

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

2 Conference Room, San Juan Island Public Library

3 April 14, 2009

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

7
8 **Staff Present:** Laura Tretter, Carrie Lacher

9
10 **FOL Present:** Glenna Hall

11
12 **Visitors Present:** Camilla Woodbury

13
14 Fred Henley called the meeting to order at 6:11 p.m.

15
16 **Public Access**

17 None

18
19 **Agenda Approval**

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

22
23 **Approval of Board Meeting Minutes of March 10, 2009**

24 Correction to spelling of Lynne Hobbs.

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

27
28 **Friends of the Library**

29 Glenna reported that she was elected to the FOL board at their April 5th annual meeting.
30 Other new board members include Elena Thoms and Birgit Kriete. On March 26th, FOL
31 boards from all islands met on Lopez with the Library directors. They had a great
32 discussion and exchanged ideas. They plan to meet again. Upcoming fundraisers include
33 the Mother's Day Gift Basket raffle and the annual book sale. FOL is considering moving
34 the date of the book sale to coincide with the Fair in order to increase foot traffic. FOL
35 recently purchased a surplus laptop from the Library for financial and membership record
36 keeping. The Annual Volunteer luncheon is sponsored by FOL and is planned for Sunday,
37 April 19th at the Peppermill. Next meeting is May 6th at 8 am. Susan Rosenberg
38 volunteered to attend with Fred as backup.

39
40 **Approval of Bills:**

41 **MSC** Lynn Weber-Roochvarg moved and Tom Metke seconded to approve early
42 due bills in the amount of \$16,425.49. Passed.

43
44 **MSC** Tom Metke and Susan Rosenberg seconded to approve regular due bills in
45 the amount of \$8,174.95. Passed.

46
47 **MSC** Marie Johansen moved and Susan Rosenberg seconded to approve
48 payment of the Regence Premiums in the amount of \$6,022.11. Passed.

49 **MSC** Marie Johansen moved and Susan Rosenberg seconded to affirm March
50 payroll in the amount of \$33,386.01. Passed.
51

52 **REPORTS**

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

- 54 • Laura reported that the annual Legislative Day had been cancelled.
- 55 • Laura gave brief updates on staff development and grants in progress including:
 - 56 o Jim is attending WLA where he will be giving two presentations.
 - 57 o Carrie went to an IRS forum hosted by the County.
- 58 • Staff Evaluations:
 - 59 o Laura will keep the board informed as these are completed. She distributed and
 - 60 reviewed copies of the format she uses. She noted that the evaluation is tied to
 - 61 the specific job description.
 - 62 o Fred raised issues of exit interviews for employees. Laura will explore
 - 63 implementing this procedure.
- 64 • Staffing changes: Emily's last day will be May 23rd but she will finish out two more
- 65 sessions of ESL in June. Jen Fleming will take all of Emily's hours so she will be at
- 66 about 35 hours per week.
- 67 • Laura reiterated that the Volunteer Appreciation Luncheon is scheduled for Sunday,
- 68 April 19th at the Peppermill Restaurant. All board members are welcome.
- 69 • Programming area remodel update: Laura is still working with El Baylis and hopes to
- 70 have a plan to present soon.
- 71 • Laura distributed new Live & Learn brochures that described Adrienne's new
- 72 programming series. There will be a Summer Reading program for adults. The Library
- 73 is partnering with the Parks Service on some of their programs celebrating their
- 74 sesquicentennial.
- 75 • Web calendar report: Ian and Laura are finalizing the contract of ½ the number of hours
- 76 as last year. Any extra design work would be in addition to the contract.
- 77 • April PR report was noted.

78 **Youth Services Librarian's Report**

79 In Jim's absence, Jim's written report was noted and Laura reported that there has been a
80 lot of collection weeding and cleanup in the youth area.
81

82 **Technology Specialist Report:**

- 83 • Floyd's written report was noted.
- 84 • Up next is implementation of the public computer reservation system. Laura is finishing
- 85 up a FAQs sheet on the system. There are still some issues from a few patrons about
- 86 privacy.
87

88 **Financial Report**

- 89 • Carrie's written report was noted.
- 90 • A question was raised about what costs comprised the equipment maintenance
- 91 amount. Laura and Carrie will research.
- 92 • The increase in the disability insurance premium was noted. Laura will contact Kerwin
- 93 at Islander's Insurance regarding an explanation.
94
95
96

97 **OLD BUSINESS**

98 **Annual Retreat**

99 Lynne Hobbs, this year's facilitator, introduced herself to the Board. Lynne referred to the
100 draft agenda and mission statement that Laura had emailed to all board members.
101 Discussion of agenda revision ensued. The final agenda will be available at the retreat.
102 Lynne gave a brief description of her background including that she is a professional
103 facilitator with over 12 years experience facilitating specifically for strategic planning with
104 corporations. Tom agreed to bring his financial analysis that he presented at last year's
105 annual retreat. Laura will find out how early the board can start assembling at the
106 Longhouse B&B and will also email out directions. Laura also asked that if the board
107 needed anything specific, to let her know ahead of time. Tom asked for a copy of the final
108 budget for 2009. The board agreed that they would like to focus on predictions for future
109 services given projected revenue.

110
111 **Staff Area Heating**

112 Laura reviewed the written report provided by Carrie. Discussion of the pros and cons of
113 the various proposals ensued. Decision was to go back to Guard Electric and bring back to
114 the Board an estimate of costs for a first step to installing electric heaters throughout the
115 staffing area. Marie offered to make "sun-block" curtains for the staff area windows to help
116 reduce heat during the summer. Laura will put out the suggestion to staff but noted that
117 sun-filter shades had already been installed. Susan also has a portable room air
118 conditioner that staff could use.

119
120 **NEW BUSINESS**

121 **Health and Safety Consultation Findings**

122 Laura distributed copies of the findings report from the Department of Labor & Industries.

- 123 • Serious hazards that had to be corrected within 30 days:
- 124 ○ Develop an Accident Prevention Program – Laura had completed this and
125 had copies for the Board.
 - 126 ○ 4 light bulbs in storage areas need protective covers. This has been
127 completed.
 - 128 ○ Tripping hazard in the upstairs staff area from a computer cord. This has
129 been removed.
- 130 • General hazards:
- 131 ○ Step ladder in utility room was residential grade. This has been replaced.
 - 132 ○ Storage area in staff kitchen area contained food and janitorial supplies.
133 These have been separated.
 - 134 ○ Personal staff heaters need to be the kind that turned off when tipped over.
135 All have been replaced.

136
137 **Beginning Cash Adjustment**

138 After final reconciliation by the County, beginning cash for 2009 in the general operating
139 fund needed to be adjusted. The \$7095 reduction in budgeted beginning cash was due to
140 a calculation error as too much was moved into the capital reserves. This reduction should
141 not affect the Library's ability to pay bills during the first quarter of the year. In addition, the
142 Capital Facilities Reserve fund needed to be adjusted upwards by \$53,945. This increase
143 over budget is partially due to the error in the general fund. Susan posited that the

144 remainder of the increase was due to a larger than budgeted net profit at the end of 2008.
145 Carrie will research this further in time for the Board Retreat.

146

147 **Accident Prevention Program**

148 Laura distributed copies of the Accident Prevention Program she developed utilizing
149 templates provided by the Dept. of Labor and Industries. This Program requires the
150 establishment of a Safety Committee. The committee will be comprised of the Assistant
151 Director, the bookkeeper/facilities manager and an employee representative. The Dept. of
152 L&I stipulates that a safety committee is required for staffs of 11 or more, including
153 substitute staff. Discussion ensued regarding safety training for volunteers, such as proper
154 lifting techniques. Fred suggested including or making available this training to FOL. Laura
155 asked for the Board to review the Program and provide any feedback. This program will be
156 presented to the staff at their next staff meeting. Glenna offered to take copies to the FOL
157 board.

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159 **ADJOURNMENT**

160 **MSC** Marie Johansen moved and Susan Rosenberg seconded to adjourn at 7:57
161 pm. Passed.

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166 Respectfully submitted: _____
167 Board Secretary

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170 Approved: _____
171 Board President