

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

2 Conference Room, San Juan Island Public Library

3 January 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:** Robbie Lawson

13
14 **Guests Present:** Ian Byington, Michael Soltman

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

17
18 **Public Access**

19 None

20
21 **Agenda Approval**

22 Laura asked that the topic of “construction fund resolution” be added under New Business.

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

25
26 **Approval of Board Meeting Minutes of December 11, 2007**

27 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve
28 the minutes as submitted. Passed.

29
30 **Approval of Board Meeting Minutes of December 31, 2007**

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

33
34 **Friends of the Library**

35 Robbie Lawson reported that there will be no FOL meeting in January. \$5000 was donated
36 to FOL at the end of the year. FOL is continuing to look for new board members. Their
37 Chocolate Decadence event is still in the planning process for sometime in February.
38 Susan Rosenberg will attend the February 6th FOL meeting at 8:00 am.

39
40 **Approval of Bills:**

41 **MSC** Fred Henley moved and Tom Metke seconded to approve payment of the
42 Regence Blue Shield premium in the amount of \$3658.72. Passed.

43
44 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve Check
45 Numbers 37497 through 37500 in the amount of \$3065.89. Passed.

46
47 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve
48 Check Numbers 37746 through 37757 in the amount of \$8393.38. Passed.

49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95

MSC Fred Henley moved and Tom Metke seconded to approve Vendor Balance Detail dated January 8, 2008 in the amount of \$8255.93. Passed.

MSC Tom Metke moved and Lynn Weber-Roochvarg seconded to approve Vendor Balance Detail dated January 8, 2008 in the amount of \$500.00. Passed. Laura noted that Adrienne Bourne had applied and been awarded a grant to cover this cost.

MSC Marie Johansen moved and Fred Henley seconded to affirm December payroll in the amount of \$29,888.71. Passed.

REPORTS

Director's Report: Laura noted the following:

- Laura had included a calendar of board meetings in the board packet. Lynn and Susan noted that will need to miss the February meeting as scheduled. The board will discuss at the January meeting if necessary to move the February meeting to a different date. Lynn also expects that she will miss the September board meeting.
- Grants: Laura and other staff members have been applying more regularly for grants. These are not huge amounts but it is good practice. They are looking at new grants and trying to make better use of grants.

Youth Services Librarian's Report: Shannan noted her written report and added:

- A printed "snapshot" of one month of children's programming was reviewed.
- 35 people attended the first Family Movie Night of 2008.
- Gates Grant will be utilized for a Poetry Slam Night for teens on January 19th. This almost didn't happen due to a last minute cancellation but Shannan was able to do some quick arranging and the event is back on schedule. This will start with a Spoken Word workshop led by a guest and then the Slam. The focus is on teen poets and "gentle" competition.

Technology Specialist Report: Laura noted Floyd's written report and added:

- Floyd is starting to see the light regarding the migration. The Acquisition module is just going live as of the 1st of the year since the migration occurred so late in 2007.
- Floyd did some end-of-year purchasing. A little bit more than expected was spent on privacy screens as the new monitors are larger than the old ones.
- Susan noted that the statistics provided in the board packet were a different format this month which she preferred. Discussion developed regarding what statistics the board would like Floyd/staff to provide on a regular basis. It was noted that such information could be helpful when the Board goes to the public regarding the levy lid lift. It was agreed that Laura and Floyd will select some pertinent statistics to provide to the board each month with more comprehensive statistics provided on a quarterly basis.

OLD BUSINESS

Town Offer

Laura distributed a memorandum from the Town with the official offer for property acquisition along Guard Street due to the Guard Street Improvement Project, Phase 4.

96 Laura reminded the Board that this offer was approved by the Board at its December 31st
97 special meeting. A temporary construction easement was then presented for approval and
98 signature. Susan read the text of the easement aloud. Discussion developed regarding the
99 conditions of this construction easement. Tom recommended amending the easement to
100 read that it would be over the southerly 20 feet of tax parcel 35115141; that it closes at 9
101 months out or at end of work, whichever comes first; and that this easement is provided on
102 the condition that vehicular and pedestrian access to the library is maintained during
103 normal operating hours. It was further agreed that Laura will make the changes and have
104 Trustees sign.

105 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve the
106 Temporary Construction Easement with the changes as agreed. Passed.

107
108 Also presented for approval and signature was the Warranty Deed regarding the Library
109 property involved in the Guard Street Improvements, Phase 4. Susan once again read the
110 text and description.

111 **MSC** Marie Johansen moved and Fred Henley seconded to accept the Warranty
112 Deed as presented. Passed.

113
114 Resolution 1-2008 authorizing Laura Tretter as Director to sign conveyance papers relating
115 to the Guard Street Improvements, Phase 4 was presented and discussed. It was agreed
116 that the Resolution needed to be changed to utilize the property description in Exhibit A of
117 the Warranty Deed.

118 **MSC** Marie Johansen moved and Fred Henley seconded to approve Resolution
119 #1-2008 as modified. Passed.

120 121 **NEW BUSINESS**

122 **Community Planning Calendar**

123 Ian Byington made a presentation regarding a proposed on-line community calendar. As
124 part of this presentation, he distributed a description of a possible partnership between
125 ByDesign and the Library wherein ByDesign would design, host and maintain an online
126 calendar that would be a Library service to the community. His proposed design cost was
127 approximately \$1500 with the estimated monthly cost for updating and maintenance \$960.
128 Discussion developed regarding such concerns as Library branding, policies on what is
129 included or not included, and the need for such information in the larger community. It was
130 agreed that this is a great idea which meets the long-range planning objectives of the
131 Library and would help raise the profile of the Library within the community. Following this
132 discussion, the Board agreed that they would like to see a more detailed proposal. In
133 addition, Ian was willing to agree to a limited two to three month trail period of the
134 calendar. Laura, Floyd and Marie will meet with Ian to work on developing an expanded
135 proposal.

136 **MSC** Tom Metke moved and Fred Henley seconded to authorize Laura Tretter to
137 contract with ByDesign for consulting services to expand the proposal of an
138 online community calendar partnership for an amount to not to exceed \$240.
139 This expanded proposal will be presented at the next regular monthly
140 meeting of the Board of Trustees. Passed.

141

142

143

144 **2008 Holidays and Meetings**

- 145 • The November 2008 regular monthly board meeting falls on Veteran’s Day. It was
- 146 agreed to change this meeting date to November 4th with a continuance, if necessary,
- 147 for bill approval.
- 148 • The Annual Retreat was tentatively scheduled for March 15th from 10 am to 4 pm. It
- 149 was agreed that Laura would invite David Bentley to return as facilitator. The agenda
- 150 will be discussed at the February monthly meeting. Trustees agreed to contact Laura
- 151 with suggestions of agenda items. The levy lid lift campaign will definitely be on the
- 152 agenda.

153
154 **Library Legislative Day**

155 Laura will be attending this year’s Day on February 15th and invited interested Trustees.
156 Marie, Fred and Tom will check their schedules to see if they can attend. Laura needs to
157 register attendees so she will follow up with interested Trustees.

158
159 **Stuby Bequest**

160 After brief discussion, it was agreed that utilizing the interest on the principal of this
161 endowment to offset the costs of the pilot of the on-line community calendar may be an
162 effective and appropriate use of these funds.

163
164 **Construction Fund Resolution**

165 Laura explained that during the recent audit it was noted that this fund is no longer
166 necessary and has no money in it and, therefore, should be closed.

167 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve
168 Resolution #2-2008 closing the construction fund of the SJI Library. Passed.

169
170 **Budget 101**

171 It was agreed that due to the late hour, this agenda item would be temporarily tabled. It
172 was further agreed that this item would be a good start to the retreat/planning day.

173
174 **ADJOURNMENT**

175 **MSC** Marie Johanson moved and Fred Henley seconded to adjourn at 8:09 p.m.
176 Passed.

177
178 Respectfully submitted: _____
179 Board Secretary

180
181
182 Approved: _____
183 Board President