

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

2 Conference Room, San Juan Island Public Library

3 January 9, 2007

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

6  
7 **Members Absent:** Richard Civile

8  
9 **Staff Present:** Laura Tretter, Shannan Sword, Carrie Lacher

10  
11 **FOL Present:** None

12  
13 Ruth Offen called the meeting to order at 6:03 p.m.

14  
15 **Public Access**

16 None

17  
18 **Agenda Approval**

19 The agenda was accepted as submitted.

20  
21 **Approval of Board Meeting Minutes of December 12, 2006**

22 The phrase "pro bono" was removed from line 131.

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

25  
26 **Approval of Bills:**

27 **MSC** Fred Henley moved and Tom Metke seconded to approve check numbers  
28 17651 through 17652 in the amount of \$2,595.02. Passed.

29  
30 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve check  
31 numbers 18254 through 18260 in the amount of \$13,370.81. Passed.

32  
33 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve Vendor  
34 Balance Detail dated January 8, 2007 in the amount of \$8,283.01. Passed.

35  
36 **MSC** Fred Henley moved and Tom Metke seconded to affirm December payroll in  
37 the amount of \$27,944.78. Passed.

38  
39 Laura noted that Guard Electric should begin work on the atrium heat panels sometime in  
40 January and they will also assess the heating issues in the staff area.

41  
42 **REPORTS**

43 **Director's Report:** Laura referred to her written report, which she had broken out into  
44 agenda and non-agenda items, and also noted the following:

- 45 • Library legislative day is coming up in March. Laura will provide more information to  
46 trustees.  
47 • Laura will be on vacation for 2 weeks in February; Shannan will be in charge during her  
48 absence.

- 49 • Laura distributed a “very rough” draft of the brochure for the Live and Learn @ the  
50 Library adult programming which is planned to take place every 3 months. Each  
51 program will have a different theme with the first one being “Express Yourself.”  
52 Discussion developed about the layout and content of the draft brochure. Laura plans  
53 to rearrange the content in order to showcase local presenters. The final brochure will  
54 be available for distribution by email and at the library.
- 55 • Laura noted that Diana had found a reference in the May 9, 2006 minutes that the  
56 board had approved several changes to pages 14-40 of the policy manual. Susan  
57 reviewed these changes for the Board particularly noting the room usage fee (\$50 per  
58 session); permitting covered beverages in the library; and removal of all references to  
59 the satellite program. Laura and Susan plan to put these pages into a finalized format  
60 but noted that all changes to these pages were approved at the May meeting. Susan  
61 and Laura also agreed to finish the updates to the rest of the policy manual and present  
62 these to the Board at the February 2007 meeting.

63  
64 **Youth Services Librarian’s Report:** Shannan reported that there was a “really great”  
65 response to the first family movie night with over 50 people in attendance (about 30  
66 children and 20 adults). Kathy Babbit donated the sound system and speakers and FOL  
67 donated the popcorn. The gathering was held in front of the fireplace with the screen near  
68 the circulation desk. Shannan also explained the e-rate application and refund process and  
69 reported that \$1500 had been approved for this fiscal year.

70  
71 **Technology Specialist Report:** Laura reported that a tech plan will be presented at the  
72 February 2007 meeting.

73  
74 **OLD BUSINESS**

75 **Ventilation**

76 Laura reported that she is still following this issue and that Jack Corey plans to begin  
77 working on the remediation.

78  
79 **Tree**

80 Laura reported that Tom did confirm that the Douglas fir in question is in fact on library  
81 property. An arborist has been called to come and assess the tree.

82  
83 **ILS Migration**

84 Laura distributed copies of the proposed contract between the Library and Innovative  
85 Interface for the Millennium product. Laura pointed out the contracted amount is slightly  
86 higher than previously provided to the Board as the newer price includes the acquisition  
87 module. Discussion developed about the schedule outlined in the contract and making  
88 sure that appropriate staff is available at all necessary and critical times. Laura assured the  
89 Board that she is comfortable with the schedule based on her conversations with other  
90 libraries and noted that Innovative Interfaces offered to slow the schedule down if that  
91 becomes necessary. The Board noted that it is okay with Laura hiring contracted  
92 technology staff to assist in implementation if she feels this is needed. Laura will ask an  
93 attorney to review the contract before signing. The Board thanked Laura for her hard work  
94 on this project.

95  
96 **Space Considerations**

97 Laura reported that the staff is eager to make changes to improve the functioning of the  
98 library and is excited that the Board is also interested in making changes, particularly in the  
99 circulation area. Shannan, Floyd and Heidi in particularly worked with Laura to develop  
100 several possible plans. Laura distributed copies of these sample floor plans all of which  
101 suggested keeping the circulation area where it currently is but expanding the area to bring  
102 the reference and circulation desks together. Board discussion developed regarding  
103 different aspects of the library space plan such as:

- 104 • Location of computer workstations
- 105 • Size, shape, and location of the reference desk
- 106 • Changes to the “lounge area” in the northwest corner of the library

107 Laura and staff will continue brainstorming on this topic with possible input from an outside  
108 consultant. Laura and Shannan will begin costing the necessary fixtures and furniture.  
109

### 110 **Retreat Agenda**

111 Laura reported that all board members have confirmed they are available for a board  
112 retreat on Saturday, March 17<sup>th</sup> and is waiting to confirm this date with Friday Harbor  
113 House as the location. As part of their community service program, Friday Harbor House is  
114 providing use of its dining room and coffee and scones free of charge. Laura initiated a  
115 discussion of possible topics for the retreat agenda. It was decided the focus should be on  
116 financial planning possibly covering such topics as fundraising strategies, planned giving,  
117 the creation of a library foundation, a levy lid lift, and possible future construction.  
118

### 119 **2007 Holidays**

120 The Board reviewed Thanksgiving and other 2007 holiday information provided in the  
121 Director’s report.

122 **MSC** Fred Henley moved and Tom Metke seconded to approve the Friday after  
123 Thanksgiving as a permanent paid Library holiday. Passed.  
124

125 **MSC** Tom Metke moved and Fred Henley seconded to approve closure of the  
126 Library for Veteran’s Day on both Sunday and Monday, November 11<sup>th</sup> and  
127 12<sup>th</sup> as a paid holiday for the year 2007 only. Passed.  
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### 129 **ADJOURNMENT**

130 Meeting adjourned at 7:35 p.m.  
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134 Respectfully submitted:

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Board Secretary

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139 Approved:

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Board President