber of commerce beginning at 5:30 p.m. There will be a tour of the
56 library following the meeting.

57
58 **REPORTS**

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

- 60 • **Millennium:** The first on-site Millennium training took place all day Tuesday,
61 Wednesday and Thursday of the preceding week. Not all staff participated in all
62 portions of the training as the first round of training was focused on administrative set
63 up. Laura was once again reminded how fortunate the Library is to have Floyd's
64 expertise during this transition.
65 • **Exterior Paint:** Laura reported that the pressure washing of the exterior wasn't working
66 to remove the white bloom. The painter, Robert Strasser, recommended going ahead
67 with painting the trim. The trim will be painted a terra cotta color similar to the reds
68 inside the building. Robert also recommended spot painting over the problem areas
69 and see how that works rather than repainting the whole building which could be costly.
70 The board agreed to follow Robert's recommendation.
71 • **Circulation Desk:** Laura reported that everyone seems to be loving it. Some concern
72 was still expressed about older volunteers safely accessing the high counter. Diana
73 and Laura are working on finding a stable seating situation.

74
75 **Youth Services Librarian's Report:** Shannan noted that the numbers for Summer
76 Reading attendance had increased since the report was issued. Shannan also reported
77 that the retired circulation desk tables have found new life in the teen area and are already
78 being used by teen patrons. Shannan also plans to use one of the retired reference desk
79 tables as well. The Teen Assistants gave a lot of input towards the new furniture
80 arrangement in the teen area.

81
82 **Technology Specialist Report:** Floyd's written report was noted. The Board also noted
83 that it was good to see that Floyd seems to be so good at dealing with the chaos coming
84 his way during the ILS transition.

85
86 **OLD BUSINESS**

87 **Foundation discussion follow-up**

88 Laura reported that she and Ruth had lunch with attorney Bill Weissinger of the SJI
89 Community Foundation. During this meeting, Bill pointed out that a Foundation is a big
90 undertaking requiring a second board. As such, he encouraged the Library to explore
91 utilizing the SJICF instead of trying to set up its own foundation. Ruth reviewed the
92 reasons and the process behind this inquiry into foundation development: primarily to
93 encourage the public to contribute to the library, particularly in light of a new building
94 campaign. Right now, it appears the County can create a separate line item for
95 contributions which helps to keep these amounts visible for the Board. After discussion, it
96 was agreed that Laura and Susan will arrange a meeting with County Treasurer Jan Sears

97 to find out if it is statutorily allowable for the library to invest monies with SJICF and if it is
98 possible to create separate line items in the Library's budget for tracking large
99 contributions. Laura also reported that she had met with Pete Rose and Dave Zeretsky to
100 discuss the Printonyx property and the downtown campus. At that meeting, Laura
101 confirmed the library is interested in continuing talks and further exploring the combined
102 campus idea. It was decided at that meeting that a delegate from each board and/or
103 council would be appointed to participate in future discussions. Tom Metke agreed to act
104 as this delegate for the Library.

105

106 **NEW BUSINESS**

107 **Petty Cash Account**

108 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve Resolution
109 #5-207 updating the authorized signers on the SJI Library Petty Cash
110 Account to Laura Tretter and Carrie Lacher. Passed.

111

112 **Trustee Interview**

113 There was brief discussion regarding the needs and specific qualifications of a new trustee
114 who would complete Richard Civile's term. It was agreed that of highest priority was a love
115 of the library and a love of the community. The board further agreed that it was important
116 to stress that the board does not get involved in the day-to-day operations of the library.
117 Fred noted that the library acts as the oversight committee for the County Council on the
118 expenditures of the library. Tom noted that trustee appointments are approved by the
119 County Council. An important near future focus for trustees will be the levy lid lift
120 campaign. Interviews for the new position will take place over the upcoming week or two.

121

122 **Circulation Desk**

123 Laura reported that Mark went over budget on this project by \$526 due to some
124 unforeseen installation challenges. She asked the board for approval of payment of this
125 additional bill.

126 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve payment to
127 Cunningham Woodworks in the amount of \$526 and to additionally express
128 their appreciation to Mark for his work. Passed.

129

130 **Director Review**

131 Executive Session called at 7:05 p.m. to discuss the annual review of the director of the
132 SJI Library. Executive Session ended at 8:01 p.m. without any decisions or motions being
133 made.

134

135 **ADJOURNMENT**

136 **MSC** Tom Metke moved and Fred Henley seconded to adjourn at 8:02 p.m.
137 Passed.

138

139 Respectfully submitted:

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143 Approved:

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