

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

Meeting Room, San Juan Island Library

February 12, 2013

**Members Present:** Glenna Hall, Fred Henley, Barry Jacobson, Mark Madsen, Lynn Weber/Roochvarg

**Members Absent:** none

**Staff Present:** Carrie Lacher, Melina Lagios

**FOL Present:** Raymond Hailey

**Guests Present:** none

**Visitors:** none

**Call to Order:** President Barry Jacobson called the meeting to order at 3:00 p.m.

## **Agenda Approval**

Barry added "County Council update" under New Business.

**MSC** Fred Henley moved and Mark Madsen seconded to approve the agenda as amended. Carried.

## **Minutes**

### **Approval of Board Minutes of January 8, 2013 regular meeting**

**MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the minutes of the January 8, 2013 regular meeting as submitted. Carried.

## **Friends of the Library (FOL)**

**Delegate to next meeting:** Mark Madsen will attend the March 6, 2013 FOL meeting at 4 pm in the Library meeting room. Melina noted this will also be Laurie's first FOL meeting.

Raymond Hailey reported that there was no quorum at the last meeting so it was an informational/discussion meeting.

## **Approval of Bills:**

**MSC** Mark Madsen moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 01-23-2013 in the amount of \$6,156.58. Carried.

**MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 01-11-2013 with warrant numbers** 120894-120898 in the amount of \$2,221.33. Carried.

- MSC** Glenna Hall moved and Fred Henley seconded to approve the payment of **EFT for 4<sup>th</sup> 2012 Quarter Taxes Due Period dated 01-14-2013** in the amount of \$235.60. Carried.
- MSC** Mark Madsen moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 01-15-2013 with various warrant numbers** in the amount of \$1,723.13. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 01-22-2013 with various warrant numbers** in the amount of \$1,456.71. Carried.
- MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 01-29-2013 with warrant numbers 121335 -121351** in the amount of \$9,396.56. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **Bills Due for Period Ending 02-05-2013 with warrant numbers 121653 -121669** in the amount of \$12,767.85. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due for Period Ending 02-12-2013** in the amount of \$8,929.57. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to affirm the **January 2013 Payroll** dated 01-23-2013 the amount of \$38,597.58. Carried.

## Reports

### Director Report (Melina Lagios)

Melina's written report was noted. Other items of note:

- Melina has been preparing for the Director transition and has been getting the Director's office in order for Laurie's arrival on the 19<sup>th</sup>.
- Lynn noted that it was good to see the Library's computer classes were starting up again. Melina agreed this was a good partnership with Skagit Valley College.
- Barry noted the Books for Kids project at Peace Island Medical Center. Melina reported that over 3000 donated books were collected and the project generated a big community effort. Melina explained that if a child comes to the medical center, s/he gets a "prescription" for a book to chose from the donated books – get a book, read a book. This helps to give the hospital a kid-friendly flavor. Books are available to all children who happen to be at the hospital/medical center.
- Fred noted that James Wolf is doing the initial screening of applications for the programming position. Melina also screened applicants. Then Melina and James compared their results to select 5 initial applicants for phone interviews to be set up by Melina. Laurie will be able to sit in on final interviews. The final 5 selected are all local to San Juan Island.
- The increase over last year in the laser counter was also noted. Melina stated that programs have been continuing during the Director transition. The higher laser count also indicates that more people are using the Library since the return to Millennium.

### Youth Services Librarian Report (Kathy Babbitt)

Kathy's written report was noted. Melina also reported that attendance has been really good at all youth services programming events and the free Family Film Night is always

popular. Kathy and Melina are already planning and scheduling for this year's Summer Reading Program and will have more information at next month's meeting.

### **Technology Specialist Report (Floyd Bourne)**

Floyd's written report was noted. Barry noted the big increase in eBook downloads. Melina explained that this is often due to lots of people getting eReader devices for the holidays. But this increase may also reflect a growing trend in eBook readership.

### **Financial Report (Carrie Lacher)**

The draft profit and loss statement was reviewed. Carrie explained this was a draft only in that this format reflected the barcode restructuring and asked for feedback if any anomalies were spotted or if the new format was confusing. Melina reported that amended 2013 budget information will be presented at the next board meeting. Melina has been in contact with the County on this issue.

## **OLD BUSINESS**

### **Policy Revision Update on Process**

Melina reported that Library Attorney Adina Cunningham was not able to meet with James and Melina and was unable to attend the Board meeting due to illness. Due to this delay, the specific policy revisions discussion that had been planned was postponed. Discussion continued regarding the general process for policy revisions and regarding James Wolf's role as Human Resources consultant to the Library:

- Melina recommended that a sub-committee of Board members could meet with James to keep the policy revisions process moving forward. Glenna noted that the policy manual is essentially a legal document so Adina's input and public sector experience takes precedence and felt the cost to go ahead with this task is the cost of risk management.
- It was agreed by the Board that James' current role in the policy revisions will continue but, due to a confluence of current circumstances, is temporarily delayed. It was also decided that at the time of his contract renewal it was agreed to have the period of renewal continue through when Laurie comes on board so that she decide if she wanted to use James as a resource.
- It was agreed that Glenna will plan to meet with Adina and James regarding the policy manual as soon as possible. The March board meeting may, therefore, start early to allow for the postponed discussion. Mark reported that James had suggested that he could also assist in developing performance reviews.
- Barry offered to meet with James as the new board president.

## **NEW BUSINESS**

### **New Director Hiring – Special Meeting February 19<sup>th</sup>**

Barry reported that Laurie is now on island and stopped in the Library briefly on Monday. A press release went out about 3 weeks ago that was developed with Laurie's input. Washington State Library picked up this announcement and posted it to twitter. Laurie's first day will be Tuesday, February 19<sup>th</sup>. Melina developed a suggested schedule for her first week.

Melina reported that there are certain resolutions that need to be passed to give Laurie certain authority as Director and, therefore, suggested a special meeting of the Board be held to give her time to meet with the Board and understand what these different resolutions are about. It was agreed to meet on Tuesday, February 19<sup>th</sup> at 4 pm for about one hour for a meet-n-greet and to approve necessary resolutions.

### **Dodie Gann Donation**

Melina reported that the Library received a \$10,000 gift from Dodie Gann's estate. There were no restrictions on this generous gift. The Board was thrilled. Melina will put the money into the same fund as the Stuby donation. Melina will draft a letter of thanks to be shared with the community rather than a press release.

### **County Council Update**

Barry reported that Mark Madsen has now been reappointed as a 5 year member of the Board of Trustees. Barry and Melina have been working with the County to clarify that Mark's reappointment was to be for a full 5 year term as defined by Washington State law. Mark noted that the Library is not an advisory committee to the San Juan County Council. Chairs and Vice Chairs of all Advisory Committees have been invited to a workshop put on by the County regarding roles and responsibilities. As the Library is not an advisory committee to the Council, attendance at this workshop wasn't being required of the Library but an invitation had been extended and Barry felt it could be useful to attend.

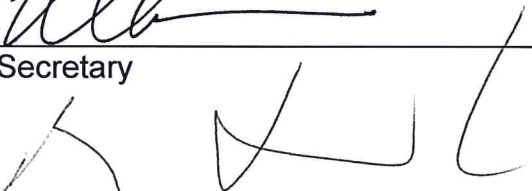
### **ADJOURNMENT**

**MSC** Mark Madsen moved and Fred Henley seconded to adjourn the meeting at 4:20 p.m. Carried.

Respectfully submitted:

  
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Board Secretary

Approved:

  
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Board President