

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

2 Conference Room, San Juan Island Public Library

3 July 15, 2008

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

7
8 **Staff Present:** Laura Tretter, Shannan Sword, and Carrie Lacher

9
10 **FOL Present:** Robbie Lawson

11
12 **Guests:** Teen Interns: Ryan Cole, Kara Hirschel, and Willa McAllister

13
14 Susan Rosenberg called the meeting to order at 6:00 p.m.

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

20 **MSC** Tom Metke moved and Fred Henley seconded to approve the agenda as
21 submitted. Passed.

22
23 **Approval of Board Meeting Minutes of June 10, 2008**

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

26
27 **Friends of the Library**

28 Lynn Weber-Roochvarg attended the July FOL meeting. She reported that they are in
29 need of volunteer help with the annual book sale scheduled for July 25 and 26. There are
30 signup sheets at the circulation desk. Robbie Lawson reported that there are some 400
31 boxes to move. The Friday Walkers have offered to unload boxes and community service
32 workers will also be helping. Tom Metke agreed to attend the August 6th meeting at 8 a.m.
33 Discussion developed regarding a possible social get-together between the FOL and
34 Library Boards that would possibly include staff some time in October. A date will be
35 chosen at the next board meeting.

36
37 **Approval of Bills:**

38 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
39 check numbers 47002 through 47013 in the amount of \$11,181.31. Passed.

40
41 **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to approve
42 payment of 2nd Quarter Tax Bills in the amount of \$2,626.65. Passed.

43
44 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
45 payment of Regular Due Bills in the amount of \$13,588.71. Passed.

46
47 **MSC** Fred Henley moved and Marie Johansen seconded to approve payment of
48 the Regence Premium in the amount of \$3760.27. Passed.

49 **MSC** Fred Henley moved and Marie Johansen seconded to affirm June payroll in
50 the amount of \$31,924.78. Passed.

51
52 **REPORTS**

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

- 54 • From the Director's Meeting:
- 55 ○ The issue of electing trustees has come up again. The Secretary of State has
 - 56 been surveying directors and trustees may be called as well. Laura distributed a
 - 57 WLA issue brief titled Elected Public Library Trustees. Concerns include:
 - 58 ▪ annual election costs (approximately \$30,000)
 - 59 ▪ makes the library vulnerable to special interest groups
 - 60 ▪ no one in our community has approached the Library expressing a
 - 61 problem with trustee appointment
 - 62 ○ Sustainable design: information about "building green."
 - 63 ○ Nancy Pearl gave a presentation on Developing Readers in Public Libraries that
 - 64 inspired Laura's recent online column
 - 65 ○ Legislative update: upcoming budget will be even tighter
 - 66 ○ Directors have been discussing establishing library services benchmarks
 - 67 • A photo of the Mount Vernon Library director was placed in a recent United Way
 - 68 brochure. This is a direct result of interactions with the Foundation for Early Learning.
 - 69 Another project they are working on is "Docs for Tots" where questions about library
 - 70 services are included on certain intake forms.
 - 71 • Born Learning Trail is a program where signs are placed in the community encouraging
 - 72 interactive learning activities. The program provides a set of 10 signs. Each island will
 - 73 have a set. Sponsors are needed for installation of each sign. FOL will sponsor one
 - 74 sign and the Library will also sponsor a sign. Laura showed a photo of such a sign in
 - 75 use in another Washington area. These signs are a United Way project.
 - 76 • Fair Sign-Up: Laura will email or call Board members about signing up to help at this
 - 77 year's Fair booth.
 - 78 • Calendar Report from Ian was distributed. Laura showed the current website and
 - 79 pointed out the design change of adding the Library's logo. She asked board members
 - 80 to take a look at the site on their own computers and provide her with feedback.
 - 81 • Letter to patron: Laura reported that a letter of response was sent to Dennis Hazelton.
 - 82 Tom reported that he had spoken to Dennis who expressed his appreciation for being
 - 83 heard and felt satisfied with the Board's response. Laura will email the letter to all board
 - 84 members.
 - 85 • The Public Awareness report was noted and Lynn commented how impressed she was
 - 86 by everything that staff is doing in a month that "makes us look good."

87
88 **Youth Services Librarian's Report (Shannan Sword):**

- 89 • Shannan introduced the teen interns: Kara Hirschel, Ryan Cole and Willa McAllister.
- 90 This is Kara's third summer as an intern and she is considering librarianship as a
- 91 career choice. Each teen will work in the library for about 10 weeks.
- 92 • Summer Reading:
- 93 ○ At least 300 kids have signed up. There are also more teens signed up this year
 - 94 than last.

- 95 ○ Events have been taking place over at the Elementary School due to the road
96 construction. This venue has been very successful though Shannan would still
97 prefer the events take place at the Library with its ready access to books.
98 ○ Shannan posted a survey (done through Survey Monkey, a free service) on the
99 summer reading blog and will also provide a paper version and mention it at the
100 events. There are ten questions. Intern Willa has been helping Shannan design
101 one for teens to complete.
102 ○ Fair ribbons will be slightly changed this year. They will have San Juan Island
103 Library and Super Reader imprinted on them. These will be distributed at the
104 Fair to anyone who reached their summer reading goal at least once.
- 105 ● American Library Association Conference: Shannan did apply for a grant to help defray
106 costs.
 - 107 ○ The big topic at the conference was early learning, language, and literacy.
 - 108 ○ Shannan also attended an OCLC workshop on funding for libraries. She
109 distributed several pertinent pages to the board and will make the entire
110 document available to interested trustees.
 - 111 ○ Shannan also attended a workshop on customer service and the ongoing
112 discussion about customers vs. patrons.
- 113

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

115 Floyd's written report was noted as an agenda item.

116

117 **OLD BUSINESS**

118 **Mission Statement**

119 The Board reviewed several possible revisions of the current mission statement. Laura
120 noted that there is a need for it to be brief. Her proposed final statement focused on the
121 library as a "means" of providing resources rather than a "place." The approved mission
122 statement will be posted on the website and placed in the Library's policy manual.

123 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve the
124 proposed revised mission statement as presented. Passed.

125

126 **Patron Record Privacy**

127 Laura has not yet gotten a response from ALA. She may pursue this topic further with the
128 Washington State Library. Topic tabled until next month.

129

130 **NEW BUSINESS**

131 **Lynn's Report**

132 Lynn's task was to focus on the benefits of the library and how to describe and
133 communicate those to the public in a meaningful way. Lynn provided a written report to
134 that took a look at the ways other libraries have approached this topic. Lynn noted that the
135 "methodology du jour" is one of cost benefit analysis but this approach does not work well
136 for libraries in small communities. Lynn proposed that staff start keeping track of patrons'
137 comments and develop a "short story collection" to record anecdotal information. Lynn
138 developed a suggested comments sheet for patrons or staff to complete. This could also
139 be made available online and at the Library fair booth. Some other ways that the Library
140 can communicate its benefits to the community at large is through information handouts, a
141 series of newspaper articles, direct mailings, speaking at community groups, posters at the
142 Library and/or in the community, and by working with FOL. Discussion developed

143 regarding the information provided by Lynn and her suggested techniques such as having
144 a guest book available in the library for visitors to sign.

145
146 **Reservation Software**

147 Floyd's report on the research of an appropriate system and costs was noted. Laura
148 distributed a quote from the vendor Laura and Floyd liked the best. Laura still has some
149 concerns about how this will affect the "culture" of our Library. However, she did note that
150 this particular software provides a lot of flexibility, such as patrons being able to extend
151 their time on the computer if no one is signed up after them. This system is currently in use
152 at the Lopez Island library and has been well received. Susan noted that Floyd did a good
153 job of reviewing the situation. The system will about take 4 to 6 weeks to go live.

154 **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to approve
155 acquiring the reservation management package from iTeam Resources, Inc.
156 as presented. Passed.

157
158 **ADJOURNMENT**

159 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to adjourn at 8:10
160 p.m. Passed.

161
162
163
164
165
166
167
168
169

Respectfully submitted: _____
Board Secretary

Approved: _____
Board President