

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

2 Conference Room, San Juan Island Public Library

3 January 14, 2009

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

7
8 Members Absent: Tom Metke

9
10 **Staff Present:** Laura Tretter and Carrie Lacher

11
12 **FOL Present:** Kathy Babbitt

13
14 Susan Rosenberg called the meeting to order at 6:03 p.m.

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

20 **MSC** Marie Johansen moved and Susan Rosenberg seconded to approve the
21 agenda as submitted. Passed.

22
23 **Approval of Board Meeting Minutes of December 9, 2008**

24 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve
25 the minutes as submitted. Passed.

26
27 **Approval of Special Board Meeting Minutes of December 18, 2008**

28 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
29 the minutes as submitted. Passed.

30
31 **Friends of the Library**

32 Kathy reported that the preliminary year end results show beginning cash for 2008 at
33 \$52,700 and ending cash at \$49,500. \$39,000 was spent during the year and \$36,000 was
34 received during the year as revenue. \$4400 was spent on Summer Reading, \$2700 on the
35 Teen Assistant program, \$500 on ESL supplies, \$782 on the Fair, \$2277 on Live and
36 Learn. For 2009, the budget for Live and Learn is expected to increase to \$2500. Kathy
37 distributed invitations to the February fundraiser: Night of Chocolate Friendly. Kathy also
38 reported that FOL purchased the new large screen for the fireplace area. This has already
39 greatly enhanced the family movie nights. 38 people attended the first night of this year's
40 series. The next film will be *Swiss Family Robinson*. This is the 3rd year for this program.
41 Fred will attend the next FOL meeting. Fred also noted that Mike Vouri already has
42 speakers lined up for the Park Service presentation to be held in the Library and they plan
43 to utilize the new projection system.

44
45 **Approval of Bills:**

46 **MSC** Marie Johansen moved and Susan Rosenberg seconded to approve warrant
47 number 55410 in the amount of \$1312.20. Passed.

- 49 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
50 warrant number 55635 in the amount of \$5,959.13. Passed.
51
- 52 **MSC** Susan Rosenberg moved and Lynn Weber-Roochvarg seconded to approve
53 payment of the Regence Premiums in the amount of \$4,698.31. Passed.
54
- 55 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve
56 warrant number 56105 in the amount of \$313.90. Passed.
57
- 58 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve
59 payment of warrant numbers 56351 – 56375 in the amount of \$24,655.47.
60 Passed.
61
- 62 **MSC** Marie Johansen moved and Susan Rosenberg seconded to approve
63 payment of Regular Due Bills in the amount of \$14,140.39. Passed.
64
- 65 **MSC** Lynn Weber-Roochvarg moved and Susan Rosenberg seconded to affirm
66 December payroll in the amount of \$27,522.75. Passed.
67

68 It was noted that the profit and loss statement has not been finalized and Carrie is working
69 on clarifying some questions with the County.
70

71 **REPORTS**

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

- 73 • Laura passed around a thank you card from the staff for the recently added benefits.
74 • Laura has finished the interviews for the Youth Services position but has not yet made
75 a selection as she is still working on reference calls.
76 • Laura noted that the Library remained open during all of the snow days.
77 • The second rural heritage grant has been received from the State Library and this
78 project is underway. The Town, Museum, Park Service, and Library will be working on
79 digitization of personal historical items brought forth by the Community. Persons can
80 also share oral histories. The first date for bringing in the items will be February 28th
81 with another date in March and another in April. Laura is hoping the high school library
82 will be available for this part of the project. Special invitations are being sent to certain
83 island elders and other persons of interest. Floyd is ordering the necessary equipment.
84 A staff person from the state library will come on the first day with his own equipment to
85 do the large format items. There will be two stations, one for those persons who had
86 made reservations and the other will be for walk ins. Laura expects work on the images
87 to take about a month and then cataloging begins. The collection is expected to go live
88 by August.
- 89 • Laura handed out the new Live and Learn brochure of programs. A couple of the
90 programs had to be cancelled due to family emergencies.
91 • Laura also handed out the One Town/One Book/One Community brochures that went
92 to all island mail boxes. All *Folly* books have been checked out. 50 copies were given
93 to the schools. Author Laurie King will be speaking at the Grange on February 11th.
94 • The flagpole renovation is complete and is waiting for OPALCO to reinstall. We are still
95 waiting for Richard Lawson to finish some small items in the parking lot. Landscapers
96 have finished their work of re-installing the irrigation system.

- 97 • Capital Reserves transfer amount is being clarified with the County.
98

99 **Youth Services Librarian's Report:**

- 100 • Laura reported the weekly programming continued despite the snow.
101 • Santa story time was a lot of fun.
102 • Family movie nights have started again.
103 • Reading Buddy Program – every child has a match this year. Approximately 15 kids are
104 participating in this program.
105 • Kathy's Monday Story Time is continuing with *The Wizard of Oz*. Kathy had a request
106 of more folding tables to use for this program. K-4 is the targeted age group with 2-3
107 graders being the core audience. Books already read include *The Secret Garden* and
108 *Anne of the Green Gables*. This current book is helping to draw in boys. At the end of
109 the book, Kathy shows the related movie and there is a tea. Each gathering, she reads
110 for about an hour. Kathy and her mother also create an on-going diorama of the story
111 that grows and develops over the course of the reading of the book. 3:15 on Mondays.
112 • Laura reported that she has been giving Sasquatch book talks at the schools. This is a
113 state-wide contest where kids can vote for their favorite book from a list of selected
114 titles. The library has 2 copies of each title and kids can drop off their votes here and at
115 the schools.
116 • Laura noted her public relations report.
117

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

- 119 • The new projection system installation is not quite complete.
120 • The Web catalog has been updated and is more user friendly. Major improvements
121 include:
122 o patrons now have the ability to save lists of item records
123 o book jacket images now appear for most items
124 o expanded book and video lists
125 o simplified navigation scheme with constant side menu
126

127 **Calendar Report (Ian Byington)**

128 The board noted Ian's written report. Highlights included:

- 129 • Ian is reloading ongoing 2008 events for 2009
130 • Laura and Ian decided not to post weather-related cancellations during the snow event
131 and that seemed to work okay.
132

133 **OLD BUSINESS**

134 **Hiring Policy**

135 Lynn and Susan crafted a draft policy addressing conflict of interest and employment of
136 related individuals. Discussion developed. Committee will meet with Laura. Tabled until
137 next month.
138

139 **NEW BUSINESS**

140 **2009 Holidays/Meetings**

141 Laura reported there doesn't appear to be any conflicts either with Board meeting dates or
142 for the Library's open days and 2009 holidays. July 4th falls on a Saturday this year and the
143 Library will only close for that day.
144

145 **Annual Retreat**
146 It was agreed that the first choice for a meeting place is Friday Harbor House's meeting
147 room although it was noted that the restaurant will be closed. It was further agreed to push
148 the date of the meeting back in order to try and get a better picture of the financial climate.
149 Suggested dates: April 25 or May 2. Agenda to be discussed at the February meeting.

150
151 **Library Legislative Day**
152 This year's date is March 13th. Susan would like to attend with Laura. Fred and Marie
153 agreed to be backups.

154
155 **WILL Conference**
156 Laura noted this board training conference usually put on by the State Library will not be
157 happening in 2009 because of changes to funding requirements. The State is currently
158 looking at ways to restructure this important and helpful program in order to make it
159 available again in the future.

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161 **ADJOURNMENT**

162 **MSC** Susan Rosenberg and Lynn Weber-Roochvarg seconded to adjourn at 7:30
163 p.m. Passed.

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Respectfully submitted: _____
Board Secretary

Approved: _____
Board President