

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

2 Conference Room, San Juan Island Public Library

3 February 12, 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:** Ian Byington

15
16 Susan Rosenberg called the meeting to order at 6:02 p.m.

17
18 **Public Access**

19 None

20
21 **Agenda Approval**

22 Accepted as submitted by acclamation.

23
24 **Approval of Board Meeting Minutes of January 8, 2008**

25 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve the
26 minutes as submitted. Passed.

27
28 **Friends of the Library**

29 Yvonne reminded the Board of the FOL chocolate fundraiser on Saturday, February 15th.
30 This is a new event that they are hoping will become an annual affair. FOL is also
31 recruiting members and board members. Barbara Sharp recently joined the FOL board but
32 they still have a board member opening. The FOL annual meeting is coming up in April
33 and the plan is to piggyback with a Library adult program with the meeting following. New
34 board members will be elected. A couple of current board members are slated to leave.
35 Lynn Weber-Roochvarg agreed to attend the next FOL meeting in March.

36
37 **Approval of Bills:**

38 Lynn raised the question of the Library paying for ALA memberships for Trustees. As she
39 already has a membership of her own, Laura will follow-up to make sure that Lynn only
40 has one membership. Susan offered to reimburse the Library for her membership.

41 **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to approve
42 Check Numbers 39473 through 39499 in the amount of \$6002.43. Passed.

43
44 **MSC** Fred Henley moved and Marie Johansen seconded to approve Check
45 Numbers 39320 through 39332 in the amount of \$14,342.39. Passed.

46
47 **MSC** Marie Johansen moved and Tom Metke seconded to approve Check
48 Numbers 38720 through 38723 in the amount of \$2,013.15. Passed.

49 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to affirm January
50 payroll in the amount of \$31,334.10. Passed.
51

52 **REPORTS**

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

- 54 • Laura reported that recent regional director's meeting great and is also a great way to
55 network. One of the issues they looked at was the fact of the aging population and how
56 this affects the services the Library provides and how they are marketed.
- 57 • Legislative Update: Laura provided a packet of relevant topics to the board including
58 the proposal that library trustees be elected rather than appointed. Fred and Laura will
59 travel to Olympia for Legislative Day and plan to meet with the WLA lobbyist.
- 60 • Property Tax Levy: Laura provided additional information she has gathered on this
61 topic. She plans to attend a 3-day levy class that will be coming up sometime in the
62 next several months.
- 63 • Final 2007 Budget/Profit & Loss Report was included in board packets. Laura noted
64 that the Library did pretty well in comparison to the planned budget. It was noted that
65 the insurance expenditure was significantly less than budgeted. Laura explained that
66 this was due to the fact that the budgeted amount was a figure carried over from 2006
67 which was higher than usual due to construction insurance. The amount has been
68 adjusted for the 2008 budget.
- 69 • On Wednesday, Laura will be attending a meeting with county representatives and
70 municipal planner Kevin Peterson to once again talk about the vision of a future
71 community center. The idea is to try and clarify issues, roles, and responsibilities. Lynn
72 offered to attend since Tom will be unable to make it.

73
74 **Youth Services Librarian's Report:** Shannan noted her written report and also noted that
75 due to the popularity of the Family Movie Nights, she and Kathy Babbitt decided to extend
76 this program until the end of March with the addition of two more movies: *Snow Buddies*
77 and *Underdog*. The last movie night had approximately 60 people in attendance. These
78 are good family movies.

79 **Technology Specialist Report:**

- 80 • Statistics: Laura distributed a packet of annual statistics compiled by Floyd. Laura
81 suggested the Board take the reports home, review them, and then discuss them at the
82 upcoming retreat. Laura noted that she and Floyd have started discussing what
83 statistics to provide in quarterly reports to the Board. It was noted that certain of these
84 statistics may be helpful during the levy lid lift campaign.
- 85 • New printer: Laura reported that after reviewing the library's needs, she and Floyd
86 decided that a multi-function machine would be the most efficient and cost-effective.
87 The one they have selected has the ability to do color photocopying (for staff only),
88 handle larger and heavier pieces of paper, and auto duplexing. FOL will be paying for
89 ½ the cost of the machine (\$4200) with the remainder paid off over a 5-year lease
90 agreement. Laura hoped the machine would be installed sometime during the next
91 week. This machine will also eliminate all the miscellaneous staff printers, faxes, etc.
- 92 • Hardware Purchase: Laura referred to Floyd's written request to purchase 6 new
93 laptops to replace the current public laptops. Laura noted that this purchase was
94 included in the approved 2008 budget.
95

96 **MSC** Marie Johansen moved and Tom Metke seconded to approve the purchase
97 of 6 new laptops per the written request submitted by the technology
98 specialist for an amount not to exceed \$7000.00. Passed.
99

100 **OLD BUSINESS**

101 **Town Offer**

102 Laura noted that all of the papers relevant to the purchase of the property along Guard
103 Street by the Town of Friday Harbor have been signed and the payment received. Laura
104 referred to a letter submitted by a patron regarding concerns about the new parking lot
105 design. After discussion, it was agreed that Laura would write a letter of response.
106

107 **NEW BUSINESS**

108 **Community Planning Calendar**

109 Laura referred to a page included in the board packet addressing proposed policies and
110 procedures for this new online service. Laura also distributed copies of letter from Sharon
111 Kvisto expressing concern about the proposed partnership between the Library and
112 ByDesign. The Board agreed that ByDesign is a vendor to the Library and that there was
113 no conflict. It was further agreed that Laura will respond to this letter. Ian gave a
114 presentation of the site's design so far. It was noted that the reasons for pursuing this
115 project is that it speaks to the Library's long range mission of being a community
116 information resource. In addition, many people have come to Laura asking the Library to
117 provide this service. It was noted that the Library tried to do provide this service some
118 years back but it was not very successful due to lack of technology and lack of consistent
119 updates. Ian also noted that the calendar as proposed is meant to be all-inclusive. Susan
120 suggested that there be some publicity to introduce the calendar with a focus on how it fits
121 with the Library's long range goals. The Library logo will appear on the page with a link to
122 the Library's site. Ian will add an "about us" button. In addition, the calendar can be
123 embedded in other websites. When a visitor to the site clicks on an event, it then opens in
124 the community calendar site. Laura hopes to "go live" by April 1st.

125 **MSC** Marie Johansen moved and Tom Metke seconded to approve the community
126 calendar proposal as submitted for an initial period of 12 months. Passed.
127

128 Discussion developed regarding the suggested Community Calendar policies. It was
129 agreed that these will be included in the Library's policy manual with some minor revisions
130 in wording.

131 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve the
132 community calendar policies as submitted. Passed.
133

134 **Annual Retreat**

135 • The retreat will be moved to March 29th if possible. Laura will follow up with facilitator
136 David Bentley and Friday Harbor House.

137 • Suggested Agenda:

138 o Budget 101

139 o Levy Lid Lift

140 ▪ history

141 ▪ timeline

142 ▪ campaign planning
143

144 **Early Learning Public Library Partnership**
145 Laura gave a brief history of the early learning movement within Washington State. Since
146 libraries had been left out of this initial discussion, the public libraries in the state decided
147 to form a partnership to respond to this movement to make early learning a priority and
148 contracted with the Early Learning Foundation to achieve this goal. SJI Library can
149 become a partner as well at a cost of .1% (about \$800) of our annual revenue. This would
150 make SJI Library a part of the team and help the Library stay involved in this important
151 movement. The Board agreed to this request and Laura will provide future updates.

152 **MSC** Fred Henley moved and Marie Johansen seconded to approve SJI Library
153 becoming a member of the Early Learning Public Library Partnership.
154 Passed.
155

156 **Pest Control**

157 Laura noted that currently the Library is contracted with San Juan Pest Control for
158 quarterly interior and exterior pest control. The interior service is to control for silverfish
159 which was a problem when the Library first moved into the current building. During the last
160 application, there was some overspray onto the books in the children's area (these were
161 cleaned by Laura, Shannan, and some volunteers). Laura did some research on this topic
162 and learned that the current course is unnecessarily aggressive. Instead, Laura suggested
163 the Library move to a monitoring program with treatment if silverfish actually appear. This
164 service would be approximately the same cost as the prior interior service. The exterior
165 service will continue as before. The Board agreed with this approach.
166

167 **ADJOURNMENT**

168 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to adjourn at
169 8:14 p.m. Passed.
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171
172

173 Respectfully submitted: _____
174 Board Secretary

176
177 Approved: _____
178 Board President