

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

2                   Conference Room, San Juan Island Public Library

3                   September 11, 2007

4  
5 **Members Present:** Fred Henley, Tom Metke, Ruth Offen, Lynn Weber-Roochvarg

6  
7 **Members Absent:** Susan Rosenberg

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

10  
11 **FOL Present:** None

12  
13 **Visitors:** Jim Lane, Marilyn Luckman

14  
15 Ruth Offen called the meeting to order at 6:02 p.m.

16  
17 **Public Access**

18 None

19  
20 **Agenda Approval**

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

23  
24 **Approval of Board Meeting Minutes of August 14, 2007**

25       **MSC** Tom Metke and Lynn Weber-Roochvarg seconded to approve the minutes as  
26                   submitted. Passed.

27  
28 **Friends of the Library**

29 No delegate was present to offer a report. Laura noted that the meeting time has been  
30 changed to the first Wednesday of the month at 8 a.m. The next meeting will therefore be  
31 held on October 2<sup>nd</sup>. Susan Rosenberg was delegated to attend. Fred Henley agreed to be  
32 the backup if she cannot attend.

33  
34 **Approval of Bills:**

35       **MSC** Tom Metke moved and Fred Henley seconded to approve Vendor Balance  
36                   Detail dated September 5, 2007 in the amount of \$7,008.30. Passed.

37  
38       **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to approve Vendor  
39                   Balance Detail dated September 6, 2007 in the amount of \$11,187.07.  
40                   Passed.

41  
42       **MSC** Fred Henley moved and Tom Metke seconded to approve Vendor Balance  
43                   Detail dated September 11, 2007 in the amount of \$4,052.08 for payment of  
44                   the Regence Blue Shield Premium. Passed.

45  
46       **MSC** Fred Henley moved and Lynn Weber-Roochvarg seconded to affirm August  
47                   payroll in the amount of \$30,290.29. Passed.

49 **LIBRARY AWARENESS (BOARD)**

50 Laura reported that the next FOL newsletter is pretty full so Kathy Babbitt asked that the  
51 next board column appear in the February issue. The deadline for this will be December.  
52 Tom Metke agreed to write this column of about 200 words.

53

54 **REPORTS**

55 **Director's Report:** Laura reported that Library Associate Ann Casey will be leaving the  
56 library on September 22<sup>nd</sup> and Laura will be filling those hours internally. Carrie Lacher will  
57 be going to full time and Emily Wolf will be adding a few hours each week. Laura also  
58 reported that the State Audit of the Library is set to begin October 10<sup>th</sup>. The Library is  
59 audited every three years. The Library has a history of "clean" audits.

60

61 **Youth Services Librarian's Report:** Shannan reported that the teen community service  
62 program needs some fine tuning. There were some scheduling conflicts with the last youth.  
63 Shannan feels, however, that this can be a good outreach program as these are not  
64 usually kids that one sees in the library.

65

66 **Technology Specialist Report:** Floyd's written report was noted. Laura also reported that  
67 the last couple of weeks have been very busy for Floyd as he has been cleaning up the  
68 current catalog. The Millennium conversion continues to move forward and we are right on  
69 track. The Library has received two new computers from the Gates Grant which will be  
70 utilized at the public computer stations. Floyd and Shannan have also been working on  
71 setting up a teen blog.

72

73 **OLD BUSINESS**

74 **Fundraising and donations**

75 Laura noted that she had spoken with Phil, the director of the Orcas Library, who  
76 recommended that Laura speak with their bookkeeper about how the process functions for  
77 the Orcas Library. Laura's goal is to include this line item in the 2008 budget.

78

79 **NEW BUSINESS**

80 **Trustee Interview**

81 Laura handed out applications and resumes from the newest batch of applicants.  
82 Discussion developed regarding possible dates for applicant interviews. Laura also handed  
83 out a sheet of possible candidate interview questions that would be sent to each applicant.  
84 The board reviewed and approved these questions. Laura also distributed a sheet of quick  
85 facts about the SJI Library for use when interviewing candidates and can also be used  
86 when attending WILL.

87

88 **Washington Statewide Catalog**

89 Laura noted that she included in the board packets a vision statement for this program plus  
90 the benefits to participating libraries. Laura reported that in the long run this program will  
91 give the library stable, consistent pricing and lays the foundation for resource sharing  
92 between libraries. In addition, Laura believes this program will help with cost and response  
93 regarding ILLs. Laura will keep the board updated.

94

95

96

97 **Trees & Shrubs**

98 Laura shared a copy of a letter from King Fitch, Town Administrator, which stated that  
99 removal of the trees and shrubs along Guard Street is the responsibility of the library since  
100 they were knowingly planted in the Town’s right of way. Barry Bartmasser of Naturescapes  
101 informed Laura that the Library has until the end of December to remove the plants if the  
102 Library wants to keep them alive. He will also give an estimate of their value. If they are  
103 over \$250 each, there will need to be an auction. After some discussion, it was agreed that  
104 Tom will check to see if there are any utility lines under the plants. If not, it is possible that  
105 interested parties could remove the plants at their own cost plus the value of the tree. This  
106 may help avoid an auction situation. Otherwise, it was agreed that the cost of the removal  
107 and wrapping in burlap needs to be included in the value.  
108

109 **Washington Rural Heritage**

110 Laura reported that she had a meeting with Laura Robinson of the State Library, Nancy  
111 McCoy, the new director of the Historical Museum, and Sandy Strehlou, head of the  
112 Town’s Historical Preservation, regarding this new project to preserve unique collections in  
113 rural areas. The State Library would like participating libraries to partner with community  
114 organizations on such a project. The State Library would then digitize the collection and  
115 also train local staff. Included items may be old photos, maps, documents, letters, etc.  
116 (though not newspapers) so that such collections are available to interested users  
117 throughout the state. The first selection round will include 7 to 8 libraries that have shown  
118 interest and have an articulated vision. The collection will be housed on the State Library’s  
119 server to which our Library would have rights. The selection decision is expected to be  
120 made in October. Laura has been taking online classes on the details of the project and  
121 believes this is a great opportunity to partner with other community organizations. Laura  
122 also pointed out that the soonest this project would be able to start would be in January  
123 2008 and Millennium is expected to go live the first of November so this should not be a  
124 time conflict. The Board was supportive of pursuing this project.  
125

126 **ADJOURNMENT**

127 **MSC** Tom Metke moved and Fred Henley seconded to adjourn at 6:55 p.m.  
128 Passed.  
129

130 Respectfully submitted: \_\_\_\_\_  
131 Board Secretary

132  
133  
134 Approved: \_\_\_\_\_  
135 Board President