

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

2 Conference Room, San Juan Island Public Library

3 March 13, 2007

4
5 **Members Present:** Richard Civile, Tom Metke, Ruth Offen, Susan Rosenberg

6
7 **Members Absent:** Fred Henley

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

10
11 Ruth Offen called the meeting to order at 6:06 p.m.

12
13 **Public Access**

14 None

15
16 **Friends of the Library**

17 In the absence of a representative from the Friends of the Library, Laura reported that FOL
18 is planning their annual meeting for April 21st at which time they will elect their officers.

19
20 **Agenda Approval**

21 **MSC** Tom Metke moved and Richard Civile seconded to approve the agenda as
22 submitted. Passed.

23
24 **Approval of Board Meeting Minutes of February 13, 2007**

25 Shannan noted that line 49 needs to be corrected to read "Fred Henley moved and Tom
26 Metke seconded . . ."

27 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve the minutes
28 as amended. Passed.

29
30 **Approval of Bills:**

31 **MSC** Tom Metke moved and Richard Civile seconded to approve check numbers
32 21857 through 21881 in the amount of \$6,002.43. Passed.

33
34 **MSC** Richard Civile moved and Susan Rosenberg seconded to approve check
35 numbers 21762 through 21775 in the amount of \$14,342.39. Passed.

36
37 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve check
38 number 21178 in the amount of \$193.86. Passed.

39
40 **MSC** Tom Metke moved and Richard Civile seconded to affirm February payroll in
41 the amount of \$28,353.70. Passed.

42
43 **REPORTS**

44 **Director's Report:** Laura reminded the board that Linda Barnhart will be retiring at the end
45 of March. The public celebration will be held on March 30th at the library with a time still to
46 be set. Heidi Lewis will be moving into Linda's position. There will also be some shifting of
47 hours and responsibilities among the staff. In addition, Laura will be posting an ad for a
48 library associate at 20 hours per week.

49 Ruth, Shannan and Laura attended the recent Library Legislative Day in Olympia. Ruth
50 noted how interesting and productive it was to spend time with the state legislators and
51 learn more about the legislative system. For Ruth, the day emphasized in particular the
52 importance of board and staff to go to Olympia and be seen and heard. Both Rep. Dave
53 Quall and Sen. Harriet Spanel were invited to come and visit the SJI Library. Laura
54 emphasized the importance and need of building relationships before you need them.
55 Laura also distributed to the Board some briefs they received while in Olympia.
56

57 Laura reiterated some important upcoming dates:

- 58 • Saturday, March 17th is the annual Trustee retreat with David Bentley facilitating.
59 Use of the Friday Harbor House conference room and coffee and scones are being
60 provided free of charge. Laura reported that she and Susan had met with Bob
61 Schwartzberg, Director of Development for the University of Washington's Friday
62 Harbor Marine Labs, for a lunch meeting since he could not attend this month's
63 board meeting. Laura distributed Bob's recommended "The Small but Powerful
64 Guide to Winning Big Support for Your Rural Library." Susan and Laura went on to
65 explain that Bob also recommended the library start now to lay groundwork for
66 future financial planning and fundraising by beginning with smaller fundraising
67 events and then building momentum and expectations. Laura would like to consider
68 an annual small annual campaign beginning this year to cultivate support. She also
69 reported that Bob is still willing to come to a future board meeting and give more
70 information and is excited to help the Library.
- 71 • April 15th is the Annual Volunteer Appreciation Luncheon, 12:30 p.m. at Roche
72 Harbor. Invitations are being prepared for mailing. Laura encouraged all Trustees to
73 attend.
- 74 • September 26 to 28 is the State Library WILL (Workshop in Library Leadership)
75 training in Kennewick.
76

77 **Youth Services Librarian's Report:** Shannan reported that she and Floyd are continuing
78 to make progress on the Teen Blog. Shannan also reported that she has typed up the
79 winning entries of the Teen Writing Competition. These will be bound and copies of the
80 bound edition will be given to each winner and put into the Library's collection.
81

82 **Technology Specialist Report:** Floyd's written report was noted. Laura noted Floyd will
83 be making the decision on the "pathway" to additional expenses related to the ILS
84 migration as outlined in his report and currently is leaning towards Choice #2. Laura also
85 reported that she, Floyd, and Carrie will be meeting in the coming week with County
86 Auditor Milene Henley to discuss remote accessing of the Eden system by Library staff.
87

88 **OLD BUSINESS**

89 **Policy Manual**

90 Susan and Laura worked together to finish the recommend updates to the policy manual.
91 The Trustees reviewed the proposed changes to Section 7.6 which addresses political
92 activity by employees and brings that section current with related legislation and changes
93 also to Section 8.3.3 which increases the accrual of sick leave from 30 to 60 days. Laura
94 noted that the Discrimination/Harassment Policy was reviewed and seems adequate at this
95 time.
96

97 **MSC** Tom Metke moved and Richard Civile seconded to approve SJI Library
98 Policy Manual changes to Section 7.6 Political activity by library employees
99 and volunteers as amended to correct typos and to remove the reference to
100 Appendix E and changes to Section 8.3.3 Sick Leave as amended to include
101 the request for a Physician's Statement for immediate family. Passed.
102

103 Laura will provide updated copies of the Policy Manual to all Trustees.
104

105 **NEW BUSINESS**

106 **Budget Item Line Adjustment**

107 Laura noted that the beginning cash letter from the County noted at last month's meeting
108 requires a resolution from the board amending the 2007 budget. She also initiated a
109 discussion regarding amending the budget at this time to cover the expense of a
110 generator. It was decided to leave the budget as is for now and amend later if necessary
111 for this expense. Laura will proceed with getting bids for generators based on operating
112 needs. Tom suggested looking at electrical "peak load" data and beginning the estimation
113 of need from that point.
114

115 **MSC** Richard Civile moved and Susan Rosenberg seconded to approve
116 Resolution #1-2007 setting the final 2007 budget for the General Fund at
117 \$1,165,458 and for the Capital Reserve Fund at \$616,819. Passed.
118

119 **Trustee Question**

120 Richard had expressed a concern regarding his ability to regularly attend Board meetings
121 due to his current commuting situation but has found that seems to have been resolved.
122 The discussion moved to the application and interview process for trustees. It was agreed
123 that this process will be reviewed this summer in anticipation of Ruth's retirement from the
124 board at the end of this year.
125

126 **Privacy Policy**

127 **MSC** Tom Metke moved and Richard Civile seconded to begin an Executive
128 Session at 7:20 p.m. for the discussion of a privacy policy issue. Passed.
129

130 The Executive Session ended at 8:00 p.m. No decisions were made or action taken.
131

132 **ADJOURNMENT**

133 **MSC** Susan Rosenberg moved and Richard Civile seconded to adjourn at 8:01
134 p.m.
135
136
137

138 Respectfully submitted:

Board Secretary

143 Approved:

Board President

144