

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Conference Room, San Juan Island Public Library

November 10, 2009

Members Present: Fred Henley, Glenna Hall, Mark Madsen, Susan Rosenberg, Lynn Weber/Roochvarg

Staff Present: Laura Tretter, Melina Lagios, Carrie Lacher

Visitors Present: Gabe Herda & Mike Steltner of San Juan Interiors

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

Public Access

None

Agenda Approval

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the agenda as submitted. Passed.

Approval of Board Meeting Minutes of October 13, 2009

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the minutes as submitted. Passed.

Friends of the Library

Glenna Hall volunteered to be the Trustee delegate to the December 2nd FOL meeting. In the absence of an FOL representative, Fred presented a report provided by FOL board member Judy Henley. FOL readjusted their 2010 budget to reflect Ferry dock sales increased to \$820 and Kings rebate calculated at \$770. The holiday cards are going to be phased out so they have been repackaged into mixed packages of 10 for \$8. Singles are \$1 each. Cards will be sold at the holiday bazaar and the holiday book sale at a reduced price of 10 for \$5. Susan suggested seeing if FOL could work out a deal with Griffin Bay Books to sell any remaining cards. They are planning another raffle, this time it will be of classic DVDs in a red film box. FOL will be in need of another board member after December. Robbie Lawson continues to be the president. As of September 2009, FOL had 339 members with \$19,300 in membership money. The FOL holiday sale is planned for Saturday, December 5th in the community room with set up on Friday. They are in need of helpers for both this sale and for the holiday bazaar after Thanksgiving.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve special very early due bills with check numbers 70789 through 70790 in the amount of \$877.94. Passed.

MSC Susan Rosenberg moved and Lynn Weber/Roochvarg seconded to approve payment of Regence Insurance Premiums in the amount of \$5251.32. Passed.

- MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of early due bills with check numbers 70933-70952 in the amount of \$15,317.31. Passed.
- MSC** Susan Rosenberg moved and Lynn Weber/Roochvarg seconded to approve payment of regular due bills with check numbers 70981-70996 in the amount of \$4,769.91.
- MSC** Susan Rosenberg moved and Mark Madsen seconded to affirm October payroll in the amount of \$35,714.81. Passed.

REPORTS

Director's Report (Laura Tretter)

Laura noted her written report:

- Laura attended the 2nd part of a workshop on disaster preparedness. The focus was definitely on collection protection but Laura did find the workshop helpful overall. She received a guide on who can assist the Library during and after a disaster. Laura can email this guide to interested board members. Laura will also put together a document based on the information she learned.
- Staff: Beth's evaluation has been completed. Jen's is in November.
- Save the date: Friday, December 11th from 1:00 to 3:00 p.m. for the annual volunteer holiday party. As is tradition, there will be a white elephant gift exchange and potluck. Children's librarian always reads a story or sings a song. Good if at least a couple of trustees can attend.
- Floyd has installed the new a/v equipment in the meeting room that was paid for by a grant received by FOL from SJI Community Foundation. Floyd has already utilized this equipment for his computer classes. Mark Cunningham is building a cabinet for underneath to organize cables should be completed by end of year.
- Quiet room: Melina and Laura have been working on changing some of the rules. Currently there is no written policy on use. Their intent is to turn it into a study room. Melina has worked up some rules and a sign that says in use or open. Laura noted that in most other libraries have rooms that are used for studying/meeting. Floyd will move the internet computer and microfilm machine out to the front desk area and the typewriter will possibly be retired.
- Lynn noted that Laura made an excellent presentation to the SJI Community Foundation. She was a huge success which is great because the Foundation can direct funds to the Library. Laura concurred that she felt a good connection had been made.

Youth Services Librarian's Report (Melina Lagios)

- Program attendance is holding steady or has increased. 24 teens attended the teen book club pizza night. The kid's Halloween party had 13 caregivers and 17 children in attendance. Ian Byington posted photos to the island update website.
- Reading Buddies. 19 people attended the orientation. All 19 people signed up. Melina has gotten 5 more applications since then. She has turned in the background checks and is hoping to begin matching kids and volunteers during the next week and a half.
- Reevaluating and reorganizing the young adult collection. Getting positive feedback from teens and adults on what has been done so far.

- Working with animal shelter designing a winter reading program with kids reading to therapy dogs. Hope to have more info at next meeting.
- Started outreach visits. Doing at least one a week.
- Family resource program is 2 times a month with parents and newborns.
- Working with schools in December on the “I love reading” campaign.

Technology Specialist Report

Mark reported that he and Floyd had a good conversation about the virtualization project regarding goals, etc. They also discussed other ways to achieve goals other than through virtualization. Mark is suggesting a consideration of these alternatives and has written to colleges and computer labs asking for input on what systems they are using. The main goal is still there to reduce the amount of time to manage the computer system but possibly with something other than a virtualization program. It will likely include some of the hardware Floyd has recommended. When Mark hears back he will discuss again with Floyd. The Library's Technology Plan is filed annually with the State Library. We don't get full e-rate funding but it is still valuable to do the plan. Plan has not yet been sent off yet, so Laura asked that any input from the Board on this topic be directed to her. Susan raised some questions regarding self checkout and implications to volunteers. Laura noted the privacy issues of the current method of check-out, especially if someone comments on an item at the time of checkout. Glenna brought up the databases the Library has but that may not be well known. Melina suggested advertising our databases on screensavers on public computers. Mark brought up 501C3 status issue to explore. Floyd would like to decide this issue definitively. Feeling is that whatever benefits are available as nonprofit are available currently to the Library as a governmental entity.

Financial Report

An updated profit & loss statement was passed out as a draft report had been sent out in packet. More tax revenue should come in during the month of November. Laura's sense is that we will not have to dip into reserves to finish the year.

OLD BUSINESS

Retreat Action Items

Laura handed out a cleaned up spreadsheet of retreat items. Mark suggested making a list of deferred items such as define new building needs. Cross off outside consultant on topic of evaluating space needs. Item of Identifying staff tasks was marked as completed. Lynn suggested that some volunteers may be willing to be trained for specific tasks other than circulation and Laura noted that she is already doing some of that. Laura asked Lynn for names of interested persons and she will contact. Conference room scheduling policy, completed. Kept policy the same for 2010. If decide to utilize scheduling software in the future, this issue can be revisited at that time. Ask assessor issue, Susan feels is completed. Further refine best/worst case scenario, Glenna feels not needed at this time. Discussion developed regarding what info is needed if going for a levy lift and what type of lift. Decided this item will be added to potential tasks if and when go forward with levy lift. Capital reserve fund rationale deferred to December, Laura is still working on it.

NEW BUSINESS

Flooring

Laura wanted to present some ideas on replacing part of the Library flooring, specifically in the meeting room and entry way. Laura distributed some proposals for costs. Gabe Herda and Mike Steltner from San Juan Interiors also presented costs and discussed products and various maintenance issues with the Board. Susan expressed a concern regarding possible off gassing of whatever produce is selected. Gabe will provide some research on that and suggested a 4 day closure for installation. Laura also distributed a proposal from Home Port.

2010 Budget approval

Laura handed out a new draft budget. There was a change made in the operating budget in that Laura took some funds from the sub line to develop a new personnel line. Currently, the Library regularly employs substitutes on weekends at a cost of \$14,000 a year. Laura noted that she actually has a staff person who wanted to add some hours so put \$10,000 more into the staff person's line and reduced the sub line to \$4000. Glenna noted this is probably for the best given employment laws. Laura noted that to date not a lot of training has gone into the subs so having an additional regular staff person on the weekends should prove helpful. In addition, Melina will begin meeting with subs once a month so she provide them with additional training. A new revenue line as added a new line for transfers in for operations. Susan asked for a more helpful descriptor on line 508 00 00 0000 "budget cash balance."

Laura also asked, given the flooring presentation and information that was provided at the Board meeting, for approval of \$25,000 be moved from Capital Reserves to the Operations Fund for the flooring replacement. Mark suggested that the issue of building maintenance could be a point of discussion during levy lift campaign. The Board agreed and the recommendation was made to add a \$25,000 transfer from capital reserves to operations for flooring replacement.

MSC Lynn Weber/Roochvarg moved and Susan Rosenberg seconded to approve Resolution #3-2009 setting the final 2010 budget at \$1,188,540 for the general fund and \$379,509 for capital reserves. Passed.

MSC Glenna Hall moved and Mark Madsen seconded to approve Resolution 4-2009 authorizing the property tax levy for 2010 in the amount of \$831,183.54 which is an increase of 1% over the previous tax levy. The levy also includes the increase resulting from new construction and other improvements estimated at \$12,816.46. Passed.

Fred Henley read aloud and then signed the 2010 Levy Certification requesting the levy amount of \$844,000 be collected as provided in the district's budget which was adopted at a public hearing held November 10, 2009.

Community Input

Lynn reported that she and Susan have been working on this topic. They put together a folder of information. Handouts on planning and schedules for the levy lift. Folder also included handouts on gathering input from library users and non users. Susan reviewed

information provided regarding gathering input. Some actions proposed: enhanced comments section on Library website, in-library questionnaire, comment box, questionnaire for community presentations. Samples were included. Glenna thought these suggestions looked great and suggested to start implementing them. It was agreed that Laura will present to staff and get going on them as soon as possible. Laura liked that they were easy approaches. The list is not exhaustive. Lynn will email to Laura. Any comments from the board can be emailed directly to Laura.

Project Timeline for possible levy lift campaign: Lynn presented a summary timeline and an extensive projected timeline (Gantt chart) from November 30th to Election Day. These are not precise dates but just a guideline as a visual aid for tasks that need to be planned. Planning and awareness activities begin long before other activities. It was pointed out that the identified tasks are not just Board tasks and that this chart does not differentiate what are board, staff, volunteer tasks..Susan then reviewed a proposed agenda for a ½ day planning session for the levy lift. Susan offered her home as a venue for the meeting. It was agreed to find a mutually acceptable date in late November or early December on a weekday. Susan asked that everyone take a look at the proposed agenda items and offer feedback to Laura.

ADJOURNMENT

MSC Mark Madsen moved and Susan Rosenberg seconded to adjourn at 8:52 pm. Passed.

Respectfully submitted:

Board Secretary

Approved:

Board President