

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

2 Conference Room, San Juan Island Public Library

3 October 14, 2008

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

7  
8 **Members Absent:** none

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

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12 **FOL Present:** Raymond Hailey

13  
14 **Guest Present:** Kerwin Johnson, Islanders Insurance

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

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18 **Public Access**

19 None

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21 **Agenda Approval**

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

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25 **Approval of Board Meeting Minutes of September 16, 2008**

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

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29 **Friends of the Library**

30 Susan attended the last meeting. She reminded the Board that the annual holiday book  
31 sale will be December 6<sup>th</sup> from 10 am to 2 pm in the meeting room. There will also be  
32 another raffle for a gift basket. The Library/FOL board/staff get-together which took place  
33 at Fred and Judy's house was lots of fun and the plan is to do it again. FOL is considering  
34 providing funding for a year-round teen intern program. Laura reported that the annual  
35 craft bazaar will feature beaded items. To prepare for that, there were several beading  
36 parties. Yvonne has definitely left the board and there are two new interested persons.

37  
38 **Approval of Bills:**

39 **MSC** Tom Metke moved and Fred Henley seconded to approve early due bills in  
40 the amount of \$13,722.58. Passed.

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42 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve  
43 regular due bills in the amount of \$10,014.64. Passed.

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45 **MSC** Fred Henley moved and Marie Johansen seconded to approve 3<sup>rd</sup> Quarter  
46 Tax Bills in the amount of \$2,175.73. Passed.

49           **MSC** Marie Johansen moved and Tom Metke seconded to approve payment of the  
50                           Regence Premium in the amount of \$3760.27. Passed.

51  
52           **MSC** Fred Henley moved Marie Johansen seconded to affirm September payroll in  
53                           the amount of \$32,044.92. Passed.  
54

## 55 **REPORTS**

### 56 **Director's Report (Laura Tretter):**

- 57 • November's board meeting will be held on November 4<sup>th</sup> (first Tuesday).
- 58 • The Annual Report for 2007 has been printed. Laura wrote an online column about it.  
59     Beth put an ad in *The Journal*. Floyd put it on the front of the library website. Carrie will  
60     take copies to the Town Council. Laura will deliver to the County.
- 61 • Laura noted the various professional development opportunities undertaken by the  
62     staff.
- 63 • Laura noted that the Library has been awarded a \$10,000 grant for purchasing  
64     equipment and hiring a photographer as the second stage of the Washington Rural  
65     Heritage Project. The Library will be partnering with the Town and with the Historical  
66     Museum. There has also been a call to the community for items to into a digitized  
67     "community collection."
- 68 • Due to some schedule changes among the staff, there is now a total of 11 unfilled  
69     hours. Laura will be advertising to hire a person to fill these hours.
- 70 • Laura noted the publicity report. After discussion of the online community calendar, it  
71     was agreed to add this topic to the next agenda. Laura will follow-up with Ian on some  
72     areas of concern such as how many hours he is spending each month on this site.
- 73 • Shannan also announced that she has accepted a Director position in Sylvan Lake,  
74     Alberta, Canada. Her last day will be November 12<sup>th</sup>.

### 75 76 **Youth Services Librarian's Report (Shannan Sword):**

- 77 • Back-to-School Nights. There continues to be a better than usual attendance at these  
78     school events. Shannan thought this might be due to the fact that there is a new  
79     principal and also the on-going issue with a piece of newly purchased play equipment.  
80     The good attendance has allowed Shannan to provide reading lists for each grade  
81     level, share information about library services, and talk up the reading buddy program.
- 82 • Shannan has been working on a teen blog that is almost finalized. She showed what  
83     she has developed so far and how a patron might navigate this page.

### 84 85 **Technology Specialist Report (Floyd Bourne):**

86 Floyd's written report was noted and further discussion was included in the budget  
87 discussion.

## 88 89 **OLD BUSINESS**

90 **None**

## 91 92 **NEW BUSINESS**

### 93 **Benefits Review**

94 Laura explained that since employee retention has been a priority of the Board, she has  
95 been researching adding certain benefits to the current employee benefits package. With  
96 Kerwin's help, she has been looking at the costs of life insurance, short-term disability, and

97 long-term disability benefits. Laura also pointed out that Orcas Island and other libraries  
98 have already added such benefits. A package of possible options had been provided to the  
99 Board in the Board packet. Kerwin reviewed this package with the Board and discussion  
100 ensued. It was agreed that as the Board works through the budget, they will weigh various  
101 options and costs of adding such benefits. Laura will also continue to research what is  
102 available through ALA and provide that information to the Board.  
103

### 104 **Board Recommendation for Reappointment**

105 Susan agreed to the recommendation of reinstating her for another 5-year board term. The  
106 recommendation letter to the Council was then signed by all other board members.  
107

### 108 **Basic Levy Class Report**

109 Susan and Laura recently attended a 2-day basic class regarding levies taught by the  
110 State Department of Revenue in Lacey, Washington. Susan distributed a handout to the  
111 Board with some of the highlights. Some of the topics covered included the wide variation  
112 among levy rates, that San Juan County has one of the lowest rates, some of the  
113 limitations due to property taxes, descriptions of the different kinds of levy lid lifts (e.g.,  
114 multi-year lid lift), and some caveats when approaching a levy lid lift campaign. Discussion  
115 developed when might be the best year to approach the community, especially in light of  
116 the current economic situation.  
117

### 118 **Parking Lot Re-striping**

119 Laura reported that she and Tom met with the Town Inspector and went over the parking  
120 lot plans with the contractor. Marie agreed to work with Laura to pick out the new signs. It  
121 was expected that the flagpole will need to be moved and the tree next to it will need to be  
122 removed. There was talk of adding a painted crosswalk in the parking lot. It was estimated  
123 that it would be an additional approximately \$640 to stripe the staff side of the lot as well.

124 **MSC** Marie Johansen moved and Tom Metke seconded to authorize Laura to  
125 spend up to \$2400 for re-striping of all areas of the parking lot not paid for by  
126 the Town of Friday Harbor. Passed.  
127

128 **MSC** Marie Johansen moved and Fred Henley seconded to authorize Laura to  
129 spend up to \$3000 for curbing, tree removal, and repair and reinstallation of  
130 the flagpole. Passed.  
131

### 132 **Director Annual Evaluation**

133 Susan distributed a form to all board members to use in preparing for the annual review of  
134 the director. It was planned to conduct the review in Executive Session at the next  
135 meeting. Board members agreed to submit their completed evaluation forms to Susan in  
136 advance of that meeting.  
137

### 138 **2009 COLA Rate**

139 Laura reviewed how she arrived at the proposed COLA increase of 4.7%. After short  
140 discussion, it was agreed to approve the full COLA increase.

141 **MSC** Tom Metke moved and Fred Henley seconded to approve a 4.7% COLA  
142 increase effective January 1<sup>st</sup> for all library staff. Passed.  
143  
144

145 **2009 Draft Budget Review**

- 146 • Laura noted that she and Carrie will be attending a BARS class on October 22<sup>nd</sup>. This  
147 is the last one offered this year so they will be traveling to Vancouver, Washington.  
148 They just learned of this class through inquiries Carrie made to the County.
- 149 • There was discussion regarding the need and expense of offering videoconferencing  
150 as outlined in Floyd's Tech Report. It was agreed not to pursue this service at this time  
151 though teleconferencing services were kept in the budget.
- 152 • It was agreed to use any monies left in this year's budget to purchase some of the  
153 workstations Floyd had expected to purchase during 2009.
- 154 • The Board was hopeful that they would be able to find \$7000 needed for adding the  
155 suggested benefits package.

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157 **ADJOURNMENT**

158 **MSC** Fred Henley moved and Marie Johansen seconded to adjourn at 9:00 p.m.  
159 Passed.

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163 Respectfully submitted:

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Board Secretary

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167 Approved:

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Board President