

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

2 Conference Room, San Juan Island Public Library

3 May 12, 2009

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

7  
8 **Members Absent:** Marie Johansen

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

11  
12 **FOL Present:** none

13  
14 **Visitors Present:** Mark Cunningham

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

17  
18 **Public Access**

19 None

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21 **Agenda Approval**

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

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

26 Add Marie Johansen to list of board members in attendance.

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

29  
30 **Approval of Board Meeting Minutes of April 25, 2009**

31 **MSC** Susan Rosenberg moved and Tom Metke seconded to approve the minutes  
32 as submitted. Passed.

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34 **Friends of the Library**

35 Laura reported that the annual book sale will again take place on the last weekend in July.  
36 Barbara Sharp is now the Treasurer of FOL so they are looking for a new Treasure Cove  
37 manager. Barbara was also the winner of the Mother's Day basket raffle. Robbie Lawson  
38 would like to step down as President. Kathy Babbitt has officially retired from the FOL  
39 board and was presented with a gift certificate to Roche Harbor for her 7+ years on the  
40 FOL board. Lynn offered to attend the next meeting at 8 am on June 3<sup>rd</sup>.

41  
42 **Approval of Bills:**

43 **MSC** Lynn Weber-Roochvarg moved and Susan Rosenberg seconded to approve  
44 early due bills in the amount of \$24,530.73. Passed.

45  
46 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to approve regular  
47 due bills in the amount of \$6270.83. Passed.

48

- 49           **MSC** Susan Rosenberg moved and Tom Metke seconded to approve payment of  
50           the Regence Premiums in the amount of \$5381.42. Passed.  
51           **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to affirm April  
52           payroll in the amount of \$33,235.97. Passed.  
53

## 54 **REPORTS**

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

- 56           • Laura reported that Jim recently attended a workshop regarding work with teens. Jim  
57           has also worked with the elementary school to help them submit a grant targeted at  
58           collection development in the school library.  
59           • Laura reported that Beth has officially finished her graduate work. There are now 5  
60           regular staff persons with MLS degrees (Laura, Jim, Jen, Adrienne, and Beth) and 2  
61           subs (Katie Hover and Stephanie Mattox).  
62           • One Book Grant update:  
63           ○ one more report needs to be submitted and then the final report  
64           ○ Laura passed out to the board quantitative information and survey results  
65           ○ Overall, people were pleased with the programming. Met the goals of the grant  
66           and as an interactive community group.  
67           ○ Good partnering with the Community Theatre, Town of Friday Harbor, Historical  
68           Museum, and the Community College. It was worth the extra work to have these  
69           partners and develop these community relationships.  
70           ○ The Community Theatre did have some costs for this particular production but  
71           because of the grant funding, they did not end up losing any money.  
72           ○ Seems like every other year may be a good schedule for this program  
73           • Staff evaluations are continuing on schedule.  
74           • "Swine Flu": Laura participated in a couple of conference calls led by Dr. Frank James,  
75           Health Officer for San Juan County. This was the education group for the whole county.  
76           Dr. James's recommendation was that if the schools should close, the library did not  
77           necessarily have to close. Instead, it was okay to ask patrons exhibiting symptoms to  
78           leave the library. Have masks and hand sanitizer available. Disinfect keyboards/mice  
79           three to four times a day. We may also want to consider canceling some programs. It  
80           was also suggested to consider ways the library can continue to provide services  
81           without actually being open. Brendan Cowan, emergency planner for SJ County, will be  
82           meeting with Laura to help update the library's emergency plan. The expectation is that  
83           this virus will resurge in the fall.  
84           • The County Auditor's office has informed all junior taxing districts that they will now be  
85           charged for services provided by the County. Currently, they are providing more  
86           services than mandated. This will become effective July 1<sup>st</sup> and will be based on a per  
87           warrant fee. Our annual cost was estimated at \$3600 per year. Laura distributed a  
88           spreadsheet provided by the County of the cost estimates. Other junior taxing districts  
89           are paying somewhat less because they directly utilize Eden, the County's accounting  
90           software. The Library had explored doing this some months ago and it was decided  
91           that it would not be cost effective.

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

- 93           • Jim noted his written report.  
94

- 95 • Teen Writing Contest: Jim met with Ian Byington last week. Between 60 and 70 entries  
96 had been received. Mostly juniors and seniors. May 28<sup>th</sup> will be the awards ceremony.  
97 Ian is putting together a judging team.
- 98 • Jim shared some entries that have already been received for the bookmark contest.  
99 The awards ceremony will be on the last day of elementary school.
- 100 • Jim noted his several outreach activities. A highlight for him is the Itsy Bitsy Babies  
101 programs done in conjunction with Joyce Sobel, Family Resources.
- 102 • The Children's Festival at the beginning of May was very successful.
- 103 • Teddy Bear Picnic – Jim represented the Library at this event which was coordinated  
104 by and held at the Community Theatre.
- 105 • Jim and Beth are planning to attend the Head Start open house. This will be their  
106 second visit. They will give a bilingual presentation. They had great attendance last  
107 time.
- 108 • Heidi and Jim visited the Orcas and Lopez libraries earlier today. Heidi connected with  
109 the interlibrary loan people.
- 110 • The Born Learning Trail will have its kickoff at the Fairgrounds on May 23<sup>rd</sup>. Laura  
111 participated in the work party for this trail last weekend.  
112

### 113 **Technology Specialist Report:**

- 114 • Floyd's written report was noted.
- 115 • Laura reported that the computer reservation system started on Monday, May 4<sup>th</sup>.  
116 Laura has heard a little bit of unofficial grumbling mostly having to do with privacy  
117 issues. Laura reiterated that this system does not track or save browsing information.  
118 Things seem to be going better in terms of patrons signing up for and sharing the  
119 computers compared to the old paper and honor system. Susan commented that the  
120 new computerized reservation system is very easy to use. Laura noted that there have  
121 been a few little glitches. All computers are in the system except the kid's computers. If  
122 there are big privacy concerns, a patron can get a guest pass. Any library user can use  
123 the system, a library card is not required.
- 124 • Floyd's statistical reports were noted. The board commented that they like to see these  
125 stats and of particular interest was that VHS usage is going down.  
126

### 127 **Financial Report**

- 128 • Carrie's written report was noted.
- 129 • Susan raised a concern of possible cash flow issues in the near future if property tax  
130 revenue continues to lag. Laura will keep an eye on this. Carrie will contact the County  
131 to get more detail on the year to date tax revenue numbers.  
132

### 133 **OLD BUSINESS**

#### 134 **Library Programming Area Redesign**

135 Laura reported that El Baylis, Floyd and she recently met with Mark Cunningham. Laura  
136 displayed some sketches of the resulting design that is being proposed. The design  
137 primarily focuses on building up around the two columns in this area. Mark explained that  
138 he will build everything in his shop before installing to reduce disruption. The wood used  
139 will match the wood in the reference/circulation desk. The northwest section shelving will  
140 be replaced. Mark estimated this project will take approximately 7 to 8 weeks. Based on a  
141 time and materials costs, he proposed a not-to-exceed amount of \$20,000. Laura  
142 explained that this amount could be funded out of Capital Reserves. It gets the audio

143 shelving out of the area and utilizes the columns which had been problems in all previous  
144 redesigns. Linear footage of shelving is reduced but by a small amount with which Laura  
145 felt comfortable. Discussion developed regarding such issues as sight lines in the library,  
146 accessibility, flexibility of design, and cost amortization.

147 **MSC** Tom Metke moved and Susan Rosenberg seconded to approve up to  
148 \$20,000 be authorized for the programming redesign as proposed. Passed.

149

### 150 **Staff Area Heating**

151 Laura reviewed a new estimate received from Guard Electric. The new proposal reduces  
152 the number of heaters from 10 to 4 at an estimated cost of about \$5000 not including  
153 permitting, painting, sheetrocking, etc. This approach does not address cooling, which has  
154 not been an issue to date, but does allow individual control of heating devices. Discussion  
155 developed including such issues as scope of the project, urgency of changes, and types of  
156 heaters selected.

157 **MSC** Tom Metke moved and Susan Rosenberg seconded to authorize up to \$6500  
158 for staff area heating improvements. Passed.

159

### 160 **NEW BUSINESS**

#### 161 **Annual Retreat Follow Up**

162 Laura handed out Lynne's follow up report. Updates were provided on a few of the noted  
163 action items.

- 164 • Community spaces information on the web calendar. Laura met with Ian who was very  
165 enthusiastic about this idea and has begun researching. Hope to have this information  
166 posted by mid July.
- 167 • Non profit database. Laura did not yet have anything to report on this topic. She has  
168 been trying to reach Pam Gross of the SJI Community Foundation.
- 169 • Code of Conduct. Jim has been working from information already contained in the  
170 Library's Policy Manual. He distributed his current draft of proposed changes. Jim  
171 asked the board to review his proposal and discuss at the next meeting.
- 172 • Next retreat work day was scheduled for June 30<sup>th</sup> at 9 am at Friday Harbor House.  
173 Laura will confirm. Fred would like to focus on levy lid lift issues. Maybe get a cost  
174 range for a new building.
- 175 • Susan, Laura and Jim will be meeting to prepare information for the next meeting.

176

#### 177 **Financial Data**

178 Laura distributed information to the board that covered historical financial information as  
179 well as some projections. The tax revenue information went back to 2002. Because of new  
180 construction, actual revenue has seen about a 3% increase each year, which holds close  
181 to inflation. 90% of the library's revenue is from property tax. Laura also noted that salary  
182 and benefit costs have steadily increased. Technology costs are increasing as well – more  
183 computers mean more maintenance. Over the years, the library has come to rely more and  
184 more on our "extra" revenue. Laura noted it was hard to predict future expenditures since  
185 some of it is up to us. It was suggested to develop an expenditure trend line. This financial  
186 information was provided in advance of the next special meeting so that board members  
187 could spend some time reviewing it. Laura also provided copies of the current budget.

188

#### 189 **Board Trustee Resignation**

190 Tom announced that he is resigning from the Library Board due to time conflicts in his  
191 personal and family life. From now until the end of the year, he would miss 6 of the  
192 upcoming meetings. Tom felt it was important the board had a full complement of active  
193 members. He noted that he has been on the library board for 10 years. It was regretfully  
194 agreed to accept Tom's resignation. It was further agreed to run two weeks of ads for a  
195 new member with the interview schedule to be set at the next regular monthly meeting.  
196 June 5<sup>th</sup> will be the closing date for applications. Tom's great contribution over the past  
197 several years was recognized and will be missed.

198

199 **ADJOURNMENT**

200 **MSC** Tom Metke moved and Lynn Weber-Roochvarg seconded to adjourn at 8:12  
201 pm. Passed.

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206 Respectfully submitted:

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Board Secretary

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210 Approved:

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Board President