

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

February 11, 2014

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

Members Absent: Fred Henley

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Elena Thoms

Attorney Present: Adina Cunningham, by phone

Call to Order: Vice-President Lynn Weber/Roochvarg called the meeting to order at 3:00 p.m.

Agenda Approval

Added "d" under new business: one-time wage change for substitutes.

MSC Mark Madsen moved and Barry Jacobson seconded to approve the agenda as amended. Carried.

Minutes

Approval of Board Minutes of January 14, 2014 regular meeting

Removed Fred Henley from "members present."

MSC Glenna Hall moved and Barry Jacobson seconded to approve the minutes of the January 14, 2014 regular meeting as modified. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Mark Madsen agreed to attend the March 5, 2014 FOL meeting from 4 to 6 p.m.

Elena Thoms reported that at the last meeting, FOL was focused on the Valentine's Day raffle basket. Income to date from sold tickets amounted to almost \$500. Elena noted that FOL has rearranged things in the Treasure Cove to try and improve accessibility. Sales have improved recently as accessibility to the items is now easier and the jewelry line has improved. Laurie distributed the recent membership renewal mailer sent out from FOL.

Approval of Bills:

MSC Barry Jacobson moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 01-21-2014 with warrant numbers 136102 – 136113** in the amount of \$6,112.42. Carried.

- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 01-27-2014 in the amount of \$7,116.31. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 01-27-2014 with warrant numbers** 136396 – 136407 in the amount of \$7,203.86. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 02-04-2014 with warrant numbers** 136626 - 136644 in the amount of \$14,220.79. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 02-04-2014** with warrant number 136645 in the amount of \$1,831.21. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 02-10-2014 with warrant numbers** 136740-136752 in the amount of \$4,505.43. Carried.
- MSC** Barry Jacobson moved and Mark Madsen seconded to affirm the **January 2014 Payroll** dated 01-24-2014 in the amount of \$43,788.41. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Of further note:

- Laurie distributed two sanjuanislander.com columns that had been inadvertently left out of the board packet.
- Floyd was working on a request for proposal (RFP) for the proposed new integrated library system (ILS). The final draft would likely be completed in a couple of weeks but would then need Board review and approval. Mark Madsen and Glenna Hall agreed to be a committee of two to review.
MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to appoint a committee of Mark Madsen and Glenna Hall to review proposed RFP for ILS purchase on behalf of the Board. The approval of this committee and of the Director will constitute authorization for sending out the RFP. Carried.
- Laurie noted that the WA Public Library Directors Meeting she recently attended was very helpful. Laurie said she would send out an email to the Board with highlights.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported the Library would be partnering with the Family Resource Center to plan the Dr. Suess celebration party to be held at the Library. The "S" club, the local youth group of Soroptimist International, will also be participating. Joyce Sobel, recently retired from the Family Resource Center, will return for the party.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Carrie distributed a corrected P&L noting that while dollar amounts had not changed, the percent-of- budget column had been updated.

NEW BUSINESS

Procurement Policy Draft Review

Laurie introduced this discussion topic by providing an update to the Board. Since deciding to utilize San Juan County's small work roster, the County has informed the Library that it will be joining the Municipal Research Service Center's (MRSC) small works roster thereby eliminating the need to maintain their own small works roster. Based on discussions Laurie had with Adina, it might prove more beneficial to make it optional for the Library to join and/or use the MRSC roster. Glenna asked Laurie to check to make sure Library districts were eligible to join MRSC. At this point in time, the MRSC roster does not include many San Juan County vendors. Adina joined the discussion by phone:

- Adina explained that the State Auditor's Office (SAO) had noted the procurement policy for the Library needed to be revised.
- In response, the Library had executed an interlocal agreement allowing the Library to utilize the County's small works roster.
- Adina noted the new policy should give guidance to current and future staff and should also specify that the Board had expressed interest in utilizing a small works roster.
- The policy should set levels/thresholds when documentation of competition would be needed.
- Public works contracts are treated differently than other types of contracts. Adina directed the Board to the proposed grid in Section 1 of the draft policy for further details.
- Section 2 addressed types of contracts and would establish levels of authorization.
- Adina reviewed the other sections of the proposed policy that addressed the small works roster and public works projects.
- Adina noted the only current legal threshold for libraries was in regards to public works projects in excess of \$300,000.
- Laurie noted that when the policy manual update is completed, the Board could also set a timeline for future reviews and updates.
- Laurie noted that the proposed \$10,000 contract limit for Director signing authorization was similar to that adopted by the Orcas Island Library. After discussion, the Board agreed it was comfortable with this \$10,000 limit.
- Board agreed they were also comfortable with combining procedures for services, materials and supplies rather than keeping as separate sections.
- It was noted that the Director's actions do need to be documented.
- Discussion developed regarding contracts and when to use them. Discussion developed regarding utilizing annual contracts. In order to keep in line with the

budget, annual contracts could include an annual expenditure cap. Board was amenable to this approach for service work.

- Discussion developed regarding public work projects. Board agreed they wanted to retain the most flexibility as possible as to when to utilize the small works roster. While Adina noted this could work, she also recommended retaining the suggested formal competition process under section 5.3.
- There was discussion about Section 8.0 and the need to identify an authorized designee to act on behalf of the Board so that an emergency could be addressed expeditiously. It was suggested the order of contact would be similar to the slate of officers.
- It was noted that a competitive *negotiation* process rather than competitive *bidding* process would be applicable for electronic data processing or telecommunications equipment, software, or services. Adina discussed some of the differences between competitive negotiation and competitive bidding.
- Adina explained the prevailing wage criteria and that these need to be established and paid on all public works contracts regardless of the amount of the contract. Adina and Laurie reviewed the prevailing wage process for the Board.
- It was agreed that Adina and Laurie would work together to provide a final draft of the procurement policy at the next Board meeting.

Credit Card Policy

Laurie noted that the development of a credit card policy was being done in response to the last SAO audit. Laurie found a draft Margie Harrison, prior Director, had crafted and then worked further with Adina to create a revised draft. Adina reviewed some of the research that went into the new proposed policy and guidelines. It was further suggested that more information be gathered and Laurie would work further with Adina to finalize a draft policy.

FOL Agreement

Laurie had presented a working draft in the Board packet of a premises use agreement so that some FOL fundraising could be done in the main part of the Library. Adina reviewed the salient points of the draft agreement with the Board noting:

- This would be a boiler plate template agreement so that the Director could fill in the different uses that the Board would be authorizing depending on the specific events.
- This template would also allow for different information being added or deleted regarding the Library District's duties and FOL duties.
- Such agreements would not provide for exclusive use of the Library.
- Laurie noted that she had contacted Enduris regarding insurance on the part of FOL. Enduris recommended that FOL secure its own general liability insurance that named the Library as additional insured. Laurie forwarded this information to FOL officers and they are researching further.

- Adina noted that Enduris does not allow the Library to insure a non-profit organization through its own insurance. Enduris also does not allow the Library to contract with FOL to provide some limited insurance coverage.
- Adina recommended that FOL seek general liability insurance to protect the individual FOL volunteers and FOL board members.

It was agreed by the Board that further review and approval of the draft agreement would wait for the issue regarding FOL insurance to be resolved.

One-Time Wage Change for Substitute Staff

Laurie explained that she had been working under the assumption that substitute staff had only one wage step. But it had since been brought to her attention that there are two steps for substitute staff and the hourly wage that Laurie advertised is actually the 2013 step *two* level. Laurie proposed the Library make a onetime change for the 4 new hires to start at \$16.50/hour. Adina provided language to indicate this would be a one-time change. Then after one year, the 4 newly hired substitutes would advance to the regular step two.

MSC Mark Madsen moved and Glenna Hall seconded to authorize a one-time hourly rate change for substitutes at Step 1 to \$16.50 per hour and Step 2 will remain at \$16.83 per hour for the calendar year 2014. This is a one-time event, it is not a pattern or practice of the Library, and it is an exception. Carried.

OLD BUSINESS

Director Evaluation Process

Barry Jacobson gave a quick review of what needed to be updated and/or changed in the director evaluation process. Barry noted that after researching what had been done in the past and what was available nationally, he suggested that the process be codified so that it could more easily be carried forward from year to year.

Based on his research, Barry made some adjustments to the forms currently being used and reviewed these with the Board. These forms included a trustee evaluation, a self-evaluation and a staff evaluation that would be considered as advisory. Barry also provided some suggested timelines for the evaluation process. It was suggested to adopt the specific timeline for 2014 and then review how effectively this worked. It was also recommended that it be identified in the timeline (both the specific and the general timelines) when executive sessions would be needed so that these could be properly noticed.

It was agreed by the Board to proceed with the specific timeline as presented for 2014. It was further agreed that if possible and as time allows the staff evaluations would be available online as an alternative. The Board agreed to keep the forms gender-specific. Objectives would be identified as a group by the Board with the Director's input. Barry also noted that at some point, a job description would need to be developed.

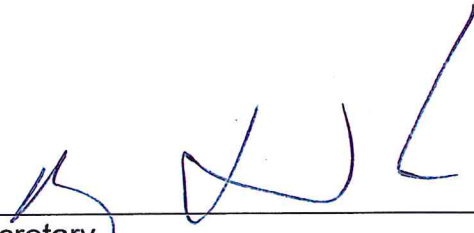
Laurie agreed to send out sample job descriptions to the Board for their consideration. Lynn agreed to be on a committee with Barry to work on the evaluation process. The

Board asked Laurie to inform the staff at their next staff meeting that the Director evaluation process was underway and their input would be solicited. The Board thanked Barry and Fred for the work they had done on this process.

ADJOURNMENT

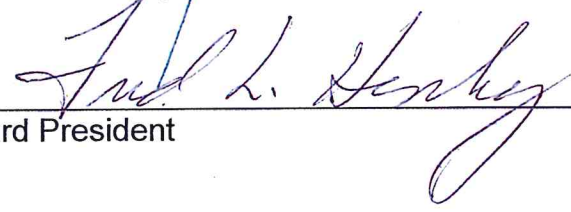
MSC Glenna Hall moved and Mark Madsen seconded to adjourn at 5:33 p.m.
Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President