

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

2                   Conference Room, San Juan Island Public Library

3                   November 13, 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:** Yvonne Beckham

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

15  
16   Ruth Offen called the meeting to order at 6:02 p.m.

17  
18   **Public Access**

19   None

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21   **Agenda Approval**

22       **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve the  
23       agenda as submitted. Passed.

24  
25   **Approval of Board Meeting Minutes of October 9 and October 10, 2007**

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

28  
29   **Friends of the Library**

30   FOL President Yvonne Beckham reported that the FOL holiday book sale is schedule for  
31   Saturday, November 17<sup>th</sup> from 10 to 2 pm in the meeting room of the Library. FOL will also  
32   have a booth at the Holiday Craft Market held at the elementary school on the Friday and  
33   Saturday following Thanksgiving. FOL is also planning a chocolate tasting night in January  
34   to be held in the meeting room of the library. The idea is to have chocolate treats brought,  
35   tasted, and voted on with prizes handed out to winners. Only FOL members will be able to  
36   win prizes. This will hopefully lead to more memberships. A donation will also be collected  
37   at the door. Beginning with the holiday sale through December 5<sup>th</sup>, FOL will be selling raffle  
38   tickets for a boxed set of 7 Harry Potter books. Tickets will also be available at the  
39   Treasure Cove and at Friday Harbor Market Place. The winning ticket will be drawn at the  
40   December FOL meeting which is set for the first Wednesday of December from 8 to 9 a.m.  
41   Susan Rosenberg agreed to be the Trustee delegate. There will be no FOL meeting in  
42   January.

43  
44   **Approval of Bills:**

45       **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to approve  
46       Vendor Balance Detail dated October 25, 2007 in the amount of \$3658.72 for  
47       payment of the Regence Blue Shield Premium. Passed.

49           **MSC** Susan Rosenberg moved and Tom Metke seconded to approve Vendor  
50           Balance Detail dated November 6, 2007 in the amount of \$13,549.62.  
51           Passed.

52  
53           **MSC** Tom Metke moved and Fred Henley seconded to approve Vendor Balance  
54           Detail dated November 6, 2007 in the amount of \$33,360.82. Passed.

55  
56           **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to affirm October  
57           payroll in the amount of \$30,196.41 Passed.

58

### 59 **LIBRARY AWARENESS (BOARD)**

60 Laura reported on the following items of interest:

- 61 • Beth Helstien will be attending the November 20<sup>th</sup> meeting of the Lions to talk about
- 62 Low Vision resources. The library has several low vision items that are available for
- 63 patrons to check out and try at home.
- 64 • Laura will be attending the upcoming meeting of the Soroptimists and Shannan will be
- 65 also be giving a presentation on Millennium. Laura commented that she feels it is
- 66 worthwhile for her to become a member of this service organization. Shannan also
- 67 noted that she talked about Millennium at the recent high school staff meeting.
- 68 • Tom Metke will be writing the next trustee column for the January – February issue of
- 69 the FOL newsletter.

70

### 71 **REPORTS**

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

- 73 • Heritage Quest database was recently added to the library's databases available for
- 74 patron use. It has received numerous thank yous. The annual subscription cost is
- 75 approximately \$600. The library does receive a small discount on this fee due to a
- 76 relationship with the State library. Susan Rosenberg mentioned that the Mormon
- 77 Church may be particularly interested in this database. Laura will contact them and let
- 78 them know it is available.
- 79 • The official notice from the County approving the appointment of Marie Johansen as
- 80 the newest Trustee has not yet been received.
- 81 • The State Audit is in the process of concluding. The State is recommending a few
- 82 procedural items that need tightening up but overall the Library did just fine. The audit
- 83 interview will be held the morning of Monday, November 19<sup>th</sup> and 2 trustees are invited
- 84 to attend via a phone conference. Ruth Offen and Lynn Weber-Roochvarg will try to
- 85 attend.
- 86 • The annual Volunteer Holiday Party is scheduled for Friday, December 14<sup>th</sup>. Laura
- 87 noted this will be an especially good way to celebrate the Millennium conversion. As
- 88 usual, this will be a potluck and white elephant gift sharing. All Trustees are
- 89 encouraged to attend.

90

91 **Youth Services Librarian's Report:** Shannan noted the following:

- 92 • She recently attended the conference of the Washington State Library Media
- 93 Association with the local school media specialists. They were able to attend different
- 94 workshops so they got a range of information.
- 95 • Jodi at the elementary school is still working on Reading Buddy match-ups.

- 96 • Shannan will be working with a high school student on a Gates Grant application for a  
97 poetry slam. Shannan is supporting the high school student's work and helping with the  
98 application.
- 99 • The regular children's programs all continue to be well attended with a good number of  
100 kids showing up.
- 101 • The e-Rate rebate check for fiscal year 2006-07 has been received.

102  
103 **Technology Specialist Report:** Laura noted that Millennium is alive. Floyd has done an  
104 amazing job throughout the conversion. He is being very persistent and hanging in there  
105 dealing with a number of small issues that have cropped up. Several details are still being  
106 worked on include patrons being unable to access reading lists online. Staff can pull up  
107 reports for them. The new update to Millennium expected in 2008 should fix this problem.  
108 Floyd and Laura are continuing to work with the Millennium implementation team through  
109 the end of November. After the end of November, the Library will have to work through the  
110 Help Desk so trying to address as much as possible now. Laura noted that there was not  
111 any period of time that the Library was without a system. Susan noted that, having  
112 experienced conversions at other libraries, the process at the Library was amazing in how  
113 smoothly it has occurred.

114

## 115 **OLD BUSINESS**

### 116 **Fundraising and donations**

117 Laura had included in the board packets information on how the Orcas Library is handling  
118 their donations on its books and in its budget. Laura suggested that the SJI Library could  
119 use a similar process for any possible endowments. After discussion by the board, it was  
120 agreed to try a similar process. Discussion then developed on the use of the Stuby  
121 bequest. It was decided that this discussion would be pursued after the first of the year.

122 **MSC** Susan Rosenberg motioned and Tom Metke seconded to use the annual  
123 interest from the Stuby bequest for a Library purpose to which the Stuby  
124 name can be attached. Passed.

125

### 126 **Guard Street Improvements**

- 127 • **Parking Spaces:** Laura reported that Attorney Mary Stone is still trying to coordinate  
128 with a commercial appraiser regarding the strip of land along Guard Street. The Town  
129 feels that acquisition of this land by the Town will not affect the number of parking  
130 spaces at the Library. After looking at the Town's plan, the Library feels that this  
131 acquisition would eliminate the currently existing parking spaces. It was noted that  
132 while the Town has the right to take the property whether the Library agrees or not, the  
133 Town is required to compensate the library for the value of the use of the land.  
134 Because the Town feels that the acquisition will not impact parking, their value of the  
135 land is lower than the Library believes it to be. Therefore, the Library is seeking its own  
136 appraisal. Laura noted that Carrie reviewed all the archived minutes and she could find  
137 no record of an agreement with the motel next door that parking on that side of the  
138 Library would be limited to staff only.
- 139 • **Trees:** Laura reported that OPALCO was delayed in its Guard Street work and is  
140 expected to begin this project in December. In order to do this work, the trees in front of  
141 the Library must be gone. OPALCO has suggested writing into their contract with their  
142 contractor that he would scoop out these trees. Barry Bartmasser (the library's  
143 landscaper) has agreed to then haul the trees away at no cost in exchange for keeping

144 the trees (Barry is planning to remove and replant the various shrubs and flowers along  
145 Guard Street). OPALCO's work would also be done at no cost to the library unless they  
146 run into significant problems and then they would approach the Library about sharing  
147 those costs. On November 15<sup>th</sup>, OPALCO and its contractor will be doing a walk  
148 through at 9:30 a.m. and have invited Laura to join them. Laura asked Barry to join the  
149 meeting and also invited a trustee to attend. Fred Henley agreed to try and be there.  
150

## 151 **NEW BUSINESS**

### 152 **2008 Budget Approval**

153 Laura reviewed for the Board that Initiative 747 (limiting annual increases in property tax  
154 levies to no more than 1%) had recently been ruled unconstitutional by the State Supreme  
155 Court. Therefore, the Library could ask for a greater than 1% increase for 2008 and could  
156 technically even ask to go back to 2001 and ask for the maximum allowed for each  
157 intervening year. Laura researched around the County and found that the tenor was to  
158 keep to the 1% increase as planned. In addition, she pointed out that Gov. Christine  
159 Gregoire has asked local governments and taxing districts not to increase property tax  
160 levies for their upcoming budgets and has also announced that she will be working with the  
161 legislature to reinstate some kind of property tax cap. After some limited discussion, the  
162 Board decided not to increase the 2008 levy rate beyond 1%. It was further agreed that  
163 Laura will draft a letter to the Governor and the legislature pointing out that a 1% cap is not  
164 high enough. As a general budget process note, Laura also agreed to provide to the Board  
165 an overview/walk through of the county's budget structure in January.

166 **MSC** Susan Rosenberg motioned and Lynn Weber-Roochvarg seconded to  
167 approve Resolution #6-2007 authorizing the 2008 property tax levy with no  
168 more than a 1% increase over the prior year. Passed.  
169

170 **MSC** Tom Metke motioned and Fred Henley seconded to approve Resolution #7-  
171 2007 approving the 2008 Budget as presented. Passed.  
172

173 Ruth Offen as President of the Board read and signed the 2008 Levy Certification of  
174 \$814,920 in regular levy and \$0 in excess levy.  
175

176 Laura also reported that a quote for installation of a fire alarm system had been prepared  
177 by Bob Jarmin of Island Communication and Electronic. Because the building would have  
178 to be retrofitted, the labor estimate was quite high. The total estimate for the job was  
179 approximately \$15,000. Laura noted that the Library is not required to have an alarm  
180 system due to the square footage/occupancy of the building. Tom noted that due to the  
181 open layout of the building, a fire would be difficult to overlook. The Board preferred to  
182 stress emergency preparedness and training of the staff at this time.  
183

### 184 **Friends of the Library Agreement**

185 **MSC** Tom Metke motioned and Lynn Weber-Roochvarg seconded to approve an  
186 amendment to the FOL Agreement to provide an FOL email address utilizing  
187 the Library's domain name. Passed.  
188

### 189 **Levy Restoration**

190 Tabled due to the current court decision regarding Initiative 747.  
191

192 **Adult Programming**

193 Laura introduced the issue of the SJ County Democrats approaching the Library to partner  
194 with them on a presentation regarding Clean Elections. The Democrats of SJC feel that  
195 this particular video/speaker presentation is more educational/informative rather than an  
196 endorsement. Laura felt, however, that the ultimate goal of those involved with the film and  
197 the presentation would be to pass legislation supporting this issue. After discussion, the  
198 Board was in agreement that it would be okay to partner with a political party to co-host an  
199 event as long as the event was not advocating a specific initiative. The Board further  
200 agreed they are more comfortable partnering with the League of Women Voters rather  
201 than the Democratic Party on this issue. They are concerned that in this situation there  
202 might be a public perception that the Library would be partnering with a political party on a  
203 “political” issue. It was agreed that the Board would say no at this time to this request in  
204 the combination in which it was presented. If the League of Women Voters decides to  
205 sponsor the event rather than the Democratic Party, the Board would need to know if the  
206 League is endorsing this issue before granting approval for the Library to partner. Laura  
207 would like to refine the library’s policy to address this issue specifically in regards to  
208 programming.  
209

210 **Millennium**

211 Shannan presented a brief demonstration of various aspects of Millennium including:

- 212 • Tour of the patron web access
    - 213 ○ Searching
    - 214 ○ Placing holds
    - 215 ○ My Account
    - 216 ○ My reading history (patrons can opt in or out)
    - 217 ○ Ratings
    - 218 ○ Relevancy of search returns
    - 219 ○ Renewals
  - 220 • Circulation
  - 221 • Acquisitions
  - 222 • Cataloging
- 223

224 **ADJOURNMENT**

225 **MSC** Lynn Weber-Roochvarg motioned and Tom Metke seconded to adjourn at  
226 8:50 p.m. Passed.  
227

228 Respectfully submitted: \_\_\_\_\_  
229 Board Secretary

231 Approved: \_\_\_\_\_  
232 Board President  
233