

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

2 Conference Room, San Juan Island Public Library

3 May 8, 2007

4  
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:** Robbie Lawson

12  
13 **Guests Present:** Mark Cunningham, Carla Wright

14  
15 Ruth Offen called the meeting to order at 6:18 p.m.

16  
17 **Public Access**

18 None

19  
20 **Agenda Approval**

21 Two items were added under New Business: Northwest Airlift and Review of Trustee  
22 Attendance Policy. In addition, the order of agenda items would be arranged to  
23 accommodate guests.

24 **MSC** Tom Metke moved and Fred Henley seconded to approve the agenda as  
25 amended. Passed.

26  
27 **Approval of Board Meeting Minutes of April 10, 2007**

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

30  
31 **Circulation Desk**

32 Mark Cunningham presented sketches and photos of a proposed new circulation desk  
33 developed with architect El Baylis. The desk will be built of wood to match the wood  
34 around the fireplace. The finish will be easily repairable and there will be laminate on all  
35 work surfaces with some cherry trim. It is planned to include a reference desk area with a  
36 computer and also two circulation computers, one for check in and one for check out. It will  
37 also incorporate an inside book drop. Laura would also like to acquire an equipment cart to  
38 house the laptops and situate this behind the reference desk. It is projected that  
39 completion of the desk will be within 45 days.

40 **MSC** Tom Metke moved and Susan Rosenberg seconded to authorize Director  
41 Laura Tretter to contract with Mark Cunningham to construct a check-  
42 in/check-out desk as described for an amount not to exceed \$8000. Passed.

43  
44 **Foundation Discussion**

45 Carla Wright of the San Juan Island Community Foundation (SJICF) presented information  
46 about community foundations, talked about how SJICF might support the SJI Library, and  
47 answered questions about foundations in general and specifically about SJICF. The  
48 SJICF's mission is to channel gifts of money from private and corporate donors into a

49 permanent endowment, professionally invested and managed through the Seattle  
50 Foundation. Each year, income from the endowment and funds designated by donors is  
51 used to provide grants supporting the arts, youth and education, the environment, and  
52 health and human services of our island community. SJICF currently provides gifts to 85 to  
53 90 local non-profits (501(c)3 status). Following a discussion period, Carla suggested the  
54 board read the information about SJICF which she distributed to the trustees and then call  
55 her about a possible follow up meeting with SJICF's Treasurer, Bill Karr. Carla also left  
56 application documents with Laura should the library wish to pursue setting up a designated  
57 fund with the SJICF. FOL currently has such a fund.

58  
59 Following Carla's departure, the board further discussed the idea of working with SJICF. It  
60 was agreed that it may be beneficial for the FOL board and the Library board to meet to  
61 discuss the future needs of the Library, possibly at the FOL's annual retreat in the fall. The  
62 trustees also agreed that they would like to have an attorney come to a board meeting to  
63 answer some specific foundation-related questions, particularly regarding the issue of  
64 monies received by the library as a donation having to be invested as public funds.

### 65 66 **Friends of the Library**

67 Fred reported that he attended the FOL annual meeting and also the regular monthly  
68 meeting. Three long term members of FOL have recently left and new people have been  
69 brought on board. Currently, FOL has a cash balance of approximately \$45,000 (\$11,000  
70 of which is in a designated fund with SJICF). The Treasure Cove continues to bring in  
71 about \$350 per month. New officers were elected: Yvonne Beckham as President (this  
72 may need to be short term), Robbie Lawson as Vice President, Kathy Babbit as Treasurer,  
73 and Judy Lingerfelt as Secretary. Also, the downstairs area has been completed and is a  
74 wonderful working space. Last weekend, FOL had a huge sorting party. Trustee Tom  
75 Metke agreed to attend the next FOL meeting at 8 a.m. at the library on May 21<sup>st</sup>.

### 76 77 **Library Awareness**

78 The Board enthusiastically received a "Library Trustee – 2007 Calendar" which listed by  
79 month upcoming library events, projects, and identified Board tasks created and distributed  
80 by Laura. It was announced that Kathy Babbit will be taking over the editorship of the FOL  
81 newsletter and she hopes to produce an issue very two months. The current May/June  
82 issue is now at the printers and Kathy has already begun work on the July/August issue.  
83 Laura reported that she had discussed with Kathy the possibility of including a short  
84 column from a trustee in upcoming issues. The board agreed to include this as an agenda  
85 item at their next meeting.

### 86 87 **Approval of Bills:**

88 As an introductory note to the bills, Laura announced that the move to Eden, the County's  
89 accounting system, has been tabled for the time being. The fire district is eager to begin  
90 this training and the Library will wait and see how that junior taxing district feels about  
91 making such a change. Laura and Carrie continued to have reservations about how much  
92 such a transition would directly benefit the library and after speaking with County Auditor,  
93 Milene Henley, it was agreed to wait and reevaluate at a later date, possibly the fall. Laura  
94 also pointed out that the upstairs staff area, which was not addressed during the  
95 renovation, is in the process of being completed including an area for online staff trainings.

96

97           **MSC** Tom Metke moved and Susan Rosenberg seconded to approve Vendor  
98           Balance Detail dated May 1, 2007, 5:25 p.m., in the amount of \$16,215.28.  
99           Passed.

100  
101           **MSC** Fred Henley moved and Tom Metke seconded to approve Vendor Balance  
102           Detail dated May 3, 2007, 11:24 a.m., in the amount of \$6,063.63. Passed.

103  
104           **MSC** Susan Rosenberg moved and Fred Henley seconded to affirm April payroll in  
105           the amount of \$27,889.48. Passed.

## 106 107 **REPORTS**

108 **Director's Report:** Laura updated the following items from her report:

- 109 • **ALA:** Laura will be attending the ALA conference in Washington, D.C. thanks to a grant  
110 from the Washington State Library which will pay all of her expenses. Shannan will also  
111 be attending as she is on several committees.
- 112 • **WILL:** Laura asked all trustees who are interested in attending to let her know ASAP.  
113 The possibility of FOL members also attending was raised. Laura will contact them.
- 114 • **WLA:** Laura attended this conference last month and received lots of helpful  
115 information particularly about the upcoming levy lid lift campaign. Based on this  
116 information, Laura recommended that the Board work towards a levy lid lift in 2008  
117 rather than in 2009. Laura explained that the Library wants to be in a "good place"  
118 when it does the asking – in need of increased funds but level of service has not yet  
119 been impacted.
- 120 • **Equipment Upgrade grant:** Two new computers have been purchased with funds  
121 received through The Bill & Melinda Gates Foundation Staying Connected Grants  
122 program in cooperation with the state library.
- 123 • **New Hire:** Ann Prestridge has started as the newest staff member, Library Associate 1,  
124 and is gung ho and seems to be fitting in well.
- 125 • **Adult Programming:** Laura distributed the newest adult programming brochure. Ruth  
126 pointed out that this programming has been great PR for the library and that the people  
127 who come really seem to love it and would like more. Discussion developed regarding  
128 having a trustee attend each of these events, possibly thanking staff for arranging the  
129 event, in an effort to help the Trustees become a little bit more community aware. It  
130 was agreed that if a Trustee is interested in attending to let Laura know and she will  
131 inform the staff person in charge to make sure the Trustee is acknowledged and given  
132 a few moments to speak. It was further agreed that the Trustee presence should not in  
133 any way dilute the importance of staff.

134  
135 **Youth Services Librarian's Report:** Shannan updated the following items from her  
136 written report:

- 137 • **Children's Festival:** Shannan reported that this community event went really well.  
138 Beth (outreach) and Adrienne (programming) hosted a make-a-book table. Shannan  
139 was on the Festival's organizing committee.
- 140 • **4H Challenge:** Shannan has been co-facilitating a 4H Challenge each week at the  
141 middle school. This has worked well since it has given some of the teens who come  
142 to the library frequently to use the computers, another outlet for their energy.
- 143 • **Family Movie Night:** Shannan has not yet decided if this will be continued through  
144 the summer.

145 **Technology Specialist Report:** Floyd's written report was noted. Laura also noted that  
146 the ILS migration continues to move forward. The first training is scheduled for July.  
147

148 **Miscellaneous:** Laura distributed a nonprofit board report newsletter for general  
149 information purposes. She asked that if the Trustees knew of any other helpful resources  
150 they would like to review, please let her know. Ruth mentioned the online charity and  
151 nonprofit database GuideStar ([www.guidestar.org](http://www.guidestar.org)). Carrie stated that she currently  
152 receives GuideStar's online newsletter and will forward this to Laura along with the  
153 electronic newsletter from NPower ([www.npower.org](http://www.npower.org)), a national network of local nonprofit  
154 organizations that provide technology assistance to other organizations.  
155

## 156 **OLD BUSINESS**

### 157 **Ventilation**

158 Laura reported that she has received estimates for all of the building work outlined by Jack  
159 Corey. It was Laura's opinion that this work should be done, particularly under the front  
160 where moisture had been found. The following estimates were presented:

- 161 • West Mechanical for ventilation fans and related work: \$3170
- 162 • Guard Electric for electrical work related to work done by West Mechanical: \$1460
- 163 • Bruce Miller Construction, for all other work outlined by Jack Corey except for any  
164 work related to the landscaping: approximately \$15,000.

165 After some discussion, it was agreed that it was important to go ahead with this work in  
166 order to protect the life of the building.

167 **MSC** Susan Rosenberg moved and Fred Henley seconded to authorize Laura  
168 Tretter to contract with Bruce Miller Construction, West Mechanical, and  
169 Guard Electric to complete the building-related work as outlined. Passed.  
170

## 171 **NEW BUSINESS**

### 172 **Exterior Paint**

173 Laura reported that there are two theories as to the cause of the paint bloom on the  
174 exterior of the building. One theory is that the building has a moisture issue and that lighter  
175 colored paint is binding with water molecules and lifting through the darker top layer of  
176 paint. The other theory is that the bloom is "chalking," a form of ordinary weathering that  
177 becomes particularly heavy with darkly pigmented paints and which can be removed by  
178 power washing. An estimate of \$500 has been received by a local painter to do this power  
179 washing. Carrie reported that she spoke with Jack Corey about this and he strongly  
180 recommended that in order to prevent any possible damage to the building, such as  
181 gouged wood, the library should hire a painter to do this work rather than go back to the  
182 contractor of the renovation. After brief discussion, the Board agreed with Laura that the  
183 best course of action was to get the building pressure washed by local painter Robert  
184 Strasser (Best Painting) and see how much this helps with the bloom issue.  
185

186 Laura also spoke with Robert about painting the trim of the building a contrasting color.  
187 The proposal is to just do the windows and doors and see how that looks, possibly doing  
188 the roof trim at another time. The Board also suggested changing the colors of the Library  
189 sign to make it more visible. Discussion developed around the color selection, possibly an  
190 orangey-red of some kind. Laura will ask Robert for three paint samples on primed wood to  
191 be presented at the June board meeting.  
192

193 **Reciprocal Borrower's Policy**  
194 Laura added a sentence to the reciprocal borrowing policy which clarifies that this privilege  
195 does not extend to interlibrary loan items.

196 **MSC** Susan Rosenberg moved and Fred Henley seconded to approve the change  
197 to Section 4.1.3 of the San Juan Island Library Policy Manual as proposed by  
198 Laura Tretter regarding ILLs and reciprocal borrowing privileges. Passed.  
199

### 200 **Northwest Airlift**

201 Laura briefly described this insurance program for medical air ambulance services. Laura  
202 asked the Board if they would like to pay this premium for Library staff, a move being made  
203 by several local employers. The premium per household is \$79 annually. The Board  
204 agreed they would provide this benefit to all staff for this year and review each year.

205 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve providing a  
206 one-year annual Northwest Airlift benefit for each staff member. Passed.  
207

### 208 **Board Attendance by Trustee**

209 Laura explained that a situation has developed where a Trustee has missed four meetings  
210 this year and the policy limits such absences to three. This Trustee has suggested that  
211 possible participation may be conducted via speaker phones when necessary. After  
212 discussion, it was the feeling of the Board that they need to have a person who can be  
213 present at meetings and actively involved with the Library and the Board. It was agreed  
214 that Ruth Offen as President will ask this Trustee to resign. Ruth asked that all other board  
215 members make an extra effort to attend all upcoming meetings until a replacement has  
216 been found in order to ensure a quorum. It was further agreed that an advertisement for a  
217 new Trustee should run for 3 weeks with interviews scheduled for the end of June. The  
218 Trustees also agreed to update the Trustee job description via email. Discussion  
219 developed regarding how to choose a new member, what might be the current needs of  
220 the board, and the need to recraft the interview questions. Laura will be in contact with  
221 Trustees by email on these topics.  
222

223 The trustee in question also submitted some suggestions on space usage in the library.  
224 Laura will bring these up at the next board meeting.  
225

### 226 **ADJOURNMENT**

227 **MSC** Tom Metke moved and Susan Rosenberg seconded to adjourn at 8:30 p.m.  
228 Passed.  
229

230 Respectfully submitted:

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Board Secretary

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Approved:

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Board President