

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

2 Conference Room, San Juan Island Public Library

3 August 11, 2009

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

7
8 **Members Absent:** none

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

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12 **FOL Present:** Robbie Lawson

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14 **Visitors Present:** None

15
16 Fred Henley called the meeting to order at 6:00 p.m.

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18 **Public Access**

19 None

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21 **Agenda Approval**

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

24
25 **Approval of Board Meeting Minutes of July 14, 2009**

26 Susan suggested amending Line 79 to make it clear referring to “programming area.”

27 **MSC** Lynne Weber Roochvarg moved and Glenna Hall seconded to approve the
28 minutes as amended. Passed.

29
30 **Friends of the Library**

31 Robbie Lawson reported that FOL met last week. Their main focus was the results of their
32 annual Book Sale which did not bring in as much as last year but more than the year
33 before. They are planning a retreat sometime in October to evaluate the book sale and to
34 try and enroll more people to assist with their different activities. FOL is still looking for 2
35 board members although one position may be filled by Bill Tiederman. Robbie is continue
36 to travel a lot so she will be stepping down as President. Next FOL meeting is Wednesday,
37 September 2nd. Lynne will attend.

38
39 **Approval of Bills:**

40 **MSC** Marie Johansen moved and Lynn Weber Roochvarg seconded to approve
41 early due bills with check numbers 66859-66880 in the amount of
42 \$13,857.90. Passed.

43 **MSC** Lynn Weber Roochvarg moved and Marie Johansen seconded to approve
44 Ingram & Amazon bills with check numbers 66856-66858 in the amount of
45 \$3,859.78. Passed.

46 **MSC** Susan Rosenberg moved and Glenna Hall seconded to approve regular due
47 bills in the amount of \$12,834.01. Passed.

- 48 **MSC** Susan Rosenberg moved and Marie Johansen seconded to approve
49 payment of the Regence Premiums in the amount of \$4724.43. Passed.
50 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to affirm July
51 payroll in the amount of \$32,764.57. Passed.
52

53 **REPORTS**

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

- 55 • Laura reminded the Board of their shifts at the Fair booth. The theme of the booth this
56 year is a Jeopardy game based on books in the library. Visitors to the booth answer a
57 question to get the Mardi Gras beads. The booth is in the same location as last year,
58 near the north door of the Pavilion The booth is built by Floyd each year.
- 59 • The Youth Services Librarian search continues. Laura and Heidi finished the first round
60 of phone interviews. There were a total of 57 applicants. Four in-person interviews are
61 being scheduled. There was one re-applicant from the last search.
- 62 • Mark Cunningham has just about finished the installation of the adult programming
63 area redesign. Computers will be installed and other items will get shifted later this
64 week. The board had compliments for Mark's work. \$19,320 has been spent to date
65 and \$20,000 was approved.
- 66 • Two new phone lines have been activated. One line is in the server room, mostly for
67 when power goes out it can help get Millennium rebooted. A line was also readied for
68 teleconferencing in the meeting room. Lots of people ask for that service. Floyd is
69 pricing teleconferencing hardware.
- 70 • Audio shelves have had three takers, two fell through and one is still considering. If that
71 doesn't work out, Laura will contact Consignment Treasures for possible removal.
- 72 • Laura was at PNLA conference last month. This conference is more regional than state
73 library conference. Laura reported that the sessions she attended were some of the
74 best, better than WLA although WLA provides more networking contacts. One session
75 was about copyright concerns and issues given by a librarian and an attorney. Another
76 session was on meeting room policies and rules so Laura will be reviewing those for
77 the Library. Laura is involved in planning for next year's for PNLA since it is joint with
78 WLA. It will be held in Victoria, BC. Discussion developed about Trustees also
79 attending that conference since WILL funding has gone away. Laura noted and the
80 board agreed that it is important for trustees to get a relevant education.

81

82 **Youth Services Librarian's Report**

- 83 • Laura noted Kathy's report regarding Summer Reading and she also passed around
84 photos. The day camp Camp Eagle Rock had weekly visits to the library which were
85 particularly successful and great exposure for the Library. Kathy had two teen
86 assistants and two interns. The teens were a great help but they also require a lot of
87 management.

88

89 **Technology Specialist Report:**

- 90 • Floyd's report was passed out at the meeting. Discussion developed regarding
91 statistics and the development of the Technology Plan which covers 3 years. Also
92 noted was that Library is not CIPA compliant because only one computer has some
93 internet filtering.
- 94 • 15,000 circs for the first time ever in July. Board asked Laura to publicize this
95 information.

96 **Financial Report**

97 Laura distributed Carrie's written report. Discussion developed regarding certain lines that
98 will be over budget and other lines that will be under. Laura explained some of the
99 changes from last year such as a recent purge in VHS tapes which resulted in replacing
100 and updating the DVD releases. Also noted was the increase in equipment maintenance
101 which is due in part to an underestimation of the copier contracts. These are being
102 reviewed.

103
104 **OLD BUSINESS**

105 None.

106
107 **NEW BUSINESS**

108 **Art Committee**

109 Laura distributed the current policy for the Art Committee. Diane Martindale is the new
110 chair of the Art Committee. Laura contacted some of the previous art committee members
111 who were by and large willing to help but unclear at this point how active they will be.
112 Diane has put some of the permanent collection on display right now. The committee is still
113 working out if will have quarterly shows. Laura noted that Library polices stipulate that the
114 Board will appoint the art committee members and brought this up for discussion. It was
115 noted that it was more within the scope of the Director's responsibilities to select
116 committee members. However, concern was expressed about the method used for
117 deciding what works of art are added to the Library's asset base. It was agreed that the
118 policy needs to be reviewed and rewritten.

119
120 **MSC** Marie Johansen and Lynne Weber Roohvarg seconded to develop a
121 Trustee committee to review and rewrite the Art Committee policy if
122 necessary. Passed with one opposed.

123
124 Susan Rosenberg volunteered to be on the committee. Fred asked Marie to work with
125 Susan. Susan will draft a policy and meet with Marie to develop a recommendation to the
126 Board in 2 months.

127
128 **Early Learning Public Library Partnership**

129 Laura reminded the Board that the Library has been involved for about a year and a half.
130 Laura's sense is that it has been very beneficial advocating for libraries at a state level. A
131 second 2-year contract has been negotiated at ½ the current rate.

132
133 **MSC** Marie Johansen moved and Susan Rosenberg seconded to a second two-
134 year contract with the Foundation for Early Learning. Passed

135
136 **Job Board**

137 One more outcome from the Critical Needs Task Force is that the community needs a job
138 board. It has been proposed that there be two of these boards: one at the food bank and
139 one at the library. Joyce Soebel approached Library about having this on the exterior of the
140 building. Funds are available from the SJI Community Foundation and assistance is also
141 coming from a local Lutheran group. Laura felt this board fits with the mission of the library
142 to be a community information resource. Placement was discussed; either near the bike
143 rack or at the bottom of the ramp to the meeting room. Library staff would be maintaining

144 the postings but would not be soliciting. It was suggested this could be a volunteer job
145 such as the tend-a-shelf program. Consensus was to go ahead with this project.

146

147 **Retreat Action Items**

- 148 • Laura reported that there were no action items due this month from the June 30th
149 retreat. Glenna and Susan will begin working on a report of assessing new building
150 needs since Jim and Tom are no longer available to work on this item. Their report was
151 rescheduled for September.
- 152 • Ian gave Laura a draft of a new page for the online calendar that provides a list of local
153 sites for hosting events.
- 154 • The nonprofit database is in the hands of Charles Richardson, the database planner.
155 Laura feels the library will remain involved in this project.
- 156 • Laura has not yet met with Diana regarding volunteers doing identified staff tasks. Will
157 shoot for September.
- 158 • Fred distributed his results regarding reviewing and making recommendations about
159 staff compensation. Fred made some suggested changes to vacation, sick leave and
160 pay. The board read his suggestions and discussion developed. Next step will be to
161 reconsider each suggestion at future meetings, possibly at the November meeting.
162 Susan suggested focusing on the sick leave changes first as they have less potential
163 impact to the library budget.

164

165 **EXECUTIVE SESSION**

166 An executive session for discussion of the director's evaluation was called at 7:55 for 20
167 minutes. The Board came out of executive session at 8:15 pm and extended the time for
168 another 20 minutes. Executive session ended at 8:37 pm. No action was taken.

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170 **ADJOURNMENT**

171 **MSC** Marie Johansen moved and Susan Rosenberg seconded to adjourn at 8:38
172 pm. Passed.

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176

177 Respectfully submitted:

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Board Secretary

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181 Approved:

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Board President