

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

2 Conference Room, San Juan Island Public Library

3 March 10, 2009

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

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8 Members Absent: Marie Johansen

9
10 **Staff Present:** Laura Tretter, Carrie Lacher, and Jim Thomas.

11
12 **FOL Present:** Robbie Lawson

13
14 Fred Henley called the meeting to order at 6:04 p.m.

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

20 Laura added the topic of staff area heating under new business.

21 **MSC** Lynn Weber-Roochvarg moved and Susan Rosenberg seconded to approve
22 the agenda as amended. Passed.

23
24 **Approval of Board Meeting Minutes of February 10, 2009**

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

27
28 **Friends of the Library**

29 Robbie reported that the FOL annual meeting has been scheduled for April 5th. They have
30 been working with Adrienne to coordinate this meeting with an adult program. National
31 author Garth Stein will be reading at 6:00 pm that day from his book *The Art of Racing in*
32 *the Rain*. The FOL meeting will begin at 5:30 pm. Kathy Babbitt will be leaving the board
33 but will continue to do the FOL newsletter and various library programs on a volunteer
34 basis. Barbara Sharp will be FOL Treasurer. Glenna Hall will be taking Kathy's spot on the
35 board. March 26th is the scheduled date for an all-island FOL meeting on Lopez Island.
36 Directors and FOL board members from all 4 islands will be attending. Lunch is included.
37 The Annual Volunteer Appreciation Luncheon has been scheduled for Sunday, April 19th.

38
39 **Approval of Bills:**

40 **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to approve regular
41 due bills in the amount of \$7,843.14. Passed.

42
43 **MSC** Susan Rosenberg and Tom Metke seconded to approve early due bills with
44 check numbers 59298 through 59318 in the amount of \$14,906.55. Passed.

45
46 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve payment of
47 the Regence Premiums in the amount of \$4,825.83. Passed.

48

49 **MSC** Tom Metke moved and Susan Rosenberg seconded to affirm February
50 payroll in the amount of \$29,142.14. Passed.
51

52 **REPORTS**

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

- 54 • Laura reported that the new Youth Services Librarian, Jim Thomas, started March 3rd.
- 55 • The Labor & Industries consult is scheduled for 10 am, Thursday, March 12th. Laura,
56 Jim, Tom, and Carrie will be participating. It is planned to take 1 to 3 hours. Specifically
57 the programming area and the staff area heating will be assessed.
- 58 • Programming area: Laura has been working with El Baylis to redesign this area. Once
59 a solid first draft has been developed, Laura will share this with staff for their input. El
60 also designed the new circulation/reference desk. Laura hopes to have a design to
61 present at the April board meeting and possibly ask for approval and funding at that
62 time.
- 63 • Open Public Meetings Act workshop was attended by Fred and Laura. Fred shared
64 some of the information gleaned from this session such as timing of executive sessions
65 and voting of board members during public sessions. It was further noted that email
66 conversations can constitute a meeting so it is better to avoid such communication.
- 67 • Records retention: Laura noted Carrie attended a recent training. Laura will be working
68 on appropriate policies and procedures.
- 69 • Annual Volunteer Appreciation Luncheon is scheduled for Sunday, April 19th at the
70 Peppermill Restaurant. Time will probably be 11:30 am with lunch at noon. Laura noted
71 it is always good to have a couple of trustees in attendance. Fred, Lynn, and Susan
72 were all planning on attending.
- 73 • Lynn noted there were some errors in a recent PR email regarding Jim's arrival.
- 74 • Community Calendar Report from Ian Byington. Laura noted that Ian is planning to cut
75 his monthly hours to half of 2008. Board agreed they were okay with receiving a
76 quarterly report from Ian rather than monthly. The Board left it up to Ian if he wanted to
77 attend the April board meeting. Discussion developed regarding the inclusion of Fair
78 events in the calendar. Laura and Ian decided last year not to post a detailed schedule
79 of Fair events because did not want to take away from the real time information
80 provided by the local online papers.

82 **Youth Services Librarian's Report (Jim Thomas)**

- 83 • Jim reported that he and Kathy Babbitt are working to coordinate the Summer Reading
84 Program. The tradition will continue of 8 Wednesdays from 1:30 to 2:30. All performers
85 have been booked. Events will be at the Elementary School again this year. The theme
86 is "Be Creative." There will be several teen programs offered on Saturdays during this
87 period.
- 88 • Young Author's writing contest starts next week.
- 89 • The bookmark contest will kick off in May.
- 90 • Jim has book talks planned for June.
- 91 • *Princess Bride* is the next teen book club book instead of *Inkheart*.
- 92 • Jim is considering splitting Lapsit & Linger into two groups due to the size of the group
93 and the age range of the participating children.
- 94 • April 5th, Jim will be offering a Father & Infants program: Man in the Moon at 3:30 pm in
95 the Meeting Room

96

97 **Technology Specialist Report:**

- 98 • Floyd's written report was noted. It contained follow-up statistics and information to his
99 February report including:
100 ○ statistics regarding online databases
101 ○ 2008 summary data
102 ○ \$12,000 is currently the annual budget for online databases.
103 ○ the ILL increase seen in last month's reports was due to a reporting technicality
104 and is not as dramatic as originally thought.
105 • Considering increasing bandwidth.
106 • The baby computer at the back of the library has been updated
107 • The board asked if Floyd could write up a narrative regarding web usage.

108
109 **Financial Report**

- 110 • Carrie's written report was noted. A written report will now be provided each month.
111 • Laura noted that more substitute staff was used during the youth services librarian
112 transition so may go over on that budget line.

113
114 **OLD BUSINESS**

115 **Annual Retreat**

116 The annual board retreat has been scheduled for Saturday, April 25th. Laura spoke with
117 Lynne Hobbs about facilitating. Her island rate is currently \$1000 but she is willing to
118 negotiate in order to give back to her community. Board agreed to suggest \$500. Friday
119 Harbor House was not ready to commit to usage of their meeting room since they are still
120 closed for remodeling. Laura suggested the Longhouse B&B and showed photos of their
121 common room. Board agreed to this suggestion and Laura will follow up. The following
122 potential agenda items were discussed:

- 123 ○ levy
124 ○ budget forecast
125 ○ capital reserves analysis
126 ○ service/program priorities
127 ○ long range plan check in

128 Laura will draft an agenda to present at the April meeting.

129
130 **NEW BUSINESS**

131 **Staff Area Heating**

132 Guard Electric visited the library and assessed the current heating situation which is
133 primarily baseboard heaters. At their suggestion, West Mechanical was contacted which
134 made two proposals of installing heat pumps. After briefly reviewing these proposals, it
135 was agreed to wait for the results of the Labor & Industries consult.

136
137 **EXECUTIVE SESSION**

138 At 7:45 pm, Fred announced that after a five minute break the board would enter an
139 Executive Session regarding possible litigation. The session was estimated to last 15
140 minutes. The board exited executive session at 8:05 pm. A continuation of the executive
141 session was announced for an additional five minutes. The board exited executive session
142 at 8:10 pm.

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145 **ADJOURNMENT**

146 **MSC** Susan Rosenberg moved and Lynn Weber-Roochvarg seconded to adjourn
147 at 8:11 pm. Passed.

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152 Respectfully submitted: _____
153 Board Secretary

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156 Approved: _____
157 Board President