

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

2 Conference Room, San Juan Island Public Library

3 June 9, 2009

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

7  
8 **Members Absent:** None

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

11  
12 **FOL Present:** Glenna Hall

13  
14 **Visitors Present:** Mark Madsen, Barry Jacobsen

15  
16 Fred Henley called the meeting to order at 6:05 p.m.

17  
18 **Public Access**

19 None

20  
21 **Agenda Approval**

22 **MSC** Lynn Weber-Roochvarg moved and Marie Johansen seconded to approve  
23 the agenda as submitted. Passed.

24  
25 **Approval of Board Meeting Minutes of May 12, 2009**

26 Correction noted that Marie Johansen had been absent.

27 **MSC** Lynn Weber-Roochvarg moved and Susan Rosenberg seconded to approve  
28 the minutes as amended. Passed.

29  
30 **Friends of the Library**

31 Glenna Hall reported that at the last FOL meeting they received a terrific presentation  
32 regarding the Summer Reading Program from Jim Thomas. FOL applauded Jim's  
33 enthusiasm. The annual book sale is planned for July 24-25. FOL is in the process of  
34 electing new officers. Robbie Lawson continues as the president but may be co-president  
35 because she will be traveling. Janet Wright is secretary. Barb Sharp is Treasurer. Birgit  
36 Kriete is Vice President. FOL has formed a team for the 100 Book Challenge. They are  
37 working with Adrienne Bourne to apply for a grant from the San Juan Island Community  
38 Foundation for an A/V upgrade in the meeting room. Next FOL meeting will be on July 1<sup>st</sup>.  
39 Susan Rosenberg will attend as Library Trustee.

40  
41 **Approval of Bills:**

42 **MSC** Susan Rosenberg moved and Marie Johansen seconded to approve a  
43 special billing with check number 63515 in the amount of \$3598.36. Passed.

44 **MSC** Marie Johansen moved and Susan Rosenberg seconded to approve early  
45 due bills with check numbers 63784-63802 in the amount of \$27,310.95.  
46 Passed.

47 **MSC** Lynn Weber-Roochvarg moved and Susan Rosenberg seconded to approve  
48 regular due bills in the amount of \$5740.19. Passed.

49

50 **MSC** Marie Johansen moved and Lynn Weber Roochvarg seconded to approve  
51 payment of the Regence Premiums in the amount of \$4896.13. Passed.

52 **MSC** Susan Rosenberg moved and Lynn Weber-Roochvarg seconded to affirm  
53 May payroll in the amount of \$33,766.13. Passed.

54

## 55 **REPORTS**

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

#### 57 • Staff training and development and grants:

58 ○ Heidi attended a session on interlibrary loans that would have patron requests  
59 going directly to the lending library. Heidi did not feel this was workable for our  
60 library at this time.

61 ○ Adrienne is working on a grant with FOL to upgrade A/V for the meeting room.

62 ○ Proquest database trainer gave a presentation at the recent staff meeting.

63 • Laura recently completed annual evaluations for Adrienne and Carrie.

#### 64 • Redesign of the programming area:

65 ○ Bulk of this has been designed.

66 ○ Fred recently visited Mark Cunningham's workshop at Mark's request. 144  
67 shelves had been completed. Fred reported that Mark feels the whole project will  
68 come in under budget.

69 • Adult Programming: the Library typically does not do a lot during the summer. But there  
70 will be a session with Mike Vouri and the Park Service. There will also be the regular  
71 Adult Summer Reading program (patrons report books read, drawings weekly for  
72 prizes). The 100 Book Challenge is also planned for a June 17<sup>th</sup> kickoff. Laura  
73 distributed brochures to the Board about the challenge. Laura and Adrienne have made  
74 presentations to service organizations, County and Town Councils, and other groups.  
75 Library Trustees were encouraged to join the staff team.

76 • Art Committee: Laura reported that Diana Martindale contacted her about reforming the  
77 Library's Art Committee. Laura will make initial calls to past members to determine their  
78 interest in participating. The mission of the art committee in the past has been to  
79 provide a space for local artists to exhibit. There is a page in the Library policy manual  
80 about the art committee. One concern Laura heard from the old art committee is that  
81 the Library no longer has as much exhibiting room since the remodel. Maybe the new  
82 committee can come up with different ideas about how/what/when to exhibit.

83 • 4<sup>th</sup> of July: Nancy Sheplor is helping Laura coordinate a Library float. Brown's Home  
84 Center has agreed to lend a flat bed truck and driver. The Library is embracing this  
85 year's parade theme of The Vintage Years. Trustees are invited to participate.

86 • July Board Meeting: Marie, Fred, and Lynn all confirmed that they will be able to attend.

87 • Jim's Departure: Laura announced that Jim Thomas will be leaving the library on June  
88 20<sup>th</sup> due to a family emergency. Laura will reopen the Youth Services Librarian position.  
89 Kathy Babbitt has agreed to work 24 to 30 hours per week to help with summer reading  
90 and other children's programs during the transition period.

91

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

93 • Jim noted his written report.

94 • Jim reported that he has started visiting the elementary school classes to talk about  
95 summer reading.

96 • Jim will also be taking information to middle and high schoolers.

- 97 • Theme of this year's Summer Reading Program for elementary kids: Be Creative.  
98 Maggie and Jim will be performing at the kick off event on June 17<sup>th</sup>.  
99 • Jim gave a presentation of the different levels, logs, and prizes for the elementary level  
100 Summer Reading Program. He also distributed the Summer Reading newsletter he  
101 developed with Kathy Babbitt. This will be distributed in advance of the program and  
102 describes all the presenters for the summer. Jim added suggested grade level reading  
103 lists to each reading log and checked that the library has these titles. The Treasure  
104 Cove has the child-sized Summer Reading shirts available for sale this year.  
105 • The Teen Summer Reading theme is Express Yourself. Jim shared the brochure and  
106 flyer he developed for this program, again with Kathy's assistance.  
107 • Bookmark Contest awards ceremony will be June 16<sup>th</sup> at the elementary school. Jim  
108 selected the top 5 designs of each grade level and will show these to the kids. There is  
109 one winner from each grade level. Winners receive a gift certification for a free book.  
110

### **Technology Specialist Report:**

- 111  
112 • Floyd's written report was noted.  
113 • Laura reported that interlibrary loans are now being processed using computer  
114 generated labels. Heidi had visited the Orcas library and saw how they were utilizing  
115 this function. Floyd was able to make this happen. Carrie reported that it has  
116 streamlined the process wonderfully.  
117

### **Financial Report**

118  
119 Carrie's written report was not available due to a delay in receiving information from the  
120 Treasurer's office. Carrie had contacted the Treasurer's office after the last meeting,  
121 however, and the sense from that office was to not worry (yet) about revenues.  
122

### **OLD BUSINESS**

#### **Rules of Conduct**

123  
124 Jim presented his suggested Rules of Conduct for posting. Laura reiterated that she was  
125 seeking Board approval of the posting of these Rules. It was noted that these rules are  
126 consistent with those in the policy manual. Feedback from the Board included a suggested  
127 re-ordering of items so it reads better and some minor rewording. Discussion ensued  
128 regarding unlawful possession of weapons in the library. Susan noted that the Seattle  
129 Library included in their policies that these were not allowed and they are now being  
130 challenged. Glenna, as an attorney, noted that people can carry weapons with a permit. It  
131 was agreed that Laura and Jim would take in the Board's feedback and post a modified  
132 version of the Rules as presented. There was consensus from the Board on approval of  
133 this action.  
134  
135

### **NEW BUSINESS**

#### **Trustee Recommendation**

136  
137  
138 Laura distributed to the board 4 applications for the open position. Existing board members  
139 will review the applications and set up interviews with each applicant. Fred explained that a  
140 series of questions will be asked of each applicant and these questions will be the same.  
141 The interviewing period will take about 30 minutes per candidate. The Board's  
142 recommendation then goes to the County Council for approval. Interviews will begin 7 days  
143 from this board meeting. The position is usually a 5 year term. In this case, the new  
144 Trustee will be completing a term for a length of two years. At the end of that 2 year period,

145 the person can volunteer for another term of 5 years. Term limit: 2 full terms. It was agreed  
146 that the board will conduct two interviews on June 16<sup>th</sup> and two on June 17<sup>th</sup> from 4 to 6  
147 pm. It was also agreed that the Library's mission statement should be provided to the  
148 candidates in advance of the interview but not the interview questions. Marie noted that  
149 she will be unable to participate in this process as she will be on vacation but she will  
150 review the resumes/applications ahead of time and provide her input.

151

### 152 **April Retreat June Action Items**

- 153 • Susan, Jim, and Laura met to discuss new building needs. Susan gave a report from  
154 their meeting: the first step is determining space requirements and where we are going  
155 to grow. Susan suggested it may make sense to hire a consultant to put something on  
156 paper for an upcoming trustee meeting
- 157 • Jim, Diana, and Laura met regarding issues concerning scheduling of the meeting  
158 room. Jim is exploring some software, specifically free shareware, which would help in  
159 managing the schedule.
- 160 • Lynn spent time researching the parking issue. Lynn reported that she read all the old  
161 minutes relating to the current building looking for anything specific regarding parking.  
162 Her conclusion is that parking has been an issue the entire time. Solutions considered  
163 over the years include:
  - 164 1. Sharing the county lot. This solution has been discussed four times. A  
165 satisfactory outcome has never been achieved.
  - 166 2. Several discussions have happened with the motel owners next door. These  
167 discussions mostly focused on the driveway easement and not parking.
  - 168 3. Acquisition of other property. This was not pursued for a variety of reasons.  
169 The parking lot was originally graveled and was not striped until 1992. Lynn distributed  
170 a summary report of the history of how the parking issue has evolved over time. Her  
171 conclusion is that the Board should make sure to make parking a priority when planning  
172 the next building.
- 173 • Laura met with Pam and Charlie of the San Juan Island Community Foundation  
174 regarding developing a non-profit organization database. The result of this meeting is  
175 that Laura will now be working with them more closely. At this point in time, they are  
176 planning to have the Community Foundation host the database but updating would fall  
177 to the individual organizations. They also discussed the Critical Needs groups and  
178 discovered ways the Library can be directly involved in providing some of these needs.  
179 The emphasis continues to be the library as a central hub of information in the  
180 community.

181

### 182 **Trustee June Retreat**

183 Laura initiated discussion regarding the upcoming retreat and hoped for outcomes. The  
184 current proposed agenda is big: Where are we today/near future financially. What is the  
185 financial gap? Start looking at what to do if there is no levy lid lift. Also to be discussed is  
186 when/how much of a levy lid lift should be pursued and what group can do the needed  
187 campaigning since the Library cannot. It was agreed to eliminate discussion of strategizing  
188 for a new building. Laura stated that she would send out one more draft agenda prior to  
189 the actual retreat date.

190

191

192

193 **Surplus Resolution**

194 Laura explained that she would like to sell the vacated audio carts that had been in the  
195 fireplace area. These carts originally cost the Library about \$8000.

196 **MSC** Marie Johansen moved and Lynn Weber-Roochvarg seconded to approve  
197 Resolution 2-2009 designating as surplus the described audio carts to be  
198 sold by sealed bid. Passed.  
199

200 **Director's Evaluation**

201 Fred raised the issue of reviewing the evaluation forms used by the Board in the past to  
202 see if they require updating. Lynn and Marie volunteered to take on this task. Fred officially  
203 appointed them to review the forms and asked that they try to keep the process on  
204 schedule with Laura's anniversary date in August since step increases and vacation  
205 accrual are normally tied to that date.  
206

207 **Youth Services Librarian Departure**

208 The Board offered it's thanks to Jim and noted that he will be missed.  
209

210 **ADJOURNMENT**

211 **MSC** Marie Johansen moved and Susan Rosenberg seconded to adjourn at 8:00  
212 pm. Passed.  
213  
214  
215  
216

217 Respectfully submitted: \_\_\_\_\_  
218 Board Secretary

221 Approved: \_\_\_\_\_  
222 Board President