

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Conference Room, San Juan Island Public Library

October 13, 2009

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

Staff Present: Laura Tretter, Melina Lagios, Linda Barnhart (sub)

Visitors Present: Mark Cunningham

Fred Henley called the meeting to order at 6:02 p.m.

Public Access

Mark Cunningham thanked the Board members and Director Tretter for the opportunity to do the recent shelving remodel.

Agenda Approval

MSC Agenda approved. Passed.

Approval of Board Meeting Minutes of September 8, 2009

MSC Lynn Weber/Roochvarg moved and Susan Rosenberg seconded to approve the minutes. Passed.

Friends of the Library

Laura Tretter gave an update regarding Friends of the Library activity. They are searching for a new Board member. The Friends have agreed to purchase a Lectern for use with Library programs and have agreed to fund a teleconference phone and more DVDs for the collection. The Friends were awarded a \$3000 grant from the SJI Community Foundation for the purchase of AV equipment for the public meeting room. Susan Rosenberg will attend the November 4 Friends meeting representing the Board. She recommended that the Board include in their minutes the Friends of the Library year-end summary report of all giving to the Library, to include all kinds of giving including cash, purchases, and in-kind.

Approval of Bills:

MSC Susan Rosenberg moved and Lynn Weber/Roochvarg seconded to approve special September bills with check numbers 69135-69137 in the amount of \$7,415.53. Passed.

MSC Glenna Hall moved and Mark Madsen seconded to approve payment of Regence Insurance Premiums in the amount of \$4,728.41. Passed.

MSC Lynn Weber/Roochvarg moved and Susan Rosenberg seconded to approve payment of early due bills with check numbers 69658-69670 in the amount of \$15,402.39. Passed.

MSC Mark Madsen moved and Glenna Hall seconded to approve payment of regular due bills with check numbers 69716-69746 in the amount of \$11,895.45.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to affirm September payroll in the amount of \$31,648.88. Passed.

REPORTS

Director's Report (Laura Tretter)

Laura noted her written report:

- The Community Foundation has awarded the Friends a \$3000 grant.
- Floyd and Laura attended an Everett meeting on upgrading Library and Archive Collections' internet speed
- Laura attended a Seattle meeting on disaster preparedness for libraries and archives.
- Five staff attended a Nancy Pearl Readers Advisory workshop.
- The Library received final reimbursement from the Washington Rural Heritage Grant in the amount of \$10,000 and the final report has been submitted to the State Library.
- Beth Helstien has completed her 8th year on staff.
- Laura is continuing to participate in weekly conference calls regarding H1N1 status in the County.
- Laura reported on a request from board members to ask Mark Cunningham to cover the pillar around the newly created program display. It was decided to put this action off until closer to the end of the budget year, and leave it to the Librarian's discretion.

Youth Services Librarian's Report (Melina Lagios)

A Youth Services Report for September was received from Kathy Babbitt who has been covering Youth Services. Melina Lagios, the new Youth Services Librarian and Assistant Director, was introduced by Laura Tretter. Melina described her first week expressing her delight at being here and her appreciation for Kathy's work. She is spending time with staff one by one to get oriented. She noted that the Reading Buddy Program is about to be promoted and she expects to be visiting preschools on a regular basis beginning next week.

Technology Specialist Report

Floyd Bourne's reports concerning "Hack", "Virtualization Project & Budget" were noted. Laura expressed her appreciation for Floyd's work.

Financial Report

Laura distributed an updated September 2009 Final Profit and Loss report. There were several questions and clarifications.

OLD BUSINESS

Retreat Action Items.

Laura provided a report of Non-Tax Revenue from 2002 to 2009. She also provided an estimate of the revenue value of Library Volunteers as equal to 5.1 FTE's, or the equivalent of \$220,944 annually.

Laura gave an update of the Community Non-Profit Database noting the three island libraries are involved.

Fred Henley expressed the importance of finding out what will retain staff. The staff has given some input and Fred and Susan Rosenberg will present this information to the Board in January.

Lynn Weber/Roochvarg presented the considerable work she had done in regard to preparation that would be needed leading up to a levy lift campaign. She distributed "Levy Restoration Campaign – Some Preliminary Steps," "Gathering Library Use Information – What information should we collect?" and a collection of Library Patron surveys. She reviewed these documents and recommended that the Board choose some areas to work on. There was discussion of several issues and a sharing of ideas. Mark Madsen agreed to work on the issue of non-users of the library. Fred Henley asked about staff support that might be needed. Glenna Hall recommended going ahead with Program Evaluations as a measure of satisfaction. Susan Rosenberg recommended getting Reference desk stats. Laura Tretter will move ahead with these last two involving staff. The Board agreed to review Lynn's work and send her feedback within the next few days with recommendations as to what to do.

NEW BUSINESS

Logo

Laura presented some ideas for a logo change for the library. Discussion led to a decision to not pursue a new logo at this time.

TRUSTEE RECOMMENDATION

Lynn Weber/Roochvarg's partial term is up as Trustee. She agreed to continue with the Board.

MSC Susan Rosenberg moved and Glenna Hall seconded to recommend to the San Juan County Council the reappointment of Lynn Weber/Roochvarg to the San Juan Island Library Board of Trustees. Passed

A letter to the County with this recommendation was drafted and signed by Board members.

Policy Manual

Laura will have recommendations as to Policy Manual Updates at the November meeting.

Travel Reimbursement

MSC Glenna Hall moved and Susan Rosenberg seconded to approve having the library pay \$3000 toward Melina Lagios' moving expenses. Passed.

2010 Draft Budget Review

Laura Tretter presented the "San Juan Island Library District 2010 DRAFT Budget – General Fund – Revenue and Expenditures" and "2010 Draft

Budget Notes.” The FINAL review will be at the November 10th Board meeting. There were some questions and clarifications. Questioned about what we would do if we had unexpected expenses come up in 2010, Laura responded that there are areas that can be reduced if need be such as collections and programming. 2010 medical insurance rates are not available until November and is an area of concern. Laura discussed the Capital Facilities Reserve Fund and the process for shifting money out of the fund into general revenue. She mentioned the Virtualization Project proposal from Floyd and a need to redo some floor areas. The Board requested that Laura come back to the Library Board in November with more information regarding flooring costs. They asked for Floyd Bourne to firm up the Virtualization numbers. Fred Henley summarized that the Board at this time is endorsing the way the Librarian has distributed this Budget.

2010 COLA Rate

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve a 1.2% Cost of Living Allowance rate for 2010. Passed.

ADJOURNMENT

MSC Glenna Hall moved and Mark Madsen seconded to adjourn at 8:58 pm. Passed.

Respectfully submitted:

Board Secretary

Approved:

Board President