

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

2 Conference Room, San Juan Island Public Library

3 June 12, 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:** Diane Kaufman

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

14
15 **Public Access**

16 None

17
18 **Agenda Approval**

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

21
22 **Approval of Board Meeting Minutes of May 8, 2007**

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

25
26 **Friends of the Library**

27 Diane Kaufman reported that the FOL annual book sale is scheduled for the last weekend
28 of July. The FOL cookbook project has been tabled. FOL has been discussing changing
29 their meeting time. Susan Rosenberg agreed to attend the next meeting on June 25th at
30 8:00 a.m.

31
32 **Approval of Bills:**

33 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve Check
34 Numbers 26714 through 26724 in the amount of \$17,684.19. Passed.

35
36 **MSC** Fred Henley moved and Susan Rosenberg seconded to approve Check
37 Numbers 26735 through 26776 in the amount of \$16,728.05. Passed.

38
39 **MSC** Susan Rosenberg moved and Tom Metke seconded to affirm May payroll in
40 the amount of \$29,793.82. Passed.

41
42 **LIBRARY AWARENESS (BOARD)**

- 43 1. Trustee blurb in FOL newsletter: Trustees agreed to have a trustee item in every other
44 newsletter. Ruth agreed to write a short blurb (100 to 200 words) for the September
45 newsletter on the topic of "why I am a trustee and why I love it." Ruth asked other board
46 members to email suggestions.
- 47 2. Chamber of Commerce meeting at library: The Library will host the August 13th meeting
48 of the local chamber of commerce beginning at 5:30 p.m. Ruth agreed to attend and

49 give a little introduction to the library. Laura will unveil her plan for a “small business”
50 collection being developed with input from the Economic Development Council and
51 Skagit Valley College. There will be an MLS intern here this summer that will be
52 focusing on this project. There will be a tour of the library following the meeting.
53 3. The suggestion was made to have the library join the local Visitor’s Bureau. Laura will
54 research.

55 56 **REPORTS**

57 **Director’s Report:** Laura updated her report as follows:

- 58 • **Paint colors:** Laura and the board went outside to examine several paint samples for
59 the building trim. It was agreed that Laura will look at a few more color possibilities and
60 then make the final decision.
- 61 • **Circulation Desk:** Laura reported that construction is progressing well. Installation is
62 expected to take place the first week of July.
- 63 • **Student Intern:** There will be an MLS student intern who will be giving 100 hours of
64 work to the Library this summer. She will focus on the small business collection
65 development and assist with the Summer Reading Programs (children and adults).

66
67 **Youth Services Librarian’s Report:** Shannan noted that the two Teen Assistants have
68 been hired. Kara has started already and was a teen assistant last summer. The other
69 intern, Tristan, is new this year. They will primarily be helping with the Summer Reading
70 Program. Shannan also noted that because of her commitments at ALA, she will not be
71 present for the first Summer Reading event on the 27th. The teen assistants and staff will
72 be present to make sure things go smoothly. There will be a big Harry Potter party coming
73 up to tie in with the release of the new book and a Harry Potter movie will be shown for the
74 Family Movie Night at the end of June. Shannan also reported that through her work with
75 the recent program at the middle school, she was able to build a relationship with some of
76 the middle schoolers who had been having some difficulty in the library.

77
78 **Technology Specialist Report:** Floyd’s written report was noted. Laura also noted that
79 the full implementation schedule from Millennium had not yet been received. The staff
80 training dates have been set. There will be a web-based training for staff this Wednesday,
81 another in July and another after Labor Day. Laura reported that she is comfortable with
82 how things are progressing.

83 84 **OLD BUSINESS**

85 **Space Allocation and Circulation Desk**

86 Laura referred to Richard Civile’s letter asking for a written space allocation plan. After
87 discussion, the Board agreed that this was not necessary at this time and that it was better
88 to try and move things around and see how they work. Discussion developed regarding the
89 functionality of the audio book shelving. It was agreed that Laura could research replacing
90 this shelving with more functional fixtures. Discussion of the definition and use of the Quiet
91 Room was tabled until the next meeting.

92 93 **Foundation discussion follow-up**

94 Tabled to next meeting.
95
96

97 **NEW BUSINESS**

98 **Registration Policy**

99 **MSC** Tom Metke moved and Fred Henley seconded to approve the changes to
100 Sections 4.1.3 and 4.1.4 of the San Juan Island Library Policy Manual as
101 proposed by Laura Tretter regarding ILLs and guest patron privileges.
102 Passed.

103
104 **Meeting Time**

105 Laura initiated a discussion of changing the day and/or time of the board meeting,
106 specifically in response to a request by a current board member. During discussion, it was
107 pointed out that shifting the meeting day to the first or third Monday of each month would
108 adversely affect either staff scheduling or the timely payment and approval of library bills.
109 The board agreed that because of these and other issues, the day and time of the board
110 meetings would not change. It was further agreed that as a result of this decision, the
111 Board would accept the resignation of board member Richard Civile effective as of June
112 12th.

113 **MSC** Susan Rosenberg moved and Tom Metke seconded to accept the
114 resignation of Richard Civile from the San Juan Island Library Board of
115 Trustees effective as of June 12, 2007. Passed.

116
117 **Trustee Recruitment**

118 The Board reviewed the sample trustee job description and interview questions distributed
119 by Laura. The Board asked that the following questions be added: "Would you be
120 comfortable as a board member to go to the public and ask their support to restore a levy
121 rate?" and "Do you have any questions for us?" It was agreed that the questions should be
122 distributed to applicants along with the Library's mission statement prior to the interviews.
123 Candidates should also be informed that all candidates will be asked all of the questions
124 on the list. Ruth complemented Laura and Fred on crafting these documents. The Board
125 asked that there be one month of advertising plus a mention in Laura's online column. The
126 application deadline was set for July 8th with initial application reviews set for the July 10th
127 meeting.

128
129 **Printonyx Property/Civic Place**

130 *(This presentation actually took place earlier in the meeting to accommodate the*
131 *presenters).* Presenters: Pete Rose, County Administrator; Rich Peterson, County Council
132 member; Kevin Peterson, urban designer.

133
134 Kevin began the presentation by announcing that the County Council had recently voted
135 not to pursue purchasing the Printonyx property located on Court Street. It is very likely
136 that the property will be developed by the owners or sold to another developer within the
137 next few years. Kevin was therefore presenting various options to the Library Board of
138 Trustees for purchasing the property or to pursue other ways of securing the property for
139 the development of a Civic Place that would include the library. Both Pete Rose and Rich
140 Peterson expressed their support of Kevin's proposal of a civic gathering space at this
141 location but reiterated that the County had decided not to move forward on this idea at this
142 time. Kevin referred to his packet of information distributed earlier to the Trustees which
143 included an indicative timeline and explained he was proposing that interested parties
144 would meet to discuss the viability of such a plan with a target date of a decision to

- 145 purchase the property by end of 2007. Discussion developed among the board members
146 and guests. Main concerns identified by the Trustees included:
- 147 • Parking issues including management of a shared parking lot in the downtown core
 - 148 • Ownership of the land; library unlikely to purchase land on its own
 - 149 • Shared spaces; reading areas should not be shared
 - 150 • The proposal of the library being “phase one” results in greater risk to the library as
151 the rest of the building would fill in at a later date
 - 152 • Concern that the proposed library space would not even be 25% larger than the
153 current library space
 - 154 • Concern that the museum foundation, one of the suggested partners in the Civic
155 Place plan, may never be initially nor consistently funded to successfully participate
156 in this type of large facility project
 - 157 • Cost to relocate and participate in such a plan could consume a disproportionately
158 large portion of the library’s budget for several years.

159
160 Kevin pointed out that the Town of Friday Harbor may be an interested partner. He also
161 suggested that if the library chooses to pursue this plan that it request a solid response
162 from any interested entities before taking the plan to the next step. After some further
163 discussion, the board agreed to authorize Laura to keep the discussion going not as the
164 “lead player” but rather as an interested partner.

165
166 **ADJOURNMENT**

167 **MSC** Tom Metke moved and Fred Henley seconded to adjourn at 8:00 p.m.
168 Passed.

169
170 Respectfully submitted: _____
171 Board Secretary

172
173
174 Approved: _____
175 Board President