

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

2 Conference Room, San Juan Island Public Library

3 November 4, 2008

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

7
8 **Members Absent:** Marie Johansen

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

11
12 **FOL Present:** none

13
14 **Guest Present:** Ian Byington, By Design

15
16 Susan Rosenberg called the meeting to order at 6:03 p.m.

17
18 **Public Access**

19 None

20
21 **Agenda Approval**

22 Laura asked to add the topic of *County Budget Report* under New Business. It was also
23 suggested that the topic of *Director's Evaluation* be moved to the end of the public meeting
24 for Executive Session.

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

27
28 **Approval of Board Meeting Minutes of October 14, 2008**

29 **MSC** Fred Henley moved and Tom Metke seconded to approve the minutes as
30 submitted. Passed.

31
32 **Friends of the Library**

33 Since the board was meeting prior to the usual monthly FOL meeting, there was no report.
34 Tom agreed to attend the November FOL meeting. Fred will attend the December meeting.

35
36 **Approval of Bills:**

37 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve early
38 due bills in the amount of \$31,753.14. Passed.

39
40 **MSC** Lynn Weber-Roochvarg moved and Fred Henley seconded to approve
41 payment of the Regence Premium in the amount of \$3760.27. Passed.

42
43 **MSC** Fred Henley moved and Tom Metke seconded to affirm October payroll in
44 the amount of \$31,483.34. Passed.

49 **REPORTS**

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

- 51 • Laura reminded the Board that this was Shannan's last board meeting and report as
52 Youth Services Librarian. The staff party for Shannan will be on November 8th and the
53 public party will be on Wednesday, November 12th from 4 to 5 p.m.
- 54 • Laura distributed Floyd's Technology Report. She noted that Floyd has been busy
55 winding up various projects. The tech budget update information was held until later in
56 the meeting.
- 57 • New hires:
- 58 ○ Laura reported that she received 25 applications for the 11 hour position. From
59 that highly competitive group, 6 are being selected for interviews. Shannan will
60 be helping with these interviews. The job duties will primarily be reference desk
61 time, help with weeding and deleting items, processing the mail and ILLs. This
62 position has a flexible monthly schedule.
 - 63 ○ Shannan's position will remain open until November 14th. 14 applications have
64 been received to date. Minimum requirements for this position include an MLS
65 and at least a couple of years of library experience.
- 66 • Laura also reviewed the staff continuing education and trainings.
- 67 • Laura also reported that the contract for the next rural heritage grant project has been
68 signed. This project will be done in conjunction with the Town, Parks Department, and
69 the Historical Museum.

70

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

- 72 • Shannan shared photos from the Halloween craft and story time which was attended by
73 23 kids plus parents.
- 74 • In the transition to the new youth services librarian/assistant director, Heidi will be doing
75 the staff monthly schedule and Laura will handle the desk scheduling.

76

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

78 Floyd's written report was noted and further discussion was held for the budget discussion.

79

80 **OLD BUSINESS**

81 Director review moved to Executive Session and Benefits Review moved to be included in
82 the budget discussion.

83

84 **NEW BUSINESS**

85 **Community Calendar**

86 Ian was present to discuss the success of the online community calendar to date. In
87 response to board questions, Ian noted the following:

- 88 • 8 or 9 groups are doing their own postings such as the Community Theatre and the
89 School District.
- 90 • There is a second group of participants who are regularly sending items to Ian for
91 posting and Ian is hoping to train them further to post on their own. As of now, these
92 participants are not ready to post independently for one reason or another.
- 93 • About ¼ of calendar visitors have the page bookmarked or use it as a personal
94 webpage. The calendar is also embedded in several other websites like the
95 Chamber of Commerce.

- Ian noted that he spends at least 5 hours a week on the calendar. He therefore suggested that he may be able to reduce his contracted hours from 10 to 5 when the new contract comes up in March 2009. The Board agreed to leave the budgeted amount as is for now and review at that time.

Benefits Review

Laura reported that she has not received any new information from Kerwin at Islander's Insurance. Laura did include the new benefits amount suggested by Kerwin at the last board meeting into the revised draft budget provided to Board Members. Medical benefits did see an increase of 22% for 2009. Because Shannan is leaving and the new librarian will be at salary step level 1, the budget still remains in balance.

January 2009 Board Meeting

The board agreed to move the meeting from the usual 2nd Tuesday of the month to the 2nd Wednesday, January 14th, at the usual time.

Public Bathroom Remodel

Laura distributed an estimate from the remodeling of the three public bathrooms provided by contractor/designer Ed Bailey who was recommended by Lynn Weber-Roochvarg. Ed was willing to help Laura design the changes and also agreed to complete the job prior to the end of 2008.

MSC Tom Metke moved and Lynn Weber-Roochvarg seconded to authorize Laura to spend up to \$15,000 for the remodeling of the three public restrooms as described on the submitted estimate. Passed.

Chair Re-upholstery

Laura distributed an estimate from J&R Upholstery for redoing the four chairs in the back of the library. Ruby Putnam, owner, had suggested that Laura research the cost of replacing the chairs. Laura determined that the cost to replace was at least equal to recovering the chairs which are much liked by patrons.

MSC Fred Henley moved and Tom Metke seconded to authorize Laura to spend up to \$2500 for the recovering of the four chairs as described. Passed.

County Budget

Laura distributed a letter received from the San Juan County Assessor to the San Juan County Council asking that its budget not be reduced for 2009. The Assessor believes that such a cut would result in that office's inability to process assessments of new construction which would have a direct impact on the Library's annual budget. After reviewing the letter, Susan and Laura agreed to attend the Council's budget session. It was further noted that the Board supported the letter and its request.

2009 Draft Budget Review

Laura reviewed her list of budget revisions which did not reflect the newest increase in the medical benefits.

- reduction in the Assistant Librarian salary line
- adjusted FICA and Retirements lines to account for the above reduction
- reduced computer equipment line to cut out videoconferencing hardware.
- added expenditure line of Other Benefits in the amount of \$7000

- 144 • increase in adult programming line of \$200
145 • increased children's and adult book collection lines by a total of \$1500
146

147 **MSC** Fred Henley moved and Tom Metke seconded to approve Resolution #7-
148 2008 authorizing the 2009 property tax levy with no more than a 1% increase
149 over the prior year. The property tax levy was set at \$810,207.86 with an
150 increase of \$8,021.86. The resolution further noted that the levy shall include
151 increases in new construction and land improvements estimated at \$21,000
152 to be adjusted at a later date. Passed.
153

154 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve
155 Resolution #6-2008 approving the 2009 Budget as presented. The General
156 Fund budget was set at \$1,166,995 and the Capital Reserve Fund Budget
157 was set at \$350,256. Passed.
158

159 Susan Rosenberg as President of the Board read and signed the 2009 Levy Certification
160 of \$831,000 in regular levy and \$0 in excess levy.
161

162 **EXECUTIVE SESSION**

163 Susan Rosenberg called for an Executive Session at 7:55 p.m. for the purpose of the
164 annual Director's Evaluation. The Executive Session ended at 8:10 p.m. No action was
165 taken.
166

167 **ADJOURNMENT**

168 **MSC** Fred Henley moved and Tom Metke seconded to adjourn at 8:11 p.m.
169 Passed.
170
171
172
173

174 Respectfully submitted:

Board Secretary

177 Approved:

Board President