

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

2 Conference Room, San Juan Island Public Library

3 February 13, 2007

4
5 **Members Present:** Fred Henley, Tom Metke, Ruth Offen,

6
7 **Members Absent:** Richard Civile, Susan Rosenberg

8
9 **Staff Present:** Shannan Sword, Floyd Bourne, Carrie Lacher

10
11 **FOL Present:** Russell Sadler

12
13 **Guest Present:** Jack Cory

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

16
17 **Public Access**

18 None

19
20 **Agenda Approval**

21 The agenda was accepted as submitted.

22
23 **Approval of Board Meeting Minutes of January 9, 2007**

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

26
27 **Friends of the Library:** Russell Sadler gave a report of the damage to the FOL room from
28 the winter flooding. Russell had met with Guard Electric who then submitted a bid to add
29 wall heaters, outlets, and wiring to an air exchanger to help improve the conditions in the
30 room. Shannan also shared the estimate to install a window into this space. Russell noted
31 that the walls will also need to be repaired due to mildew damage. Tom agreed to attend
32 the next FOL monthly meeting.

33
34 **MSC** Tom Metke moved and Fred Henley seconded to authorize the
35 Director/Acting Director to proceed with the work for the FOL space as
36 outlined in the two bids/estimates at an amount not to exceed \$4000. It was
37 further approved that these costs will be borne by the Library. Passed.

38
39 **Approval of Bills:**

40 **MSC** Fred Henley moved and Tom Metke seconded to approve check numbers
41 19429 and 19430 in the amount of \$744.36. Passed.

42
43 **MSC** Fred Henley moved and Tom Metke seconded to approve check numbers
44 19465 through 19469 in the amount of \$2,205.82. Passed.

45
46 **MSC** Fred Henley moved and Tom Metke seconded to approve check numbers
47 20210 through 20227 in the amount of \$15,738.84. Passed.

49 **MSC** Fred Henley moved and Tom Metke seconded to approve Vendor Balance
50 Detail dated February 7, 2007 in the amount of \$9,513.94. Passed.

51
52 **MSC** Tom Metke moved and Fred Henley seconded to affirm January payroll in
53 the amount of \$29,233.30. Passed.

54
55 **REPORTS**

56 **Director's Report:** Shannan referred to Laura's written report. Discussion developed
57 regarding the privacy issues of minors mentioned in Laura's report. The Board suggested
58 to Shannan that the way cards are issued to minors be modified so that parents are made
59 aware at the time of issuance of the card of the library's privacy policy and the financial
60 responsibility of parents regarding minors.

61
62 **Youth Services Librarian's Report:** Shannan reported that all the family movie nights
63 were "fabulous" with no less than 50 people in attendance each night. Shannan also noted
64 that she will soon be attending the annual ALA conference in Washington D.C.

65
66 **Technology Specialist Report:** Floyd reviewed the 2007—2009 Technology Plan for the
67 Library. Following some discussion, the board suggested the following modifications to the
68 plan:

- 69 • Move expenses related to creating a digital public forum into current year
- 70 • Increase amount allocated for technology training for staff
- 71 • Allocate funds to develop library/technology services at the senior center

72 The board asked that Floyd review these changes with Laura and if these expenses
73 cannot be accommodated within the 2007 budget to come back to the Board. Floyd also
74 noted that bandwidth is becoming an issue.

75
76 Floyd displayed a proposed detailed graphic calendar of events pertaining to the ILS
77 migration. Floyd explained that staff is currently working to clean up records in preparation
78 for the migration and to help with this the DYNIX database will be sent to a third party for
79 clean up which will take about three weeks. Floyd estimated the entire ILS migration will be
80 take about 5 ½ month likely starting sometime in April.

81
82 **OLD BUSINESS**

83 **Policy Manual**

84 Susan and Laura worked together to update the remainder of the policy manual. After
85 reviewing, it was noted that in Section 7.2.1, the first paragraph needs to be corrected to
86 "annual evaluation" and Section 8.3.3 paragraphs B & E need further work/research.

87
88 **MSC** Fred Henley moved and Tom Metke seconded to approve the submitted
89 changes to the following sections of the SJI Library Policy Manual: Sections
90 7.1; 7.2; 7.2.1 (with correction); 8.3.1. and 8.3.5. Passed.

91
92 **Ventilation**

93 Jack Cory attended the meeting to review the results of his inspection of the library
94 building's subspace and exterior foundation. Jack presented the board with a report of his
95 conclusions:

96 Exterior: regrade earth away from building; repair gutter downspouts

97 Install new vents: cut holes in concrete, install wells and fans as required; cut small
98 vent holes in interior pony wall shear panel to allow a free flow of air to existing
99 vents (additional fans may be needed)
100

101 Substructure: Remove all cellulose debris and all other debris; install/replace
102 insulation as needed; add/adjust ground cover (black plastic) as needed to cover all
103 exposed earth; rodent proof substructure; attach beams to posts, add posts to
104 foundation supports
105

106 The Board agreed that Jack should continue with getting cost estimates of the outlined
107 work for director review and board approval at the March 13th Board meeting. The Board
108 thanked Jack for his professional input and his presentation.
109

110 **NEW BUSINESS**

111 **Trustee Retreat**

112 Shannan reminded all board members that the annual board retreat is scheduled for
113 Saturday, March 17th. Bob Schwartzberg, Director of Development for the University of
114 Washington's Friday Harbor Marine Labs, will be attending the regular monthly Board
115 meeting in March. Ruth asked that Laura contact her in advance of the retreat to develop
116 an agenda.
117

118 **Privacy Issues**

119 The Board discussed the Library's privacy policy as pertains to minors. Shannan reported
120 that as of the board meeting, the Library's attorney had not been contacted regarding this
121 issue. The Board noted that the policy could be made more prominent for parents when
122 cards are issued to minors.
123

124 **ADJOURNMENT**

125 **MSC** Tom Metke moved and Fred Henley seconded to adjourn at 7:14 p.m.
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127
128

129 Respectfully submitted: _____
130 Board Secretary
131

132
133
134 Approved: _____
135 Board President