

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

2 Conference Room, San Juan Island Public Library

3 April 8, 2008

4
5 **Members Present:** Fred Henley, Marie Johansen, Tom Metke, Susan Rosenberg, and
6 Lynn Weber/Roochvarg

7
8 **Members Absent:** none

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

11
12 **FOL Present:** Yvonne Beckham

13
14 **Guests Present:** none

15
16 Susan Rosenberg called the meeting to order at 6:04 p.m.

17
18 **Public Access**

19 None

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21 **Agenda Approval**

22 **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to approve the
23 agenda as presented. Passed.

24
25 **Approval of Board Meeting Minutes of March 11, 2008**

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

28 **Approval of Board Retreat Minutes of March 29, 2008**

29 **MSC** Fred Henley moved and Marie Johansen seconded to approve the minutes
30 as submitted. Passed.

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32 **Friends of the Library**

33 Yvonne Beckham reported that FOL's Annual General Meeting will be held at 6:30 pm on
34 April 26th immediately before the 7 pm program with Susan Wingate. FOL is seeking board
35 members because they are losing some members. Their next fundraising effort will be a
36 raffle for a Mother's Day gift basket. It will include items from the Treasure Cove and from
37 other local retailers. Tickets will be on sale at Market Place. The annual volunteer
38 appreciation luncheon will be on Sunday, April 27th at 12:30 at the Peppermill. Next FOL
39 meeting will be May 7th. Susan Rosenberg will attend.

40
41 **Approval of Bills:**

42 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
43 Vendor Balance Detail in the amount of \$23,395.63. Passed.

44
45 **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to approve Vendor
46 Balance Detail in the amount of \$7723.12. Passed.

48 **MSC** Tom Metke moved and Fred Henley seconded to approve payment of the
49 Regence Premium in the amount of \$3760.27. Passed.

50
51 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to affirm
52 March payroll in the amount of \$31,354.23. Passed.
53

54 **LIBRARY AWARENESS**

55 Laura initiated a discussion on the need for this to continue to be a regular agenda item.
56 The original idea was to keep the Board apprised of the Library's interactions with the
57 larger community such as public relation items and presentations to different community
58 groups. The consensus was to provide this information in the Director's report as needed.
59

60 **REPORTS**

61 **Director's Report:** Laura noted the following:

- 62 • The new series of Live and Learn events have started with a new larger format color
63 brochure printed with the new printer. This series will be only for two months and will
64 take us into Summer. The first event was an evening with the new State Poet Laureate,
65 Sam Green, who lives on Waldron Island. This was very successful with about 80
66 people attending. Everyone was very impressed with Sam. Marie noted that she has
67 gotten good comments on the range of programs being offered.
- 68 • Adult Summer Reading Program is being planned again for this year. It will be
69 simplified with no punch cards. Patrons can simply read a book then put the title into a
70 jar for a weekly drawing.
- 71 • Laura noted the report from the Foundation for Early Learning and reported that almost
72 all libraries in Washington State are now participating.

73
74 **Youth Services Librarian's Report:** Shannan reported the following:

- 75 • The family film series has ended for this year and is being planned to resume in the
76 Fall. At the last movie night, they had a drawing for popcorn related gifts the Library
77 had on hand (such as free items from office supply vendor Quill). There were only one
78 or two evenings that less than 50 people were in attendance.
- 79 • The Teen Book Club was just held with a discussion and movie viewing of *Stardust*.
80 Shannan noted that she only does movies rated no more restrictive than PG-13 which
81 can be a challenge. Teens read the book, watch the movie, and discuss how and why
82 they are different. Shannan is adding fresh fruit to the pizza offering at the kids'
83 request. Usually about 8-10 kids attend, depending on the book. Mostly middle and
84 high school kids up to 10th or 11th grade.
- 85 • Shannan has combined volunteer time and work time to help in organizing and
86 participating in the 4-H Challenge and Children's Festival.

87
88 **Technology Specialist Report:**

89 Floyd's report noted the need to clean house a little bit. New laptops should be out by April
90 9th. Laura and Floyd have been looking at public computer management software. They
91 have had 4 demos and are hoping to have a recommendation by the May meeting so can
92 have it in place by Summer when things get more complicated with the computer usage.
93 The new software will not require a user to have a library card.
94

95 **OLD BUSINESS**

96 **On-line Community Calendar**

97 Laura distributed a report from Ian. The “soft-launch” was April 7th and all responses so far
98 have been positive. Lori Stokes provided Laura with a list of non-profits she had
99 painstakingly compiled and maintained over the years and Laura emailed everyone on that
100 list informing them of the new calendar.

101

102 **Board Retreat Follow-up**

103 Tom will give a report on his review of the financial numbers at the next board meeting.
104 Susan will also give her report. Each report will take about 10 to 15 minutes. At the June
105 meeting, Fred, Lynn and Marie will give reports. Fred suggested counting back from when
106 the resolution on the levy lid lift will be passed in order to figure out when and what tasks
107 need to be done. It was agreed that the main publicity should take place after the
108 resolution is passed but it is important to have the PAC and relevant information ready to
109 go before that time. Laura suggested contacting Laura Dillinger to see if she could be
110 available for a long work session with the Board – she speaks to things that need to be in
111 place before a board even begins the campaign. Laura suggested that FOL may help pay
112 her fees. Susan suggested all board members think of names of persons to consider for
113 the PAC membership.

114

115 **NEW BUSINESS**

116 **Surplus Resolution**

117 Laura distributed a list of items to be available for a silent auction. She noted that the
118 Library currently does not have a policy for disposition of surplus assets. The Library does
119 not have an inventory asset list at this time, but Laura did recommend developing a
120 disposition policy with such aspects as a minimum value. The auction will be by sealed bid
121 and will be publicized in the newspapers.

122 **MSC** Marie Johansen moved and Tom Metke seconded Resolution 4-2008
123 authorizing disposition of listed surplus equipment as presented. Passed.

124

125 **Patron Record Privacy**

126 It was agreed to table this agenda item at Laura’s request.

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128 **ADJOURNMENT**

129 **MSC** Tom Metke moved and Fred Henley seconded to adjourn at 7:10 p.m.
130 Passed.

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134 Respectfully submitted:

135

Board Secretary

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137

138 Approved:

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Board President