

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

2 Conference Room, San Juan Island Public Library

3 September 16, 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:** Yvonne Beckham

12
13 **Guest Present:** Mark Rassmussen

14
15 Susan Rosenberg called the meeting to order at 6:00 p.m.

16
17 **Public Access**

18 None

19
20 **Agenda Approval**

21 Amnesty International program discussion moved up in the agenda to accommodate the
22 guest.

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 August 12, 2008**

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

29
30 **Amnesty International Program**

31 Mark Rassmussen and Laura described an ongoing panel discussion being held at the
32 Library and hosted by the local chapter of Amnesty International celebrating the 60th
33 anniversary of the Universal Declaration of Human Rights. These discussions are leading
34 up to a presentation at a different venue on December 10th. The Library has been invited to
35 join the panel. After discussion, the Board agreed it was appropriate for either Laura or
36 Shannan to participate in the panel discussion on issues of privacy and freedom of
37 expression. The Board asked that comments be kept to ALA policies and guidelines and
38 no political stand be taken.

39
40 **Friends of the Library**

41 After discussion initiated by Yvonne, it was agreed to tentatively plan an FOL/Library board
42 and staff social gathering with finger food for October 3rd beginning at 6:30 pm at Fred and
43 Judy's house. FOL is in the process of creating an inventory of beaded items for the
44 upcoming Holiday sales and invited volunteers to participate in beading meetings on
45 September 17th from 9 am to 12 noon and September 27th from 10 am to 2 pm. Fred noted
46 that the Treasure Cove is doing very well with new book sales really increasing. Susan
47 agreed to attend the next FOL meeting on Wednesday, October 1st.

- 49 **Approval of Bills:**
50 **MSC** Marie Johansen moved and Fred Henley seconded to approve warrant
51 numbers 50475 to 50504 in the amount of \$22,965.51. Passed.
52
53 **MSC** Fred Henley moved and Marie Johansen seconded to approve warrant
54 numbers 50380 to 50394 in the amount of \$6,954.98. Passed.
55
56 **MSC** Marie Johansen moved and Fred Henley seconded to approve payment of
57 the Regence Premium in the amount of \$3760.27. Passed.
58
59 **MSC** Fred Henley moved Marie Johansen seconded to affirm August payroll in the
60 amount of \$33,239.23. Passed.
61

62 **REPORTS**

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

- 64 • Continuing education:
65 ○ Laura attended Book Blitz II which turned out to be the best cataloging course
66 she has seen.
67 ○ Carrie and Emily recently attended an introductory seminar to cataloging offered
68 by OCLC.
69 ○ The Library was awarded an assistive technology grant that will be used to
70 acquire a daisy reader.
71 • Library fair booth: Diana tallied votes from the booth and created a list of titles.
72 • Programs:
73 ○ Laura handed out the new Live and Learn brochures.
74 ○ Over 95 people attended the repeat presentation by the Iditarod racer.
75 ○ Laura felt that the Library has now developed a solid core of attendees for adult
76 programs.
77 • Breakfast of Champions: The annual breakfast community volunteers recognition event
78 hosted by the San Juan Community Foundation will be held on Friday, September 26th.
79 Fred agreed to attend with Laura.
80 • Ian's web calendar report was reviewed. Laura handed out community calendar
81 business cards for board members to pass along. Yvonne suggested taking some to
82 the Labs for inclusion in their visitor/newcomer packets. Discussion developed
83 regarding the Library's presence in email correspondence Ian gets regarding the web
84 calendar. Laura will discuss this with Ian further, perhaps adding the Library to his
85 email signature.
86

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

- 88 • Summer Reading final figures:
89 ○ A record year. Approximately 1500 hours by kids and over 700 hours by teens
90 ○ Summer reading surveys are still coming in. So far 23 have been completed.
91 Shannan distributed sample comments from the surveys and is working on
92 compiling all of the data.
93 • Back-to-School Nights. There has been better than usual attendance at these school
94 events. Shannan provided reading lists for each grade level, information on the library,
95 and reading buddy program information.

- 96 • Webpages: Shannan has been working on a teen blog. She has also been working on
97 a tech-simple kid's page.
98

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

100 Floyd's written report was noted and discussion of Patron API was an agenda item under
101 New Business.
102

103 **OLD BUSINESS**

104 **Annual Report**

105 Laura distributed a new draft version of the 2007 annual report. Discussion developed
106 regarding suggested changes to information and layout. Laura will work with Shannan to
107 revise further. Board agreed that Laura could then print up final copies and distribute.
108

109 **NEW BUSINESS**

110 **Library Programming Policy**

111 Laura distributed a proposed addition to the policy manual regarding library programming,
112 in particular noting the section regarding the library not conducting or sponsoring
113 programming that is "purely commercial, religious, or forwards a specific political agenda."
114

115 **MSC** Marie Johansen moved and Fred Henley seconded to approve addition of
116 the proposed Library Policy Section 5.6 Library Programs as presented.
117 Passed.

118 **Computer Privacy Policy**

119 The main topic of discussion as applies to the computer reservation system was tabled as
120 Floyd is still configuring the system. Laura then asked for review and approval of a minor
121 change to section 3.2.4 of the policy manual regarding internet access.
122

123 **MSC** Marie Johansen moved and Fred Henley seconded to approve modification
124 of Library Policy Manual Section 3.2.4 Section E deleting the phrase "floppy
125 disk or CD-rom" and replacing with "storage media." Passed.
126

127 **Patron API**

128 Laura explained that the new patron computer reservation system requires "authenticating"
129 patrons. Floyd could possibly work around this but that would result in extra work for Floyd
130 and time delays for patrons. As noted in Floyd's report, the Patron API is an "add-on
131 component to the Millennium ILS which allows the library to securely offer complete patron
132 information to an external system" and the Board was urged to approve the purchase of
133 this tool.

134 **MSC** Marie Johansen moved and Fred Henley seconded to approve the
135 technology specialist request for acquisition of the API module including the
136 cost of necessary future maintenance. Passed.
137

138 **Signature gathering outside Library**

139 Laura described a recent situation of a patron approaching patrons inside the library to
140 gather signatures to add an item to the ballot. Laura explained that it is against Library
141 policy to allow such actions in the Library. The patron then asked Laura to ask the Board if
142 it would be all right for her to sit outside the front doors and gather signatures. After
143 discussion, it was agreed to clarify the policy from "while in" the library to "while on library
property."

144 **MSC** Fred Henley moved and Marie Johansen moved seconded to approve
145 modification of Library Policy Manual regarding political activity on library
146 property. Passed.
147

148 **Miscellaneous**

- 149 • Laura informed the board that the parking lot project is on track for October.
- 150 • The October 14th agenda will include the draft budget, renewal of board terms,
151 director's evaluation, and a visit from Kerwin Johnson of Islanders Insurance.
- 152 • It was agreed that board packets will still be emailed. Hard copies will also be provided,
153 but not mailed, to all board members.

154

155 **ADJOURNMENT**

156 **MSC** Fred Henley moved and Marie Johansen seconded to adjourn at 7:35 p.m.
157 Passed.
158

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Respectfully submitted:

162

Board Secretary

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164

Approved:

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Board President

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