

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

2 Conference Room, San Juan Island Public Library

3 June 10, 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:** Kathy Babbitt

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

13
14 **Guests:** Dennis Hazelton

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

20 Discussion of letter to the editor under New Business will be moved to accommodate the
21 arrival of Dennis Hazelton.

22 **MSC** Tom Metke moved and Marie Johansen seconded to approve the agenda as
23 amended. Passed.

24
25 **Approval of Board Meeting Minutes of May 13, 2008**

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

28
29 **Letter to the Editor**

30 Dennis Hazelton appeared before the Board to discuss his recent Letter to the Editor that
31 appeared in *The Journal of the San Juans*. Dennis reiterated his concerns regarding a
32 book review written by the Library's Outreach Coordinator, Beth Helstien. Dennis felt this
33 article seemed to indicate that recent legal activities of the U.S. Customs & Border Patrol
34 could be construed as racist and he believes such an opinion would overstep the bounds
35 of the Library regarding political/social/spiritual opinions. He informed the Board that he
36 had written this letter as a private citizen not as employee of U.S. Customs, that
37 designation had been added without his knowledge by *The Journal* editor. Discussion
38 followed. The Board agreed that while they understood these concerns and further agreed
39 that the Library does not take positions on certain issues, this particular incident was
40 deemed an internal matter to be handled by Laura. The Board did not feel a public
41 statement was needed but a letter of response to Dennis was in order and Laura will draft
42 such a letter.

43
44 **Friends of the Library**

45 Kathy Babbitt reported that FOL now has a full board of 10 members. Newest members
46 are Judy Henley, Dilys Goodman, Yvonne Beckham, and Joyce Stanton. The annual book
47 sale is scheduled for July 25 (members only) and July 26 (general public). It will again be
48 held at the Elementary School. The next newsletter will be coming out soon. FOL is once

49 again funding the summer teen intern and summer reading programs. FOL is interested in
50 hosting a joint social get-together with the board and library staff possibly during the first
51 part of October. They are also planning a meeting with FOL groups from the other islands
52 which has not happened in a long time. FOL currently has approximately \$42,000 in the
53 bank. Lynn Weber-Roochvarg will attend the next meeting on July 2nd.
54

55 **Approval of Bills:**

56 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
57 check numbers 45626 through 45638 in the amount of \$19,488.82. Passed.
58

59 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve
60 check numbers 45655 through 45685 in the amount of \$11,001.21. Passed.
61

62 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
63 payment of the Regence Premium in the amount of \$3760.27. Passed.
64

65 **MSC** Fred Henley moved and Marie Johansen seconded to affirm May payroll in
66 the amount of \$32,306.72. Passed.
67

68 **REPORTS**

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

- 70 • The July Board meeting will be held on Tuesday July 15th (*third* Tuesday of the month).
- 71 • Laura reviewed recent professional development and staff trainings.
- 72 • Adrienne is completing an ALA "Let's Talk About It" grant for a lecture series being
73 planned for next spring with Bill Arney, an Evergreen College professor, on love in the
74 face of death. This would be in partnership with Skagit Community College, Hospice,
75 and the Mullis Community Center.
- 76 • Laura is still working with the school district to see how the library might be able to help
77 them during their current budget crisis. The original idea of sharing online databases
78 turned out to not be viable following further research.
- 79 • The recent auction of surplus assets brought in \$1094.55 for items the Library would
80 have otherwise had to pay to have removed. Some items did not sell.
- 81 • Adrienne is getting reading for the Adult Summer Reading program: adults can write
82 the title of a recently read book and their name on a slip of paper and put into a jar.
83 There will be two drawings a week, one for a paperback book and one for a hardback
84 book from The Treasure Cove. One big drawing at summer's end for a gift certificate
85 from The Market Chef.
- 86 • Adult programs are really building. Adrienne had a recent presentation on the Iditarod
87 and 83 people attended with very positive feedback. Adrienne reported to Laura that
88 many of these peoples were first timers to the Library. More and more, people are
89 contacting Adrienne with ideas and suggestions for new events.
- 90 • Laura distributed a report from Ian Byington regarding the online calendar. There is still
91 a lot of traffic to the site. Ian would like to add a tracker so we can see from where
92 people are coming. The Board expressed a continued concern that the site be
93 recognized as primarily a Library site. Laura will discuss this further with Ian.
- 94 • Laura passed around an invitation to an upcoming Early Learning Leadership
95 luncheon.

- 96 • Library Awareness – Laura again provided a written report to the Board but
97 unfortunately it had last month’s data. She will email an updated report.
98

99 **Youth Services Librarian’s Report (Shannan Sword):**

- 100 • Bookmark contest – there were over 160 entries. Shannan distributed the winning
101 bookmarks to Board members. Only the first names of the winners will be listed on the
102 website and not at all on the bookmarks as a safety measure. Shannan announced
103 winners at the school’s awards assembly and also talked up the Summer Reading
104 Program.
- 105 • Summer Reading:
- 106 ○ This year’s theme is “Catch the Reading Bug.”
 - 107 ○ Sign up is last day of school, Friday, June 13th
 - 108 ○ First event is Wednesday, June 25th with events each week through August 6th.
109 This year’s events will be held at the elementary school due to the Guard Street
110 construction project
 - 111 ○ No food incentives this year for Teen Summer Reading. Instead they will be
112 awarded a \$15 iTunes gift certificate when they reach goal (one time only). Mini-
113 goals will be an entry into an end-of-program gift bag loaded with goodies (and
114 books).
 - 115 ○ Younger kids also will have an end-of-program gift bag drawing
 - 116 ○ FOL is once again sponsoring Summer Reading.
- 117 • Shannan received 16 applications for the Summer Teen Internship program which is
118 also sponsored by FOL. She will begin interviewing soon.
119

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

121 Laura distributed a written report from Floyd reviewing technology related activity including:

- 122 • Laura and Floyd gave a Millennium demonstration to the Mt. Vernon library staff.
- 123 • The Anacortes Library was migrating to a new ILS at the same time as SJI Library and
124 had decided to go with Dynix. The next Dynix-Sirsi product was then pulled by the
125 company after they signed the contract so Anacortes migrated to Unicorn, a legacy
126 product not receiving any updates. A cautionary tale for us and highlighting that we
127 chose well in going with Millennium!
128

129 **OLD BUSINESS**

130 **Susan’s Report**

131 Susan had no further information at this time.
132

133 **Tom’s Report**

134 His future projections regarding financial status of the Library did not include any
135 extraordinary events but was based on recurring annual expenses. He also noted that tax
136 revenue from new construction has provided an annual increase of closer to 3% rather
137 than 1% which has been helpful for the Library. Based on these numbers, Tom predicted
138 that about 4 years out is about as far as the Library can go in supplying standard library
139 services before going into the red. Therefore, it is not rushing to start planning a levy lid-lift
140 campaign. It was noted that it is important to start paying closer attention to the budget and
141 any variances.
142

143 **Mission Statement**

144 The Board reviewed some suggested changes developed by Lynn. The concern is that the
145 current statement seems to tie the Library to a physical space. After discussion, it was
146 suggested to combine two of the proposed new statements. Laura and Shannan will work
147 together to further refine the statement and make sure it is aligned with the Long Range
148 Planning Goals.

149
150 **Surplus Policy**

151 Laura distributed a draft of a suggested policy for disposition of surplus assets at the last
152 board meeting for board review and consideration. There was no further discussion.

153 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
154 the surplus asset policy as presented. Passed.

155
156 **Patron Record Policy**

157 Laura is still consulting with ALA on finalizing this policy and procedure.

158
159 **NEW BUSINESS**

160 **Jim Crook**

161 Laura gave a PowerPoint presentation on the status of the Rural Heritage digitization
162 project being done in collaboration with the Washington State Library and the Historical
163 Museum. With the help of State Library staff, the project ultimately focused on the Jim
164 Crook collection at the Historical Society. One of the reasons for choosing this collection of
165 items was not only the local importance of this Island homesteader but also the wide range
166 of items that needed to be digitized providing important training experience. All the items
167 have been photographed/scanned and they will next be catalogued. The information will
168 be resident on the State Library server with a link from our website. Laura hopes for it to
169 “go live” by the end of the summer. Susan suggested offering an adult programming event
170 on this project in the Fall. Kathy Babbitt suggested starting to publicize it now and put on
171 the front page of the September issue of the FOL newsletter.

172
173 **West Mechanical Contract**

174 **MSC** Marie Johansen moved and Tom Metke seconded to approve the heat pump
175 maintenance contract with West Mechanical as presented. Passed.

176
177 **Marie’s Report**

178 Marie was originally tasked to develop answers to potential negative comments regarding
179 the levy lid lift. Marie suggested this is difficult to predict this early in the process and after
180 discussion, it was decided that a more useful effort would be to develop a FAQs page.

181
182 **Fred’s Report**

183 Fred distributed a short report reviewing the history of the Library at this location and how
184 the 3 historical renovations were funded.

185
186 **Lynn’s Report**

187 Lynn distributed folders with information on her topic: benefits to the community of a levy
188 lid lift. Discussion was tabled to the next meeting on July 15th.

189
190

191 **ADJOURNMENT**

192 **MSC** Fred Henley moved and Tom Metke seconded to adjourn at 8:350 p.m.
193 Passed.

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196

197 Respectfully submitted:

Board Secretary

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201 Approved:

Board President

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