

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

2 Conference Room, San Juan Island Public Library

3 December 9, 2008

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

7
8 **Staff Present:** Laura Tretter and Carrie Lacher

9
10 **FOL Present:** Judy Henley

11
12 Susan Rosenberg called the meeting to order at 6:00 p.m.

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14 **Public Access**

15 None

16
17 **Agenda Approval**

18 **MSC** Marie Johansen moved and Tom Metke seconded to approve the agenda as
19 submitted. Passed.

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21 **Approval of Board Meeting Minutes of November 4, 2008**

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

24
25 **Friends of the Library**

26 Tom attended the November FOL meeting and Fred attended the December meeting.
27 Both meetings focused on the holiday book sale, the holiday card sale, and the upcoming
28 chocolate night fundraiser scheduled for February. Judy reported that the holiday book
29 sale actually did better than last year bringing in about \$1055. Part of this success was due
30 to the fact that Kathy Babbitt spent time pulling out lots of coffee table books and
31 cookbooks. The Treasure Cove year to date has brought in about \$5000. The Holiday
32 Bazaar did okay with Saturday the busier of the 2 days. The holiday card sale is doing
33 well. Memberships are lagging slightly with \$9629 year to date.

34
35 **Approval of Bills:**

36 **MSC** Marie Johansen moved and Fred Henley seconded to approve early due bills
37 in the amount of \$17,175.75. Passed.

38
39 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve
40 regular due bills in the amount of \$5,912.43. Passed.

41
42 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve
43 payment of the Regence Premium in the amount of \$3,355.96. Passed.

44
45 **MSC** Fred Henley moved and Tom Metke seconded to affirm November payroll in
46 the amount of \$31,483.34. Passed.

48 It was noted that the profit and loss statement can be difficult to read in some respects.
49 Laura and Carrie will work on clarifying those aspects.
50

51 **REPORTS**

52 **Director's Report (Laura Tretter):**

- 53 • The School District is looking at more big budget cuts. They are therefore considering
54 reducing school library services. Charlie Anderson and Pam Gross from the San Juan
55 Community Foundation have approached Laura about the possibility of our Library
56 adding school library services when seeking a levy lid lift. Currently, the School District
57 is partnering with Island Rec to cover athletic services. The success of the contracting
58 out of the school lunch program has encouraged them to seek other school/private
59 sector/public sector collaboration to address other services. It is Laura's understanding
60 that schools are mandated by the state to provide a certain level of library services. For
61 further information, Laura also noted that both Island Rec and the County are
62 considering levy lid lifts in 2009.
- 63 • Programming: The One Book, One Community Program is close to kick off. This is the
64 program developed with a \$7000 grant from the State. It will include the Library, the
65 Community Theatre, the Town, the Historical Society, and the Community College. The
66 first book we did through this program in prior years was *To Kill a Mockingbird*. The
67 next book was *The Laramie Project*. There will be a community read of *Folly* with a
68 special author talk with Laurie King. Events related to this program are being planned
69 to tie into the Town's centennial celebration. Adrienne is also wrapping up the most
70 recent Live and Learn events. There was one complaint about the James Yi talk.
- 71 • Susan Rosenberg received a letter from the County Council approving her first full term
72 as a library board trustee (her first term on the board was a partial term).
- 73 • Youth Services Librarian position update: Laura conducted phone interviews last week.
74 Laura introduced the issue of a potential supervisory conflict resulting from one of the
75 applicants who is currently a staff member. Discussion on this topic focused on the
76 issue of a staff person being named assistant director that could then put them in a
77 supervisory capacity over their spouse. It was agreed that the Board was not
78 comfortable with such a situation. It was suggested that a third position could be
79 created separating the youth services duties from the assistant director duties. Laura
80 expressed concern about taking such a step and noted it was important with a small
81 staff that the assistant director be an MLS-degreed individual.
- 82 • Laura noted that Jen Fleming was hired for the 11 hour position and this has so far
83 proven to be a good fit.
- 84 • A Ready to Learn brochure has been added to the baby bags that are handed out by
85 Family Resources to new parents. This brochure was made possible through the Early
86 Learning/Public Library partnership.
- 87 • The remodel of the public restrooms is close to being done.
- 88 • The parking lot reconfiguration seems to be working well. The new signs are not in yet.
89 There was one complaint but all other comments have been positive.
- 90 • The January meeting will be on **Wednesday**, January 14th.
- 91 • Update on request to the County Council by the County Assessor to reinstate the full
92 budget: this request failed 3 to 3. The Assessor informed Laura that he did not feel this
93 would affect the Library's revenue until 2011 because of the way assessments are
94 scheduled through the County.

- 95 • Reminder that the annual Volunteer Holiday party will be held on Tuesday, December
96 16th. All board members were encouraged to attend.
97 • Laura noted the public relations report.
98

99 **Youth Services Librarian's Report:**

- 100 • Laura provided a report in the Board packet summarizing all the youth activities during
101 the past month. Staff have pitched it to help with many of these tasks.
102

103 **Technology Specialist Report (Floyd Bourne):**

104 Floyd's written report was noted and further discussion was held until discussion of the
105 related agenda item.
106

107 **OLD BUSINESS**

108 None.
109

110 **NEW BUSINESS**

111 **Election of 2009 Officers**

112 Proposed slate: Fred Henley, President; Lynn Weber-Roochvarg, Vice President; Marie
113 Johansen, Secretary.

114 **MSC** Tom Metke moved and Marie Johansen seconded to accept the slate of
115 2009 officers as presented. Passed.
116

117 **Transfer to Capital Facilities**

118 After reviewing and discussing with Carrie, Laura realized this action was not needed. At
119 the end of the month, Laura will transfer funds to Capital Facilities Reserve as needed.
120

121 **Projector**

122 Floyd has been working to upgrade the projector system as part of the Library's
123 commitment to adult programming. The Library has been approached by other
124 organizations who are interested in using the library for their events, such as the Park
125 Service's anniversary celebration. FOL has committed \$4000 to this project. The old art
126 closet will become a/v central. Susan suggested a sign acknowledging the contribution
127 from FOL which will help to purchase the related screen.

128 **MSC** Marie Johansen moved and Fred Henley seconded to approve Floyd
129 Bourne's recommendation of purchase of the described projector system for
130 an amount not to exceed \$5000. Passed.
131

132 **2009 Medical Insurance**

133 Laura distributed information on the existing staff medical insurance plan showing both the
134 current rates and the renewal premium amounts. After reviewing the information provided,
135 the consensus was to not make any changes for this year but to thoroughly examine this
136 issue in advance of the 2010 renewal date.
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143 **ADJOURNMENT**

144 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to adjourn at 7:35
145 p.m. Passed.

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150 Respectfully submitted:

Board Secretary

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154 Approved:

Board President

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