

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

Conference Room, San Juan Island Public Library

September 8, 2009

**Members Present:** Glenna Hall, Susan Rosenberg, and Lynn Weber/Roochvarg

**Members Absent:** Fred Henley

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

**FOL Present:** Barbara Sharp

**Visitors Present:** None

Lynn Roochvarg called the meeting to order at 6:07 p.m.

### **Public Access**

None

### **Agenda Approval**

Laura requested adding item of electing a new Secretary under new business.

**MSC** Agenda approved as revised. Passed by acclamation.

### **Approval of Board Meeting Minutes of August 11, 2009**

Correction to Line 72: Laura attended conference last month, not last year

**MSC** Susan Rosenberg moved and Glenna Hall seconded to approve the minutes as revised. Passed.

### **Friends of the Library**

Barbara Sharp reported that FOL did not have a quorum at their last meeting so they deferred choosing of board members and other items of business. Barbara mentioned the challenges of putting on the annual book sale each year including the cost of the storage unit which amounts to more than \$1800 a year. They plan to discuss this topic at their upcoming retreat. Next meeting, October 7<sup>th</sup>. Glenna volunteered to attend. Susan offered to attend in November.

### **Approval of Bills:**

**MSC** Glenna Hall moved and Susan Rosenberg seconded to approve early due bills with check numbers 68213-68230 in the amount of \$13,114.78. Passed.

**MSC** Susan Rosenberg moved and Glenna Hall seconded to approve regular due bills in the amount of \$30,368.67. Passed.

**MSC** Glenna Hall moved and Susan Rosenberg seconded to approve payment of the Regence Premiums in the amount of \$4730.66. Passed.

**MSC** Susan Rosenberg moved and Glenna Hall seconded to affirm August payroll in the amount of \$32,118.50. Passed.

## **REPORTS**

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

- Laura noted her written report:
  - Fair Week: people seemed to have a lot fun with the Jeopardy game so will probably repeat next year with new categories. Thanks to Board members for taking shifts at the booth during the Fair.
  - Youth Services Search: One more in-person interview to go. This will be the fourth and final interview. Laura expressed confidence in getting a good person. One northwest area person from outside Portland. One from Iowa. One from Mississippi. One from Long Beach, CA. Twice the number of applications was received this round than last round which is an indicator of the economy. Laura will notify Board when an offer has been accepted and when new person can start. Kudos to Kathy for the great job she's been doing in the meantime. Laura noted that it is important for the Youth Services person to go out to the schools and make those connections so it is difficult we are without during school start up.
  - Program September 25<sup>th</sup> at the Library with Laura and Kevin Loftus presenting on the second Rural Heritage digital collection. Partners: Park Service, Town, Historical Museum. All cataloging needs to be done by that day. Lots of volunteers helped with cataloging and also some grant monies left over that paid for an outside contractor to assist. There are a large number of photos and documents in this collection. It is housed on the State Library server; historical museum and state library will have dvd copies. Grant monies also purchased an external hard drive. Glenna asked about planning for long term preservation of this collection. The State Library has a commitment to keep the project going but Library does not have a plan yet for long term maintenance. Laura suggested having a conversation with Historical Society regarding long term preservation of this collection.
  - New HVAC system installed and is working great.
  - Laura handed out the newest Live and Learn program brochure for fall. Lynn asked for copies of these brochures for the past year.

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

- Laura noted Kathy's written report.
- Carrie reported that 22 kids have already signed up (over past 2 days!) for Kathy's after school reading program for elementary kids. There is a limit of 35.
- Board hoped that Kathy will continue to help with teen programs once Youth Services Librarian is on board since she has developed a good relationship with that age group.

### **Technology Specialist Report:**

- Floyd's report was noted. Laura also handed out some new stats that Floyd had provided.
- 2 catalog computers will be added to the new desk area facing the reference desk. Only the reservation computer will be left next to the photocopier with room for assembling projects. Susan and Lynn suggested providing some non-rolling chairs for the new desk area in deference to older personas or those with mobility issues.
- The library had received a donation to develop a kid's music collection. Jim started the push to get this project going before he left.

### **Financial Report**

Laura distributed the profit and loss report which unfortunately did not make it into the board packet. There is no up to date financial report this month since the Treasurer's office had not provided the revenue report and gave no indication when these would be ready.

## **OLD BUSINESS**

### **Art Committee**

Susan reviewed her proposed art committee policy that was included in the Board packet. One question she had was about insurance of art on loan or temporary exhibits and whether or not the library should require waivers from lenders/exhibitors. She found that all those policies she looked at with other libraries said they did not provide insurance but they requested a release form be completed. Susan noted that the Exhibit Clause of the policy manual references a release form that could be utilized by the Art Committee. In revising the Art Committee policy, Susan worked for it to tie to the policy section on Exhibits. Susan suggested revising the Exhibits section to refer where needed to the Art Committee specifically. Susan noted specific revisions to the Art committee policy:

- Director chooses members and they serve at will of director
- Monies are generally not available for acquisition
- Board should approve disposition of art owned by the Library
- Board approves acquisition recommended by Art Committee
- Gift Acceptance Form to be signed by donor
- Some changes to the criteria for selection of art for display
- Only the Library may promote art exhibits
- A section addressing how complaints are handled (similar to complaint procedure under Collection Development).

Some minor revisions were suggested and incorporated into Susan's draft proposal. Glenna and Barb agreed to review the draft Hold Harmless form that Laura will submit to Library Attorney, Don Eaton.

**MSC** Glenna Hall moved and Susan Rosenberg seconded to adopt the revisions to Section 5.3.2 of the Policy Manual as proposed adding specific language about art exhibits and the art committee. Passed.

**MSC** Glenna Hall moved and Susan Rosenberg seconded to adopt the revisions to Section 5.4 of the Policy Manual regarding the Library Art Committee as proposed. Passed.

## **NEW BUSINESS**

### **Trustee Recommendation**

Marie Johansen has resigned so the board once again is in need of a new trustee. Discussion developed regarding the need to re-advertise or to approach those who were not appointed from the last application round. It was noted that there is a need for speed at this time of the year with upcoming budget planning. Glenna expressed some reservation about not having the opportunity to have interviewed the prior applicant but deferred to the Board's combined judgment. Laura checked the policy manual and found no guidelines regarding the process by which the trustees are recommended to the County Council. It was agreed, after discussion, that Laura would contact Mark Madsen to see if he would still be interested in coming onto the Library board without undergoing another interviewing

process. If Mark declines the invitation, Laura will go ahead and advertise the position for 2 weeks and follow her usual procedure. Glenna suggested more obvious advertising strategies if needed.

**Board Secretary**

**MSC** Glenna Hall moved and Lynn Weber Roochvarg seconded to elect Susan Rosenberg Secretary of the SJI Library Board of Trustees. Passed by acclamation.

**Retreat Action Items**

Laura reported that were 3 things for September:

- Susan was to talk with the County Assessor, deferred.
- Fred and Laura were to discuss non-taxing funding sources. Laura was going to provide a spreadsheet on other sources of Library revenue, deferred.
- Fred and Laura have been working on a draft of what tasks volunteers do in the Library, deferred.

Laura was going to get information from other libraries on capital facilities reserve guidelines. Orcas keeps 50% of operating budget in reserve. How much is moved into reserve depends on a library's funding sources. Orcas used guidelines for non-profit organizations and Laura has a copy of this document from the Orcas Library Director. One thing for board to consider is how much want to formalize this into a policy. Important to be able to articulate to the public why there is a reserve as go forward with levy lid lift.

**Meeting Space Calendar**

Laura gave a brief demonstration of the working page Ian Byington has developed to provide information to the community for event planning. There will be a button on the front page of the online community calendar linking to the event planning page. There will be usage policies, if available, as well. The listings will include spaces that charge for usage.

**ADJOURNMENT**

**MSC** Susan Rosenberg moved and Glenna Hall seconded to adjourn at 7:57 pm. Passed.

Respectfully submitted:

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Board Secretary

Approved:

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Board President