

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

2 Conference Room, San Juan Island Public Library

3 October 9, 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 Heidi Lewis

11
12 **FOL Present:** None

13
14 **Visitors:** None

15
16 Ruth Offen called the meeting to order at 6:04 p.m.

17
18 **Public Access**

19 None

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21 **Agenda Approval**

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

24
25 **Approval of Board Meeting Minutes of September 11, 2007**

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

28
29 **Friends of the Library**

30 No delegate was present to offer a report. Susan Rosenberg and Laura attended the most
31 recent Friends' board meeting. Laura noted that the Friends' Annual Holiday Book Sale
32 will take place on November 17th; they will have a presence at the Holiday Bazaar the
33 weekend after Thanksgiving; and to prepare to sell crafts for these events, they will have a
34 craft party on Saturday, October 20th from 12-4 and all are invited to come help make
35 items to sell. The Friends have had a recent brainstorming meeting to consider new ways
36 to raise money and improve their pr. They plan to raffle a complete set of Harry Potter
37 books and will sell tickets at the Holiday Bazaar as well as at the Marketplace on
38 November 30th and December 1st. They also plan to host a Chocolate Tasting Event at the
39 library in January. They would like to have one email address for the Friends that never
40 changes. Laura thought that we could give them an sjlib email account, but is not sure
41 about the legality of this and is checking with our auditor. Laura hopes to hear from the
42 auditor before next month's meeting and will have this on that agenda. Raymond Hailey is
43 the Friends newest board member. The Friends is in need of one more board member. It
44 was noted that Yvonne Beckman, Friends' Board President, will be here at least until the
45 end of June.

49 **Approval of Bills:**

50 **MSC** Ruth Offen moved and Tom Metke seconded to approve Vendor Balance
51 Detail dated September 30, 2007 in the amount of \$3658.72 for payment of
52 the Regence Blue Shield Premium. Passed.

53
54 **MSC** Lynn Weber/Roochvarg moved and Susan Rosenberg seconded to approve
55 Vendor Balance Detail dated October 3, 2007 in the amount of \$8766.85.
56 Passed.

57
58 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve Vendor
59 Balance Detail dated October 4, 2007 in the amount of \$11,501.01. Passed.

60
61 **MSC** Tom Metke moved and Fred Henley seconded to affirm September payroll in
62 the amount of \$29,386.86. Passed.

63
64 **LIBRARY AWARENESS (BOARD)**

65 None

66
67 **REPORTS**

68 **Director's Report:** Laura noted that she included a copy of the statewide vision for
69 Washington libraries from 2008-2012 in the board's packets. The state audit officially
70 begins on October 10th; the state will begin reviewing the 6 boxes of original financial
71 records, including board resolutions that Carrie sent off to them.

72
73 **Youth Services Librarian's Report:** Shannan noted that the state library has already sent
74 out information regarding next summer's summer reading theme. The theme will be "Catch
75 the reading bug." Shannan sent in all the necessary paperwork to get the Erate and the
76 library should receive a check back for approximately \$1400. She noted that the
77 paperwork for this takes a lot of time, but it seems worth it and then if we ever do want to
78 comply with CIPA, we will already have this part ready to go. For Banned Books Week,
79 from Sept. 30th to October 6th, Shannan put together a display of books from our collection
80 that have been banned across the country at some time. She asked staff to add their
81 favorite banned books. She noted that this display was popular with patrons and that she
82 kept restocking it. About 80 children have signed up for the Reading Buddy program and
83 Shannan is working to get adult volunteers lined up to match with this large number of
84 interested children.

85
86 **Technology Specialist Report:** Floyd's written report was noted. Laura noted that the
87 data load wasn't able to take place on the 8th as expected, but that Floyd hopes that it will
88 happen on the 11th. We go live with Millennium on November 6th. In preparation for this,
89 Diana and Laura will train subs the week after next and Diana and staff will train volunteers
90 on the job. Floyd will offer classes in the nuances of Millennium for patrons during the
91 month of November. The board expressed interest in having Floyd demonstrate
92 Millennium to them when it is up and running.

93
94
95
96

97 **OLD BUSINESS**

98 **Fundraising and donations**

99 Laura noted that we can write in a line for fundraising in our budget that we create when
100 we receive gifts. This is called project accounting. This way, we can keep track of the
101 monies donated and show donors how their money is being used and that it is being used
102 according to their wishes. We can start doing this with the Stubey funds. Fred was
103 concerned that we might not want a line item for every donation, but Laura noted that
104 Orcas Island Public Library has 10 line items for gifts and that it works well for them. Lynn
105 wondered if we could have one line for gifts and then that line divided into line items for
106 each gift. Ruth suggests talking more about the Stubey fund during the budget part of the
107 meeting.

108

109 **Trees**

110 Laura spoke about the trees in the front strip along the Guard strip roadway. She spoke
111 with Barry and he thought it would cost approximately \$2000 for him to remove the trees,
112 burlap them, and store them over the winter, but can't assure us that the trees will survive.
113 Barry thought that if the trees did survive and the library was able to auction them, we
114 might get as high as \$2500 per tree. Because of the high cost of removing the trees and
115 the great chance that they won't survive, Laura will ask Barry if he wants to remove the
116 trees for free and he can do with them what he wants. If he isn't interested, Susan said that
117 she could call Island Gardens and Greenman and ask the same question of them.

118

119 **NEW BUSINESS**

120 **Uniform Business Rules and Rules of Order**

121 Tom says that he has reviewed these rules and has numerous questions. He understands
122 from the Revised Code of Washington (RCW) 27.10.210 that we have established our own
123 rules, that we are not an advisory board, and that state law takes precedence over the
124 county's rules. Susan and Ruth also have questions and wonder why the library board was
125 sent these rules.

126

127 **MSC** Susan Rosenberg motioned and Tom Metke seconded to approve that Laura
128 draft a letter to the county council that we received the requests to review the
129 rules within in 4 weeks, that we fall under RCW 27.10.210 and since we are
130 not an advisory board, our rules and regulations are under the guidance of
131 the RCW that we have been following. Laura will email this draft to the board
132 members for their approval before signing with Laura's signature. Passed.

133

134 **Trustee interviews**

135 Julie Anderson is not interested in a 5 year term and Elena Thoms have removed their
136 candidacy at this time. Barbara Sharp, Marilyn Luckman, and Marie Johansen are still
137 interested in serving on the board and will have their interviews with the board on
138 Wednesday, October 10, 2007. Ruth recommends that the board make its final decision
139 after the interviews and forward its recommendation to the county.

140

141 **WILL Conference follow-up**

142 All the directors, except Ruth whose terms ends at the end of December, and Laura
143 attended the Workshop in Library Leadership in Kennewick from September 26-28. The
144 board members all agreed it was a useful and informative conference. Laura noted this

145 conference is especially useful as we have a number of board members who are brand
146 new or new within the last year or two. She asked that each of the board members who
147 attended to email her their anecdotal comments about the conference so that she could
148 use these as she fills out the grant claim forms.

149

150 **Guard Street Improvement Project**

151 The town wants to acquire approximately 547 sq. ft. of the library's property on the edge of
152 the parking lot along Guard Street. They have offered \$6,000 for this area. Tom has looked
153 at the town's plan and has determined that if we lose these 547 sq. ft. we will lose all those
154 eleven (11) front parking spaces. In addition to the offer of payment, Tom suggests that the
155 town would also need to pay us for damages – the damages being our lost parking
156 spaces. There was some discussion that the Discovery Inn says that the parking spaces
157 on the North side (by the employee entrance) of the building are only for our staff. Tom has
158 been unable to find an agreement filed by the library or the Discovery Inn at the town and
159 Laura intends to go back to earlier board minutes to check if the board ever verbally
160 agreed to this. Currently, Laura is speaking with attorney Mary Stone to have an appraiser
161 look at the effect the lost strip of land would have on the library. Susan said that we don't
162 need more money from the town, we need our parking spaces. She notes that as we serve
163 the public, if they don't have enough places to park, then we can't serve our patrons. Lynn
164 suggested that the town could provide compensatory parking places nearby for our
165 patrons. Ruth thinks the board needs more information and wants Laura to keep talking
166 with Mary Stone. There was talk that Laura could survey patrons by asking them if they
167 drove, how many in car, and length of time in the library so that we could gather statistics
168 in regards to parking. Susan suggested we could count the number of empty (or filled)
169 parking spaces every hour for a week to gather similar statistics. More discussion followed
170 and at 7:42, the board took a short break. At 7:45, the meeting resumed. Laura noted that
171 the town doesn't actually believe that we will lose any of our parking spaces by their
172 annexation of 547 sq. ft. of our property.

173

174 **MSC** Tom Metke motioned and Ruth Offen seconded to approve that Laura
175 engage the services of an appraiser to determine the effect of the town's
176 taking over a portion of Library property in an amount not to exceed \$2000
177 for those services. Passed.

178

179 **2008 COLA**

180 Ruth wondered what the town and county were doing in regards to COLA. Laura spoke
181 about what the Orcas Island Public Library is doing and how she came up with 2008
182 COLA. Ruth asked the board if everyone was comfortable with the COLA of 3.654%.

183

184 **MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to accept the
185 2008 COLA. Passed.

186

187

188 **2008 Draft Budget**

189 Ruth would like to see percentages of subtotals of the entire budget like the board used to
190 receive. Laura said that she'll have that for the next meeting. Susan would specifically like
191 to see subtotals for the inventory (collection) and Laura said that she will ask to have that
192 included as well to help the board evaluate the budget. More discussion followed about the

193 budget particularly in regards to the operating monies in relationship to the capital facility
194 reserve fund. Laura has a call in to Milene Henley to ask about handling of beginning cash
195 carry-over. The board continued to review sections of the budget asking Laura questions
196 for clarification. Laura asked the board if they want to save money aside each year. Ruth
197 said that as there isn't any extra, there is nothing to save. It was further noted that this is
198 part of the reason the library will need to go to the voters to ask for a levy lid lift. The
199 Library is currently spending its reserves. The board agreed to reduce these items on the
200 2008 draft budget: Improvements (63 0000) from \$20,000 to \$10,000; Furniture (64 0003)
201 from \$20,000 to \$10,000; Miscellaneous Equipment (35 0001) from \$25,000 to \$5,000,
202 and Contingency (49 0001) from \$30,000 to \$5,000. Laura will provide the final budget for
203 board approval at the November board meeting.
204

205 **CONTINUANCE**

206 At 8:45 PM, Ruth noted that the meeting would be continued until October 10th when the
207 board conducts interviews for new board members.
208

209 Respectfully submitted:

Board Secretary

212
213 Approved:

Board President