

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

2                                   Conference Room, San Juan Island Public Library

3                                   July 14, 2009

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

7  
8 **Members Absent:** Susan Rosenberg

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

11  
12 **FOL Present:** Elena Thoms

13  
14 **Visitors Present:** None

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

17  
18 **Public Access**

19 None

20  
21 **Agenda Approval**

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

24  
25 **Approval of Board Meeting Minutes of June 9, 2009**

26           **MSC** Glenna Hall moved and Marie Johansen seconded to approve the minutes  
27 as submitted. Passed.

28  
29 **Approval of Board Meeting Minutes of June 16, 2009**

30           **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve  
31 the minutes as submitted. Glenna Hall abstained. Passed.

32  
33 **Approval of Board Meeting Minutes of June 17, 2009**

34           **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve  
35 the minutes as submitted. Glenna Hall abstained. Passed.

36  
37 **Approval of Board Meeting Minutes of June 30, 2009**

38           **MSC** Marie Johansen moved and Glenna Hall seconded to approve the minutes  
39 as submitted. Passed.

40  
41 **Friends of the Library**

42 Elena reported that FOL discussed their need for two board replacements, they are  
43 working on replacements. Progress on the annual book sale at the end of the month is  
44 continuing. Dan Seaton with the Sheriff's department will once again be contacted about  
45 community worker volunteers as book movers. Rich Lawson is donating another load of  
46 gravel for raffling. Elena showed a tasseled bookmark that is being considered for sale in  
47 the Treasure Cove. She noted the Treasure Cove is low on jewelry so a jewelry making  
48 workshop is scheduled for July 21<sup>st</sup> in the meeting room from 9 am to noon and Board

49 members are invited to help. FOL volunteers watched the safe lifting video provided by  
50 Labor and Industries and it was very informative and much appreciated. Delegate to the  
51 next meeting on August 5<sup>th</sup> will be Fred.

52

### 53 **Approval of Bills:**

54 **MSC** Marie Johansen moved and Glenna Hall seconded to approve a special  
55 billing with check number 65011 in the amount of \$3271.73. Passed.

56 **MSC** Lynn Weber Roochvarg moved and Marie Johansen seconded to approve  
57 early due bills with check numbers 65443-65461 in the amount of  
58 \$15,004.31. Passed.

59 **MSC** Marie Johansen moved and Glenna Hall seconded to approve regular due  
60 bills in the amount of \$17,511.65. Passed.

61 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve  
62 2<sup>nd</sup> quarter tax bills in the amount of \$3257.76. Passed.

63 **MSC** Marie Johansen moved and Lynn Weber Roochvarg seconded to approve  
64 payment of the Regence Premiums in the amount of \$4724.43. Passed.

65 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to affirm June  
66 payroll in the amount of \$35,393.94. Passed.

67

### 68 **REPORTS**

#### 69 **Director's Report (Laura Tretter):**

70 • Laura shared the judge's choice winning ribbon and photos of the 4<sup>th</sup> of July float.  
71 Nancy Sheplor did a great job putting it all together and making it happen.

72 • Laura passed around the Fair booth sign up sheet. The library will once again have a  
73 booth this year. Theme has not yet been decided, Beth & Adrienne are working on it  
74 and the ever popular beads will be passed out.

75 • Applications are still coming in for the Youth Services position. Close to 50 have been  
76 received so far. Last time, a total of 32 received. Laura has not really reviewed the  
77 applications yet but her sense is that applicants are well qualified and we will have a  
78 good pool to select from.

79 • Adult programming area redesign: installation of Stage One has been done. Stage Two  
80 may wait for Floyd coming back from vacation, probably the first part of August. Still  
81 under budget but close to the \$20,000 estimate for the total project. Getting good  
82 feedback.

83 • Laura noted various staff development and training for the month.

84 • Grants update: finishing up One Book grant and Digitization grant.

85 • Laura will be attending PNLA this year in August. She is planning to help with the joint  
86 ALA/PNLA in 2010. The latter will be as volunteer hours.

87 • PR Report: Not a particularly busy month with public relations. Keeping working  
88 relations with Chamber and area newspapers is ongoing.

89 • Community Calendar quarterly report was provided by Ian Byington. He is still working  
90 on an event planner guide button on the site to provide information on meeting spaces.  
91 Comments do still come in and continue to be very positive.

92

#### 93 **Youth Services Librarian's Report**

94 • Laura noted that Jim did a ton of work before he left organizing the Summer Program.  
95 Since his departure, Kathy Babbitt has been running the program.

- 96 • Camp Eagle Rock has been visiting the library each week. Kathy spends time reading  
97 to them and snacks are provided. A little extra work for the staff, but Laura feels worth  
98 our time to reach out to those kids who have not been able to visit the library before.  
99

100 **Technology Specialist Report:**

- 101 • Floyd was on vacation next week so his written report was distributed at the meeting.  
102 • Bandwith increase: Library may need to consider increasing. For the moment he is  
103 looking at different management strategies.  
104 • Included some statistics on circulation. Increase over last year of 5109 in checkouts.  
105

106 **Financial Report**

107 Carrie's written report was also distributed at the meeting along with the year to date  
108 financial reports. Laura met with Charles Zalmanek, County Assessor, this week and she  
109 asked about new construction revenue. He noted that the bulk of SJI is assessed this year  
110 so they plan on catching most of new construction. His expectation is therefore that our  
111 revenue from new construction should be as projected. He hoped to have harder numbers  
112 for Laura soon. He also expressed his appreciation for the Library's letter of support during  
113 the budget cut issues. Fred noted the amount in improvements on the financial reports and  
114 Laura explained that she is keeping an eye on this line item. This cost is mostly due to the  
115 special project in the programming area so there may be a need for a budget amendment  
116 later in the year.  
117

118 **OLD BUSINESS**

119 **Director's Evaluation**

120 Lynn noted that it is part of the Board's responsibility to evaluate the Director. The previous  
121 evaluation process she felt was too general to be of benefit to the Board or director in  
122 terms of establishing base lines for performance. She referred to her draft evaluation forms  
123 that were provided in the board packet. The first one is the Board of Trustees Survey  
124 based on several forms from small and medium sized libraries she put together to develop  
125 an evaluation form that she believes is reasonably easy to work with. Lynn noted this has  
126 resulted in a process that is more detailed than before. The form was rearranged at  
127 Susan's request so that it follows the actual director's job description as it is written. Lynn  
128 suggested one change: #5 from Advocate to Adult Services Librarian and for #7 add "and  
129 Advocate" to Liaison to Public. Lynn distributed Summary Sheets. The second evaluation  
130 form was a proposed Staff Survey. This could be distributed to staff along with stamped  
131 envelopes addressed to Board chair. Staff has never been involved in making evaluations  
132 before. Lynn felt that it was beneficial to get input from the staff. Discussion ensued.

133 **MSC** Marie Johansen moved and Glenna Hall seconded to approve usage of the  
134 Board Survey in this year's director's evaluation with the amendment to  
135 sections 5 & 7 as proposed. Passed.

136 **MSC** Marie Johansen moved and Glenna Hall seconded to approve not using the  
137 Staff Survey as part of this year's director's evaluation. Passed.

138 Lynn will revise the form and distribute via email by August 4<sup>th</sup>. Fred asked that completed  
139 forms be returned to Fred no later than August 8<sup>th</sup> in time for the August meeting.  
140  
141  
142  
143

144 **NEW BUSINESS**

145 **Sealed Bids**

146 Laura did not receive any sealed bids for the surplus audio carts. Per the surplus policy,  
147 Laura can decide on the next step. She will contact local thrift stores and schools and see  
148 if they would like them for free. After that, she will contact other libraries. A suggestion was  
149 made to keep the carts if they can be stored for free although this is not a very feasible  
150 solution. Board agreed the best bet would be to try and dispose of them.

151  
152 **HVAC**

- 153 • Laura distributed a written report from Carrie regarding the current HVAC issues.
- 154 • Laura felt that the repair of the fan in the YA area can be put off until next year.
- 155 • Funds for the expense of repairing the heat pumps would definitely be an unplanned  
156 expense and will therefore need to be drawn out of capital reserves. This would require  
157 a budget amendment.
- 158 • Discussion developed regarding the need to upgrade to one 10 ten unit.

159 **MSC** Marie Johansen moved and Glenna Hall seconded authorizing repair and/or  
160 upgrade of current heat pumps not to exceed \$12,000. Passed.

161  
162 **Computer Purchase**

163 Marie noted the need for the new computer and felt the price given by Floyd for acquisition  
164 is a good one. This upgrade/rotation had been planned and is included in the current  
165 budget. Replaced computer will be recycled into the public computers.

166 **MSC** Glenna Hall moved and Lynn Weber Roochvarg seconded to authorize  
167 expenditure of \$1600 for a new computer as requested. Passed.

168  
169 **Conflict of Interest Policy**

170 Lynn reported that she and Susan drafted a policy some months ago. That draft was not  
171 well received by some Board members so they started over. Earlier in 2009, the Board had  
172 received some policy examples but these were from University or much larger libraries.

173 Lynn noted that we have a very small staff working in a small space which limits what kind  
174 of policy can be developed. Susan got a copy of the County's policy. Library attorney Don  
175 Eaton and the County both feel the Library is in need of such a policy. Don reviewed the  
176 draft provided to him. The draft policy distributed at the Board meeting was the result of  
177 this research along with Don's input. Don said it was important for the Library to have a  
178 nepotism policy as well as a conflict of interest policy in place. Lynn pointed out the  
179 inclusion of a sentence that states that this policy does not apply to job applications  
180 received prior to adoption of this policy. Lynn also noted a lot of time has been spent on  
181 this policy but it is important to have relevant policies in place to protect the Library. Lynn  
182 and Susan asked for Board input. Marie thanked Lynn and Susan for their hard work.

183 Laura reported that she did share these drafts with two staff persons who would like the  
184 chance to offer feedback and wanted to know why the Board is developing such a policy at  
185 this time. Laura noted that the policy could still be adopted at this meeting and revised at a  
186 later meeting. Discussion ensued. Suggested change: add a sentence stating "this policy  
187 is not retroactive." Lynn noted that the County has been urging the Library to implement  
188 these policies for quite some time and it has been allowed to slip. It was the feeling of the  
189 Board that a more "progressive" policy with more potential options is not viable for such a  
190 small library lacking multiple departments/branches.

191 **MSC** Glenna Hall moved and Lynn Weber Roochvarg seconded to adopt the  
192 Conflict of Interest and Nepotism policies with the addition of a sentence at  
193 the end of section 7.1.1 stating "this policy is not retroactive." Passed.  
194

195 **April Retreat Action Items**

196 Laura noted that there were no items specific to July but wanted to provide some updates.  
197 Ian's work on the calendar is on track. Community non profit database: Laura is meeting  
198 with Charles Richardson, database designer, and library directors of Orcas and Lopez to  
199 discuss further. The intent of the database is to be county wide. Laura brought up the  
200 issue of action item reassignments. This will be discussed at a later date. Fred will meet  
201 with Laura soon to talk about the topic of utilizing current space.  
202

203 **June Retreat Recap & Action Items**

204 Laura asked for the Board to review Lynne Hobb's summary of the meeting and action  
205 items. Some adjustments were made to the chart. The minutes correctly show the  
206 assignments. Laura distributed a list of what taxing districts are going for lifts and when  
207 over the next 3 years. This year, Park & Rec, EMS, and the County are planning levy  
208 renewal campaigns. Laura also confirmed that the funds from the lift are received in the  
209 fiscal year following approval of the lift. Glenna reviewed information on the new Tim  
210 Eyman initiative that limits general fund spending to previous year plus inflation (defined in  
211 a specific way). If revenues collected are in excess of this, property taxes need to be  
212 refunded the following year. As Glenna noted, the baseline would take place during a  
213 "depression" and the definition of "revenue" is very specific. Glenna felt there was some  
214 ambiguity as to its application to junior taxing districts. If it does apply and it passes, it will  
215 have severe negative impacts on the Library.  
216

217 The Board noted they enjoyed working with Lynne Hobbs. Laura reported that Lynne  
218 continues to be available for additional work with the Board.  
219

220 **ADJOURNMENT**

221 **MSC** Marie Johansen moved and Glenna Hall seconded to adjourn at 8:10 pm.  
222 Passed.  
223

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225  
226

227 Respectfully submitted: \_\_\_\_\_  
228 Board Secretary

229  
230  
231 Approved: \_\_\_\_\_  
232 Board President