

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

March 12, 2013

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

Members Absent: none

Staff Present: Laurie Orton, Melina Lagios, Carrie Lacher

FOL Present: Marilyn Dayton

Guests Present: none

Visitors: none

Call to Order: President Barry Jacobson called the meeting to order at 4:00 p.m.

Agenda Approval

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

Minutes

Approval of Board Minutes of February 12, 2013 regular meeting

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the minutes of the February 12, 2013 regular meeting as submitted. Carried.

Approval of Board Minutes of February 19, 2013 special meeting

MSC Glenna Hall moved and Mark Madsen seconded to approve the minutes of the February 19, 2013 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Lynn Roochvarg will attend the April 3, 2013 FOL meeting

Marilyn reported that FOL was supporting and assisting with this year's annual volunteer appreciation party and was making a contribution of \$500. They were also coordinating their annual Mother's Day basket raffle that was expected to contain assorted gift items donated from the community. FOL was planning to sell tickets at Market Place and the drawing would take place the following week. Marilyn also noted that the Treasure Cove had new kinds of jewelry for sale that were on display in the front window and these seemed to be doing very well with a good profit margin. FOL membership dues seemed to have leveled off and more reminders were due to go out sometime in May.

Approval of Bills:

- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 02-22-2013 in the amount of \$7,023.44. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve the payment of the **GE Capital Bill dated 02-22-2013 with warrant number 122237** in the amount of \$194.58. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 02-26-2013 with warrant numbers 122540 – 122550** in the amount of \$25,646.86. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 03-05-2013 with warrant numbers 122883 – 122898** in the amount of \$14,607.14. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due for Period Ending 03-12-2013** in the amount of \$9,063.07. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to affirm the **February 2013 Payroll** dated 02-22-2013 in the amount of \$40,535.63. Carried.

Reports

Director Report (Laurie Orton)

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

- Cracked sidewalk update: Laurie reported that the Town had removed the cracked sidewalk at the southeast driveway entrance and Lawson Construction had put in some fill. It was expected that the landscaping would likely spread out to the new curbing marking for a wider turn resulting in less cutting of the corner by vehicles.
- Melina and James met with Laurie to finalize a decision on a candidate for the adult programming position. Laurie reported that there were several good candidates.
- Barry wanted to recognize Laurie for getting out there and meeting lots of new people so quickly. Laurie commented it had been fun getting out and meeting people and learning how they relate to the Library. The County's recent Community Conversation regarding public services turned out to be a good snapshot of people's thoughts about the community. Barry noted that archived videos of the County Council meetings could be found on its website.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported that she had been working on filing eRate rebate information with the Department of Education. Lynn and the Board recognized how much Kathy had contributed to the Library during the Director transition. Her hard work was much appreciated by the Library and the larger community. Melina noted Kathy had also been coordinating the adult programming and has been working on the upcoming transition for this position.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Barry noted that Floyd's report indicated that he was considering buying laptops and it was agreed by the Board that Floyd could go ahead with this purchase since this acquisition was already approved in the 2013 budget. The Board further agreed that the website should be as up-to-date as possible with regard to approved Board minutes.

Financial Report (Carrie Lacher)

The draft profit and loss statement was reviewed. Carrie discussed the ongoing barcode issue that she will review further with Laurie.

OLD BUSINESS

Policy Revision Update on Process

Glenna reported that this issue was still temporarily delayed. Discussion developed regarding the consulting contract with James Wolf and Clarity Connections. Barry noted the current contract was valid through the end of March. It was further noted that the Board had previously agreed that renewal of this contract would depend on Laurie's input. Laurie proposed keeping James for another month as she will be reviewing personnel policy changes with him. Laurie also wanted James's help with updating job descriptions, reviewing annual performance reviews, possible staff trainings, assisting with transition as Director, and discussions on employee categories. Mark noted that while, up to this point, the Clarity Connections contract had been on a quarterly basis, he proposed continuing the current terms through April and then continuing on an as-needed basis, if so desired, at an hourly rate.

MSC Fred Henley moved and Glenna Hall seconded to offer to James Wolf to renew the Clarity Connections contract for a 45 day period following lapse of current contract through May 15, 2013 in an amount not to exceed \$4,900.00. Carried.

NEW BUSINESS

New applicant certification and background check authorization

Laurie explained that James had some concerns that the Library's current employment application lacked a signature form to attest that information submitted in the application was true and accurate. In addition, there was no request for authorization for a background check. Melina noted that background checks have historically only been done for reading buddy volunteers. Mark explained that adding the request for authorizing a background check to the employment application process would not be a policy change as it would not necessarily be required but would authorize the Library to do it if deemed necessary. Lynn suggested changing the title of the form to *New Employment Applicant Certification* to distinguish it from patron applications for cards. The proposed document was drafted by James. The Board felt this change to the employment application procedure fell within the discretion of the Library Director and suggested some minor language changes. Laurie noted that in her former library it was required that all staff and all volunteers who worked with children had background checks.

Meeting Room Policy

Laurie led a discussion of the use of the Library's meeting room. This issue was recently revisited due to a request from a local nonprofit organization to use the Library's meeting room for meetings closed to the public. Laurie noted the Library's current meeting room policy was attached to the application for meeting room use that was included in the Board packet. Mark reported that in looking at the history of emails and board packets, the Board first began revising this policy in November 2011 but a final revision did not take place due to the WMS and director transitions.

Laurie noted the current policy uses the term "Generally..." which is a vague statement. Laurie then detailed her attempts to research this issue including reviewing the ALA interpretation of the Library Bill of Rights, contacting the Library's Attorney, and looking at other Washington library meeting room policies. Laurie did note that the Attorney stated the Library can establish reasonable rules and regulations to ensure the greatest benefit to the greatest number. Melina also reported that the prior Director had asked her to attend an ALA workshop on meeting room use and policies and she had brought back pertinent information. Laurie also distributed information on the Meeting Room that could be found on the Library's website and noted this too was confusing and vague.

Laurie reported that two Home Owners Associations were also requesting private meetings in the meeting room and read an email from one of these patrons:

Laurie:

I trust you're finding your new Friday Harbor home to be a great place to live, play, and work.

In visiting earlier today to reserve the conference room again this year for our Harbor Hill Homeowners Association I learned you are contemplating changing who can access it to include only meetings open to the public. I hope, when you visit this subject this evening in your Board meeting, you'll read my email. The library is a wonderful asset to our community and to deny access to the many groups who reserve it for meetings would diminish that asset considerably. The library receives over \$800,000 of tax revenue from the public and has significant support from patrons who privately donate to the library's operations.

Our annual Harbor Hill Homeowners Association meeting was held at the library last year to rave reviews; it's a great place to meet with adequate and free parking. We hope to hold our meeting in the conference room again July 2 from 12:30-3:00PM if possible.

Please reconsider your proposal to limit conference room access to 'only' open meetings. In reality an annual meeting like ours is, technically, open to the public, as are many other that you might not consider 'open' meetings.

I look forward to your reconsideration of your contemplated new policy and your reply.

Cordially

Bill Wertz
Harbor Hill Homeowners Association – Vice President

Further discussion developed. Glenna suggested that any policy changes that may be proposed could go into effect at the end of this year so as to give the Library a transition

period. Melina also noted that the ALA presenter expressed an interest in Skype-ing into a discussion with the Board on this issue. It was agreed that the entire Meeting Room reservation process needed a thorough review. Fred suggested a target for completion of a revised Meeting Room policy by August or September so it would be in place before meeting room applications would be received for 2014. In the meantime, it was agreed that meetings in the meeting room would continue to be at the discretion of the Director. Laurie stated she was inclined to allow HOAs and the requesting non-profit to hold their closed meetings this year. The Board agreed it would like a draft of the revised policy no later than the regular June meeting. Laurie stated she would conduct further research and bring more information to the Board.

Laurie also noted the ELL program was currently scheduled to use the Meeting Room immediately following the Board meeting. Due to the amount of set up required for these classes, the Board was asked to consider moving the start time of the Board meeting forward.

MSC Mark Madsen moved and Glenna Hall seconded to change the regular meeting time of the Library Board of Trustees to 3 to 5 pm beginning on such a date as when the meeting room is first available at that time to the end of the year. Carried.

It was further agreed by the Board to hold a special meeting on Monday April 22nd from 10 am to 1 pm. The purpose of this special meeting would be to review the current draft of the Library's policy manual.

ADJOURNMENT

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to adjourn the meeting at 5:55 p.m. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President