

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

2 Conference Room, San Juan Island Public Library

3 March 11, 2008

4
5 **Members Present:** Fred Henley, Marie Johansen, and Susan Rosenberg

6
7 **Members Absent:** Tom Metke and Lynn Weber/Roochvarg

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

10
11 **FOL Present:** Robbie Lawson

12
13 **Guests Present:** none

14
15 Susan Rosenberg called the meeting to order at 6:07 p.m.

16
17 **Public Access**

18 None

19
20 **Agenda Approval**

21 The following items were added under New Business: 1) backup solution and 2) 2008
22 budget resolution.

23 **MSC** Fred Henley moved and Marie Johansen seconded to approve the agenda
24 as amended. Passed.

25
26 **Approval of Board Meeting Minutes of February 12, 2008**

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

29
30 **Friends of the Library**

31 Robbie Lawson reported that the Night of Chocolate Excess was a success with about 60
32 people attending. FOL is planning on holding this fundraiser again next year. The current
33 FOL newsletter was printed using the new copier/printer. Since it took 36 hours to do this
34 task, FOL is considering alternatives. Everyone is invited to the FOL Annual Meeting on
35 April 25th at 6:30 p.m. This will be following by a Writer's Evening with local author Susan
36 Wingate. Fred Henley agreed to attend the April 2nd meeting.

37
38 **Approval of Bills:**

39 **MSC** Fred Henley moved and Marie Johansen seconded to approve Check
40 Numbers 40961 through 41001 in the amount of \$8184.67. Passed.

41
42 **MSC** Marie Johansen moved and Fred Henley seconded to approve payment of
43 the Regence Blue Shield premium in the amount of \$3760.24. Passed.

44
45 **MSC** Fred Henley moved and Marie Johansen seconded to approve Check
46 Numbers 40773 through 40786 in the amount of \$10,809.52. Passed.

48 **MSC** Marie Johansen moved and Fred Henley seconded to affirm February payroll
49 in the amount of \$31,069.61. Passed.
50

51 **LIBRARY AWARENESS**

52 Laura reported on the following items of interested:

- 53 • Liz Illg is looking to put together a "Transportation Summit" in September. Maybe the
54 Library could participate by acting as an information resource, coordinating information
55 from the different participants and acting as the audio visual/technology liaison. Laura
56 could act as host and introduce the speakers.
- 57 • The current issue of the FOL newsletter does not have a Trustee column. Marie agreed
58 to write a column for the next issue. Laura will provide Marie with a specific deadline
59 date.
- 60 • Pat Madden, a long time Library volunteer, recently passed away. The family has
61 asked that in lieu of flowers that donations can be made the Library and the Historical
62 Museum.
63

64 **REPORTS**

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

- 66 • Laura plans to attend the FOL Annual Meeting on April 25th and encouraged Trustees
67 to attend.
- 68 • Both Shannan and Laura will be attending the Washington Library Association's annual
69 conference. This year's conference is being held jointly with the Oregon Library
70 Association.
- 71 • The Annual Volunteer Appreciation Luncheon will be held on Sunday, April 27th. Diana
72 is still working on coordinating a location.
- 73 • The Board's annual retreat is scheduled for Saturday, March 28th at Friday Harbor
74 House from 10 am to 4 pm. Cynthia Burke will provide the lunch. David Bentley will
75 facilitate. Friday Harbor House will be providing complimentary scones and coffee. The
76 agenda will be provided shortly.
- 77 • Laura will be on vacation the week prior to the board retreat.
78

79 **Youth Services Librarian's Report:** Shannan noted that almost 400 people have
80 attended the various youth programs during the month of February. Both the Lap Sit and
81 Story Time programs continue to grow.
82

83 **Technology Specialist Report:**

84 Laura noted the new copier/printer is working out great. The new laptops have arrived and
85 will be available to the public soon.
86

87 **OLD BUSINESS**

88 **Library Legislative Day**

89 Laura reported that she and Fred attended this day in Olympia. About 70 people were in
90 attendance. The information brochure about the SJI Library got distributed to all 3
91 legislators. As an update, Laura reported that the proposed elected trustees bill failed. Bills
92 supporting school library programs and the Washington Talking Book & Braille Library are
93 both continuing to move forward.
94

95 **On-line Community Calendar**
96 Laura distributed copies of the draft contract between the Library and ByDesign which she
97 sent to attorney Don Eaton for his review. Discussion developed over clarification on the
98 ownership of the site. Laura will review this with Don. Laura is also still working on talking
99 points and a press release which she hopes to have ready by the end of the week. April 1st
100 is still the planned “go-live” date. Before that date, Laura and Ian plan to visit with potential
101 “partners,” such as the Community Theatre. These partners will input their events
102 information directly into the calendar. There will be a written agreement with such partners
103 regarding policies and procedures.
104

105 **Washington Rural Heritage**
106 Laura gave an update on this project with the State Library that is intended to make
107 resources in rural areas more visible and accessible through digitization. Laura has begun
108 working with the Museum to sort through their collection of memorabilia from Jim Crook,
109 an early island homesteader. In mid-May, a staff person from the State Library will bring
110 the equipment up to the island and train the local staff persons.
111

112 **NEW BUSINESS**

113 **Civic Center**
114 Lynn and Laura met with County Councilmember Rich Peterson and Urban Planner Kevin
115 Peterson. Laura reported that this meeting was not very productive but it is keeping the
116 discussion open although she noted the decision to move forward is really up to the
117 County. Laura did invite Rich to a tour of the library and presented him with a new library
118 card. Fred suggested developing a list of library needs and requirements. It was agreed to
119 add this to the retreat agenda if there was time. .
120

121 **Board Packets**

122 Laura suggested e-mailing board packet documents in PDF format to the board members
123 to save time and paper. It was agreed that this was a good idea. Laura will check with
124 those board members not in attendance. Hard copies of the agenda will be provided on the
125 day of the board member in addition to being emailed.
126

127 **Backup Solution Request from Tech Specialist**

128 Laura distributed a quote from CDW-G to purchase the type of backup system requested
129 by Floyd to meet the Library’s needs. Backup is planned for once a week and the resultant
130 tapes will be stored in the Library’s safe deposit box. Susan suggested that backup
131 procedures be developed and put into a written format.

132 **MSC** Fred Henley moved and Marie Johansen seconded to authorize Floyd
133 Bourne to purchase the backup system as presented for an amount not to
134 exceed \$4500. Passed.
135

136 **2008 Budget Resolution**

137 Laura distributed the beginning cash adjustment letters from the County. These
138 adjustments affect the operating fund and capital reserves.

139 **MSC** Marie Johansen moved and Fred Henley seconded to approve Resolution
140 #3-2008 setting the final 2008 budget for the General Fund at \$1,154,181
141 and for the Capital Reserve Fund at \$342,360. Passed.
142

143

144 **ADJOURNMENT**

145 **MSC** Fred Henley moved and Marie Johansen seconded to adjourn at 7:08 p.m.

146 Passed.

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150 Respectfully submitted:

Board Secretary

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152

153

154 Approved:

Board President

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