

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

2 Conference Room, San Juan Island Public Library

3 April 10, 2007

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

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7 **Members Absent:** Richard Civile, Tom Metke

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

10
11 **FOL Present:** Yvonne Beckham

12
13 Ruth Offen called the meeting to order at 6:05 p.m.

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15 **Public Access**

16 None

17
18 **Agenda Approval**

19 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve the agenda
20 as submitted. Passed.

21
22 **Approval of Board Meeting Minutes of March 13, 2007 & March 17, 2007**

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

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26 **Friends of the Library**

27 Yvonne reported that the Volunteer Appreciation Luncheon will be held Sunday, April 15th
28 at Roche Harbor Resort. To date, approximately 50 people are expected to attend, which
29 is down slightly from recent prior years. April 21st is FOL's annual meeting at 6:30 p.m.
30 They will be electing officers for the next 3 years. The meeting will be followed by a
31 showing of the movie *Babel* beginning at 7 p.m. Ruth will attend the annual meeting as a
32 Trustee representative. Yvonne reported that FOL is interested in putting together a
33 community cookbook which would include photos of San Juan Island. The book would be
34 for sale to locals and visitors. Fred Henley agreed to attend the FOL meeting on April 30th.

35
36 **Approval of Bills:**

37 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve check
38 numbers 23261 through 23270 in the amount of \$30,212.16. Passed.

39
40 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve Vendor
41 Balance Detail dated April 7, 2007 in the amount of \$14,091.51. Passed.

42
43 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve Vendor
44 Balance Detail dated April 9, 2007 in the amount of \$1,130.81. Passed.

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46 **MSC** Fred Henley moved and Susan Rosenberg seconded to affirm March payroll
47 in the amount of \$29,943.06. Passed.

49 **REPORTS**

50 **Director's Report:** Laura reminded the Board that she will be attending the WLA meeting
51 in Kennewick the week of April 16th. Laura updated the following items from her report:

- 52 • **Staff:** An offer of employment has been made to a candidate for the open Library
53 Associate I position. The offer was accepted but Laura is waiting to announce who that
54 is until all of the candidates who had applied have been notified of her decision. During
55 this process, Laura and Shannan have also been working on clarifying job descriptions,
56 particularly in light of upcoming annual evaluations.
- 57 • **Ventilation/Building:** Jack Corey had contacted his contractor who brought in a punch
58 list with a very rough estimate of costs for the work Jack outlined. He is now working on
59 developing some hard numbers. West Mechanical visited the building and evaluated
60 the area under the building in need of ventilation and is coming up with a proposed
61 drawing and costs. Laura hopes to have an actual proposal for all the related work by
62 the May meeting. A painter has also been looking at the "bloom" on the side of the
63 building. One theory as to cause is that moisture on the building may be bonding with
64 underlying paint molecules which then penetrate through the outer layer of latex paint.
65 The new painter is researching. It was agreed to wait on any decision to paint until it is
66 known better what is going on.
- 67 • **FOL Storage Space:** Work in this area has been completed. Kathy Babbitt recently
68 installed a cushiony mat floor. Books will soon be moved back in.
- 69 • **Volunteer Appreciation Luncheon:** Both Susan and Ruth offered to transport anyone
70 who needs a ride out to Roche Harbor.
- 71 • **Legislative Update:** The Heritage Building Legislation passed earlier this week
72 allowing libraries to pass an up to 6-year levy override as opposed to a one-year levy
73 lid lift. Laura has been researching this issue of how this may affect library plans for a
74 levy lid lift and will bring her findings to the Board.
- 75 • **Staff Training:** Laura announced that she will be attending a cataloguing training in
76 Marysville during May. This causes somewhat of a conflict with the Board meeting
77 date. Various strategies were discussed and it was decided that Laura will research her
78 options further and then contact the Board about the May meeting time and date.

79
80 **Youth Services Librarian's Report:** Shannan referred to her written report which
81 summarized the many and varied community outreach programs for youth that took place
82 during May. Shannan also reported about her involvement with the upcoming Children's
83 Festival which is scheduled for May 5th.

84
85 **Technology Specialist Report:** Floyd's written report was noted. Laura also noted that
86 the ILS migration has begun. The Eden training with the County was postponed to May.
87 The public computers have had several software and hardware updates which should help
88 make them more user friendly and functional.

89
90 **OLD BUSINESS**

91 **Press??**

92 Laura introduced discussion of this item from the brainstorming session of the Annual
93 Retreat. The thought at the time of the Retreat was to find ways for the Trustees to
94 become more involved in library events and in the community, "to put a face on who we
95 are." Fred suggested that Laura could provide a list of upcoming events, "Did You Know"
96 ad topics, and Beth's column topics, preferably two months out. There was also some

97 discussion regarding a regular column in the FOL newsletter, such as an “about the board”
98 column. A possible suggestion for this topic as a regular agenda item might be “Trustee
99 Outreach.”

100

101 **NEW BUSINESS**

102 **Appointment of Agent**

103 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve Resolution
104 #3-2007 appointing Laura Tretter as Agent of the Library in accordance with
105 State Senate House Bill 1530. Passed.

106

107 **Custodian of Petty Cash Account**

108 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve Resolution
109 #4-2007 appointing Carrie Lacher as custodian of the Library’s petty cash
110 account. Passed.

111

112 **Circulation/Reference Desk**

113 Laura reported that Architect El Baylis has met several times with Laura and Shannan
114 focusing on changes to the circulation and reference desk areas. Laura noted that she had
115 researched several types of manufactured furniture and realized the new piece will need to
116 be custom built. Mark Cunningham will be designing and building this furniture from wood
117 to incorporate the wood tones from around the fireplace. Discussion developed regarding
118 specifics of the design, potential costs, heights of desk and chairs (it was suggested to
119 keep possible physical limitations of volunteers in mind) and finding a reuse for the ovoid
120 modular desks. It is planned that the new area will incorporate an inside book drop and will
121 have space underneath and out of sight to hide current desk-related clutter. Laura expects
122 to have an estimate from Mark for the May board meeting along with a sample of the wood
123 to be used. Trustees agreed that the plan looked and sounded great.

124

125 **Foundation Information**

126 Carla Wright of the San Juan Island Community Foundation has agreed to attend the May
127 Trustee meeting to share information and answer questions about forming a foundation.
128 Laura also included some information about foundations in the monthly board packet.
129 Laura suggested Trustees come to the May meeting prepared to ask pertinent questions.
130 Some possible questions include: What is it that we want to accomplish by forming a
131 foundation? For what do we want to raise the money through a foundation? Discussion
132 developed regarding the purpose of a foundation and the need to plan for a large capital
133 campaign project. Laura also noted that she will make a timeline of activities from ideas
134 generated at the annual retreat and present these at the May or June meeting.

135

136 **ADJOURNMENT**

137 **MSC** Fred Henley moved and Susan Rosenberg seconded to adjourn at 7:45 p.m.
138 Passed.

139

140 Respectfully submitted:

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Board Secretary

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143

144 Approved:

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Board President