

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

2 Conference Room, San Juan Island Public Library

3 May 13, 2008

4
5 **Members Present:** Fred Henley, Susan Rosenberg, and Lynn Weber/Roochvarg

6
7 **Members Absent:** Marie Johansen, Tom Metke

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

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11 **FOL Present:** Barbara Sharp

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13 **Guests Present:** none

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15 Susan Rosenberg called the meeting to order at 6:08 p.m.

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17 **Public Access**

18 None

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20 **Agenda Approval**

21 **MSC** Fred Henley moved and Lynn Weber-Roochvarg seconded to approve the
22 agenda as presented. Passed.

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24 **Approval of Board Meeting Minutes of April 8, 2008**

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

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28 **Friends of the Library**

29 Barbara Sharp reported that at the least FOL meeting, officers were elected. Yvonne
30 Beckham is leaving the island so she has stepped down as President. Robbie Lawson is
31 the new president, Birgit Kriete is vice president, Janet Wright is Secretary, Kathy Babbitt
32 is Treasurer and newsletter editor, Barbara Sharp will be managing the Treasure Cove.
33 Joan Price was the winner of the Mother's Day Gift Basket raffle which garnered over
34 \$400. The annual book sale is scheduled for July 25 and 26. Judy Henley is a new FOL
35 board member. Susan Rosenberg will attend the next meeting.

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37 **Approval of Bills:**

38 **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to approve check
39 numbers 44258 through 44286 in the amount of \$9,013.70. Passed.

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41 **MSC** Fred Henley moved and Lynn Weber-Roochvarg seconded to approve check
42 numbers 44141 through 44152 in the amount of \$9982.85. Passed.

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44 **MSC** Fred Henley moved and Lynn Weber-Roochvarg seconded to approve
45 payment of the Regence Premium in the amount of \$3760.27. Passed.

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47 **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to affirm April
48 payroll in the amount of \$31,536.46. Passed.

49 **REPORTS**

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

- 51 • Laura distributed a report from Ian Byington regarding the online calendar. The site
- 52 continues to receive lots of good/positive comments.
- 53 • Paperback book shelves were installed at the ends of the fiction shelves. This allowed
- 54 the large print section to expand.
- 55 • Laura recently weeded the non-fiction videos so that new nonfiction has expanded.
- 56 • The one-book grant from the State Library has been granted. Adrienne and Laura will
- 57 be meeting with the Community Theatre on Friday to discuss this program which will be
- 58 similar to prior programs. The play, *Our Town*, and the Library's programs connected to
- 59 this staging will be a part of the Town of Friday Harbor's Centennial celebration.
- 60 • Due to the school district's recent budget crunch, Laura has been talking with the
- 61 school librarians about what we can be doing to support them particularly with access
- 62 to databases they may have to eliminate such as Proquest and Culturegrams.
- 63 • Shannan and Laura recently attended the WLA conference. Laura attended Laura
- 64 Dillinger's session on passing a successful bond levy. Laura distributed copies of the
- 65 PowerPoint presentation from that session to the board. She also shared information
- 66 from the pre-conference fundraising workshop that both she and Shannan attended.
- 67 Board members interested in receiving copies of information from this workshop should
- 68 contact Laura.
- 69 • Annual library statistics were compiled by Laura and turned in to the State. The State
- 70 collects this information and then shares it with the national government. The State
- 71 gives grants for such things as professional development and technology and brokers
- 72 our deal with database vendors. Shannan noted that the State Library makes lots of
- 73 things cheaper for us. They have also directly assisted our library with long range
- 74 planning.
- 75 • Library Awareness: Laura distributed a report to board members with information such
- 76 as how many community meetings she attended, how often the Library was in the
- 77 press, and which programs have occurred at the Library. Susan suggested both Laura
- 78 and Shannan compile this information throughout the year into one folder so that it can
- 79 be easily utilized during the lid lift campaign. Fred noted that such information could be
- 80 useful to the citizen action group.

81

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

- 83 • As many as 35 people are attending the Lapsit & Linger program.
- 84 • The Teen Writing Contest had its awards night on April 19th. All winning stories were
- 85 read aloud and prizes given. 17 people attended (students and adults).
- 86 • Shannan has been assisting again this year with the Middle School Challenge, an after
- 87 school program each Monday to help kids transition to middle school.
- 88 • Shannan also assisted with the Children's Festival again this year. Despite the crummy
- 89 weather, there was record attendance. There has always been a library table at the
- 90 Festival and in prior years it has been managed by Adrienne and Beth but Adrienne
- 91 was on the organizing committee herself this year. So Beth and volunteers ran the
- 92 table, a make-a-book project based on a design provided by Shannan. It was once
- 93 again very popular.
- 94 • Shannan also attended WLA and found it very informative.

95

- 96 **Technology Specialist Report (Floyd Bourne):**
97 Laura distributed a written report from Floyd reviewing technology related activity including:
98 • Floyd attended an ITIL v.3 Foundation Training – Information Technology Infrastructure
99 Library which “is a customizable framework of best practices designed to promote
100 quality computing services in the information technology sector” which he found to be
101 very informative.
102 • Laura and Floyd are still researching public computer management/print cost recovery
103 software. Laura hoped to have a recommendation on one of these products very soon.
104

105 **OLD BUSINESS – none**

106
107 **NEW BUSINESS**

108 **Sealed Bid Opening**

109 Sealed bids from the recent surplus auction were opened and winners determined. Laura
110 will contact the winners and provide a grand total at the next meeting.
111

112 **Tom’s Report**

113 Laura passed out copies of Tom’s financial review over the past 10 years. Based on these
114 numbers, Tom is predicting that we have about 4 more years of just about breaking even
115 before we go into the red. The largest percentage increase was in medical insurance
116 expense. Tax on new construction has kept our revenue higher than might be expected.
117

118 **Susan’s Report**

119 Susan distributed a packet of information she procured from the County Assessor’s office
120 with information on 2007 assessments and taxing districts. Susan is attempting to
121 demonstrate how the levy lid lift would affect a household. Susan is estimating that a full lid
122 lift will roughly double the Library’s portion of the tax bill.
123

124 **Surplus Policy**

125 Laura distributed a proposed addition to the policy manual clarifying disposition of surplus
126 assets. Laura asked all board members to review for discussion at the next board meeting.
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128 **July Meeting Date**

129 Due to a scheduling conflict, it was agreed to move the July meeting to Thursday, July
130 10th.
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132 **Patron Record Privacy**

133 Laura proposed that the library adopt a procedure for staff/volunteers to follow should a
134 law enforcement agent (or others) come to the library seeking patron record information.
135 Laura distributed a working example of such a procedure plus a schematic of staff
136 response. Laura asked board members to review the information closely and offer any
137 comments. She will then redraft the procedure and offer it for approval at the next board
138 meeting. It was suggested that Laura could approach the State Library for review of this
139 new procedure.
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144 **ADJOURNMENT**

145 **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to adjourn at 8:20
146 p.m. Passed.

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Respectfully submitted:

Board Secretary

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Approved:

Board President

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