

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

2 Conference Room, San Juan Island Public Library

3 February 10, 2009

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

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8 **Members Absent:** Susan Rosenberg

9
10 **Staff Present:** Laura Tretter, Carrie Lacher, and Floyd Bourne.

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12 **FOL Present:** Judy Henley

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14 Fred Henley called the meeting to order at 6:00 p.m.

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16 **Public Access**

17 None

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19 **Agenda Approval**

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

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23 **Approval of Board Meeting Minutes of January 14, 2009**

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

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27 **Friends of the Library**

28 Judy reported that the Chocolate Friendly fundraiser was very successful. There were 40
29 judged entries with four prizes awarded. The top prize was a gift certificate to Vinny's
30 Restaurant which was won by one of the ESL students. Over 100 people attended. FOL
31 cleared \$600 in donations and new memberships. New memberships are still being
32 received. So far about \$15,000 has been raised in memberships. Only \$100 was received
33 through holiday card sales this year so FOL is considering dropping that project. The
34 annual volunteer luncheon has been scheduled for April 19th and Diana will try for the
35 Peppermill Restaurant again this year. The annual meeting has not yet been planned.
36 Lynn agreed to be the delegate to the next meeting set for March 4th.

37
38 **Approval of Bills:**

39 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve
40 regular due bills in the amount of \$8,256.02. Passed.

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42 **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to approve early
43 due bills in the amount of \$17,743.47. Passed.

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45 **MSC** Marie Johansen moved and Tom Metke seconded to approve payment of the
46 Regence Premiums in the amount of \$4,028.54. Passed.

48 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve the
49 final 2008 bill in the amount of \$1860.60. Passed.

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51 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to affirm
52 January payroll in the amount of \$29,238.86. Passed.

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54 **REPORTS**

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

- 56 • Laura reported that the new Youth Services Librarian, Jim Thomas, is scheduled to
57 begin the first week of March.
- 58 • Laura also reported that adult programming is going great. Over 160 people attended
59 the fireside chat with island elders. This was such a successful event that the Historical
60 Museum has been getting requests for more. Author Laurie King is scheduled to
61 appear at the Grange on Wednesday, February 11th. All editions of her book are
62 currently checked out. She will also be talking with two high school classes on
63 Wednesday. Several nice compliments were received about the Valentine card making
64 event and the snowflake cutting event with Heidi was very well received with requests
65 to repeat for next year.
- 66 • Laura noted that the end of year capital reserve fund transfer was a little more than it
67 should have been. Laura is expecting that this error can be adjusted with the beginning
68 cash adjustment from the County in the next couple of months. Laura also suggested
69 adding a financial report each month to help the board focus on the profit and loss
70 statement. She shared the financial report written by Carrie with the board and also
71 distributed the year end 2008 profit and loss statement and the 2009 January
72 statement.
- 73 • Laura also handed out Ian's calendar report. She suggested that in March, the board
74 begin drafting goals for the calendar so that they are prepared to review these with Ian
75 in April, the annual renewal month. The board may also want to decide how often they
76 want to receive reports and updates from Ian.
- 77 • Laura referred to her publicity report. She noted that she recently attended the County
78 Council session to present a copy of the catalogued cd-rom from the transportation
79 summit to each of the council members. Orcas, Lopez, and Shaw libraries will also
80 each receive a copy for their collections.
- 81 • The second rural heritage digitization project is underway. The first community event
82 will be on February 28th. Laura handed around a draft of the poster for these events.
83 Laura has already started having one-on-one trial digitizations.
- 84 • Laura distributed an update from the Department of Early Learning. It was noted that
85 SJI Library is one of 21 libraries across the state of Washington that have partnered
86 with the Department. Recently, there was a story in the *Seattle Times* about how
87 libraries are serving the public during challenging economic times. This is an example
88 of how the Department is providing new visibility for libraries.

89

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

91 Laura reported that regular programming has been continuing but everyone is ready for
92 the new person to start.

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94

95

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

- 97 • Floyd reported that new equipment has been acquired in support of the second rural
98 heritage project. Time has been spent setting up this equipment and learning how to
99 use it.
- 100 • Floyd has also been planning on establishing some battery backup so circulation
101 activity can continue during a power outage.
- 102 • An OCLC batch load has been planned that will help clean up our OCLC records
103 rapidly. This will make our OCLC records much more current which helps particularly
104 with interlibrary loan activity. OCLC offers one free batch record update.
- 105 • Floyd noted that a new law requires all states to provide free recycling for computers
106 and monitors. Floyd was therefore able to clean out a bunch of old equipment.
107 Everything that got recycled has already gone through the surplus auction process at
108 least once.
- 109 • Floyd noted the annual statistics reports provided to the board. He would like to also
110 begin providing a monthly report and is looking at reports easily extracted from
111 Millennium that might be relevant. He would particularly like to add some web related
112 information to the annual reports.

113
114 **OLD BUSINESS**

115 **Hiring Policy**

116 Lynn reported that she, Susan, and Laura met again to pursue this topic. They spent time
117 reviewing other policies and decided that given the complexity of the issue they
118 recommend this topic be tabled for awhile. The board agreed.

119
120 **Annual Retreat**

121 Laura noted that Saturday May 2nd is the Children's Festival which will require the
122 attendance of Jim Thomas, the new Youth Services Librarian. Therefore, Laura and the
123 board agreed that the retreat shall take place on April 25th. Laura will follow up with Friday
124 Harbor House. It was also suggested that Lynn Hobbs be contacted as a possible
125 facilitator. Possible agenda items include:

- 126 • levy (try to figure out what/when should be)
127 • brainstorm potential questions and answers about levy
128 • discuss a strategy for levy lid lift campaign

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130 **NEW BUSINESS**

131 **Safety & Health Consultation**

132 Laura recommended that a safety and health consultation with the Department of Labor &
133 Industries by scheduled. The board agreed to this action.

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135 **School District Proposal**

136 Lynn and Laura recently met with school superintendent Michael Soltman and school
137 board president Boyd Pratt regarding the proposal by the district of SJI Library providing
138 library services to the island's public schools. Lynn distributed to the board a chart she
139 shared with Michael and Boyd showing the differences between school and public library
140 services. She also shared a memo that was sent to them expressing the libraries interest
141 in providing *support* services. However, it is not within the mission of this library to provide
142 direct school library services.

143

144 **Library Programming Area Remodel**

145 Laura requested approval of retaining a designer to address a reworking of the
146 programming area at the front of the library now that we seem to be consistently using this
147 area for a variety of programs. The audio and large print collections require moving for
148 each program but these collections need to be housed somewhere in the library.

149 **MSC** Marie Johansen moved and Tom Metke seconded to authorize the director to
150 hire a designer for the programming area. Passed.

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152 **EXECUTIVE SESSION**

153 At 7:10 pm, Fred announced that the board would enter an Executive Session following a
154 brief break. The session was for the hearing of an employee grievance and was estimated
155 to last 20 to 30 minutes. This session began at 7:15 pm. and ended at 7:45 pm. At that
156 time, the board decided it wished to discuss the complaint further and that both Floyd and
157 Laura were not to be present during a new executive session.

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159 At 7:48 pm Board went into a second Executive Session. During this session, the Board
160 found that the current hiring policy allows the director, when appropriate, to include staff
161 members in the interviewing process at her discretion. The Board is convinced that this
162 policy is adequate and further finds that, as a public entity, advertising, interviewing and
163 hiring policies must meet certain federal, state and county laws and that those pertinent
164 laws and regulations have been met.

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166 Executive Session ended at 8:04 pm. Regular meeting was reconvened at 8:06 pm.

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168 **ADJOURNMENT**

169 **MSC** Lynn Weber-Roochvarg and Marie Johansen seconded to adjourn at 8:10
170 pm. Passed.

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Respectfully submitted: _____
Board Secretary

Approved: _____
Board President