

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

2                                   Special Meeting – Annual Retreat  
3                                   Longhouse B&B, Snug Harbor  
4                                   April 25, 2009

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

8  
9 **Staff Present:** Laura Tretter, Carrie Lacher, Jim Thomas

10  
11 **Facilitator:** Lynne Hobbs

12  
13 Fred Henley called the meeting to order at 10:10 a.m.

14  
15 **Agenda Approval**

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

18  
19 **Library of the Future**

20 Lynne began the retreat by referring to the minutes of last year’s annual retreat regarding  
21 the “library of the future.” She initiated a brainstorming session of what the Board would  
22 like to see in the library of the future along the timeline of the upcoming 20 years in 5 year  
23 increments. As discussion ensued, Lynne facilitated development of a list of long term  
24 goals and related action items.

25  
26 Fred noted that every 10 years, there has been a major expansion or remodel of the library  
27 so that means that another one will likely occur in 2014. It is important, therefore, to  
28 consider the physical structure, expansion of the facility to house the collection, and  
29 changing island demographics.

30  
31 **Question: What drives facility expansion?**

- 32 ~ space for staff
- 33 ~ space for public use
- 34 ~ space for collection
- 35 ~ meeting room space (public forum)
- 36 ~ programming space (ongoing conflict between programming and public forum use)

37  
38 **Space Issues: the building restricts ability of the Library to meet its mission.**

- 39 ~ Susan: is there a need for a temporary space?
- 40 ~ Jim noted that this is the second summer of the Summer Reading program being held  
41 at the Elementary School due to space issues
- 42 ~ Lynne noted that there is a need for space where the integrity of the library can be  
43 maintained while still accommodating the public forum goal
- 44 ~ Increasing scheduling conflicts between library and public use of the meeting room
- 45 ~ Library is considered to be a neutral space by the public. Lynn suggested creating  
46 additional alternate rooms.

- 47 ~ Tom suggested putting a link on the community calendar for alternate meeting spaces  
48 available elsewhere in the community  
49 ~ Lynn noted that in 2027, the population is projected to increase by 50% to 11,000.  
50 Changes in ferry services to the island could change the makeup of that future  
51 population.  
52

### 53 **Identify Library Users:**

- 54 ~ Current users are young families, academics, educated, retired. People who don't have  
55 much household income and don't have computers at home.  
56 ~ Projecting into the future, if families leave the islands, use of the library could go down.  
57 ~ If the library does not keep up with technology, if we don't have appropriate services,  
58 the library could become irrelevant  
59 ~ Laura noted that the Library is an "entry point" for information access – no matter what  
60 the information need is.  
61 ~ Discussion developed regarding the library developing and maintaining a database of  
62 area nonprofit organizations that could possibly be tied to the Community Calendar.  
63 Lynn suggested contacting the Critical Needs Taskforce for more information.  
64

### 65 **Factors of Consideration for New Building**

- 66 ~ Increase in computer usage  
67 ~ Increased need for providing technology to non-English speakers  
68 ~ need to know factors of use of library  
69 ~ need for timeline  
70 ~ need to identify internal critical needs  
71 ~ need to identify possible costs  
72 ~ need to ask for a levy lift adequate enough to allow planning for a new facility since the  
73 current building limits the Library in meetings its mission because it cannot provide all  
74 the services to the community that it needs to.  
75 ~ need to develop a strategy of ensuring that the Library can successfully survive the  
76 interim period without cutting back services.  
77 ~ adequate parking also an issue  
78 ~ teen/young adult space  
79 ~ FOL space. Currently FOL is bringing in \$300 to \$400 per month at the Treasure Cove.  
80 ~ need quiet space for the individual user.  
81 ~ consider time turn around of patrons in the library by age group and use  
82

### 83 **Potential Interim Remedies**

- 84 ~ Staff space
- 85     ▪ a need for adequate staffing compensation, both monetary and other, to
  - 86     recognize academic and professional achievements
  - 87     ▪ need for more staff
  - 88     ▪ need retention of highly skilled staff
  - 89     ▪ consider developing a core of trained volunteers dedicated to one program/staff
  - 90     person
  - 91     ▪ recruitment of new staff is an issue
  - 92     ▪ Laura described substitute staffing

- 93
  - Saturdays and Sundays
- 94
  - Staff meeting coverage
- 95
  - Coverage for sick/vacation days
- 96
  - Primarily work the front desk
- 97
  - Also perform circulation tasks on Sundays as there is no volunteer
- 98
  - Laura suggested taking some of the sub-allocated monies and making a
- 99
  - regular part-time position
- 100
  - Agreed: there is a current need to reevaluate staff spacing
- 101 ~ Library Hours
- 102
  - Possibly reduce hours by closing one day a week? Consensus: not a good
- 103
  - strategy to close one day a week then seek a levy lid lift.
- 104
  - Susan shared the example of the Seattle Public Library reducing its
- 105
  - hours/services by closing for one-week periods. Level of service stays the same
- 106
  - at other times but no library services at all, including web presence, during the
- 107
  - one week periods. Sends clear message to community of all that the library does
- 108
  - provide. Hard on staff monetarily.
- 109 ~ Space for Programming
- 110
  - Evaluate schedule of events
- 111
  - Evaluate scheduling of staff in terms of programming
- 112
  - Review meeting room policy
- 113
  - Identify other places for events/meetings
- 114 ~ Parking Issues
- 115
  - County lot is not available to library users on a regular basis
- 116
  - Agreed: no further remedy in current location. Recent parking lot adjustments
- 117
  - did help.
- 118 ~ Teen Area
- 119
  - Jim noted that the ideal solution would be to have a children's librarian in the
- 120
  - children's area and a teen librarian in the teen area
- 121
  - Laura suggested there could be more staff training around how to handle
- 122
  - problem behaviors and enforcing the library's code of conduct for all library
- 123
  - users.

## 124 **Review of Retreat Outcomes**

- 125 ~ Agreed: long range plan is still viable
- 126 ~ Agreed: not to tackle the financial planning at this retreat. Plan for an additional work
- 127 day to discuss the 2010 budget, levy lid lift or lifts, the possibility of a bond
- 128 ~ Agreed: action plan was developed
- 129

## 130 **Feedback on Day's Process**

- 131 ~ Worked well
- 132
  - location/lunch
- 133
  - physical format of circular seating
- 134
  - discussion format
- 135
  - useful to have two recorders (Lynne and Carrie)
- 136
  - having a facilitator allows staff and all board full participation
- 137
- 138
- 139

- 140 ~ Different  
141     ▪ get more sleep the night before  
142     ▪ Laura's prepared information did not get utilized  
143

### 144 **Next Steps**

- 145 ~ Agreed: Laura will present her financial information at the regular May board meeting  
146 ~ Agreed: plan another retreat session with similar time frame  
147 ~ Agreed: that day's objective will be to "develop financial plan based on updated long  
148 range plan, which may include budgeting, fundraising, and levy lid lift campaign  
149 planning."  
150 ~ Agreed: Lynne will develop a draft agenda for the next session and send to board  
151 through Laura for feedback.  
152

### 153 **ACTION ITEMS**

- 154 1. Post meeting space available on community calendar. *Laura/Ian semi-annually.*
- 155 2. Non-profit database. *Laura/Ian/Pam Gross. Report at May meeting.*
- 156 3. New building needs and step-by-step process. *Tom/Susan/Laura/Jim. Report in June.*
- 157 4. Explore staff tasks to develop formal plan for dedicated volunteers. *Jim/Laura/Diana.*  
158 *Report in August.*
- 159 5. Review and recommendation of staff benefits/compensation/recognition for retention  
160 and recruitment. *Fred. Report in August.*
- 161 6. Creation of part-time staff position using sub monies. *Laura. Report in September.*
- 162 7. Evaluate staff space in building including upstairs area. Possibly reevaluate whole  
163 building space usage. *Fred/Jim/Outside consultant.*
- 164 8. Identifying other event/meeting spaces in community for *library* programs. *Laura report*  
165 *at May meeting.*
- 166 9. Develop a formal collection development plan. *Laura/Jim for December.*
- 167 10. Develop a way for public to give regular input on what Library is doing (services,  
168 programming, etc.). *Lynn/Jim/Marie for October.*
- 169 11. Evaluate conference room policy and scheduling of meeting room to accommodate  
170 library programs. *Laura/Jim/Diana for June.*
- 171 12. Identify parking as a major issue and assemble a narrative history. *Lynne for June.*
- 172 13. Post Library Code of Conduct prominently. *Jim for May.*
- 173 14. Staff training on handling problematic behavior, particularly with teens. *Laura, ongoing.*
- 174 15. Staff training on what other meeting spaces are available in the community. *Laura,*  
175 *ongoing.*

### 177 **LONG TERM GOALS**

- 178 1. Being viewed by community as the entry point, central resource, for information  
179 acquisition
  - 180 2. New Building
    - 181 a. for increased programs
    - 182 b. for providing meeting space
    - 183 c. for technology
    - 184 d. for books
    - 185 e. for other resources
- 186

- 187 3. Community forum  
188 a. having space for meetings and events, both sponsored by the library and other  
189 public groups  
190 b. gets nonusers into library  
191 4. Identifying potential interim fixes to facility or other remedies in order to continue to  
192 meet the mission of the Library.

193  
194 **ADJOURNMENT**  
195 **MSC** Tom Metke moved and Marie Johansen seconded to adjourn at 3:40 pm.  
196 Passed.

197  
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199  
200  
201 Respectfully submitted: \_\_\_\_\_  
202 Board Secretary

203  
204  
205 Approved: \_\_\_\_\_  
206 Board President