

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

February 10, 2015

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Barbara Sharp

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:01 p.m.

Public Access: None

Agenda Approval

Laurie asked to add a second executive session for RCW 42.30.110(1)(b) Real Estate right before the New Business item.

MSC Fred Henley moved and Barry Jacobson seconded to approve the agenda as amended. Carried.

Minutes

Approval of Board Minutes of January 13, 2015 regular meeting

MSC Barry Jacobson moved and Glenna Hall seconded to approve the minutes of the January 13, 2015 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Fred attended the February 4, 2015 FOL meeting from 4 to 6 p.m. Mark Madsen will attend the Wednesday, March 4th meeting.

Barbara Sharp reported that the next FOL event will be a book sale in the Library on April 11th. Barbara noted that FOL currently receives a lot of book donations that must be stored and then pulled together for these sales which is all a lot of work. Barbara pointed out that FOL makes more from the book sales at the ferry landing than on the book sales in the Library. She further noted that FOL makes the most money on the sale of specialty books. Richard Wright has sold several of these on eBay on behalf of FOL. Margaret Barker, Judy Bentzen, and Barbara are traveling to Orcas to meet with that library's FOL and will be discussing how they are dealing with books and fundraisers, among other topics. Storage unit rental currently costs FOL about \$1800 a year so they have to clear at least that much to make it worth the hard work that goes into a book sale.

Approval of Bills:

- MSC** Mark Madsen moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 01-26-2014 in the amount of \$7,475.65. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 01-27-2015 with warrant numbers 151197—151212** in the amount of \$7,831.89. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 02-03-2015 with warrant numbers 151376—151390** in the amount of \$8,779.79. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **Bills for Spring 2015 Newsletter dated 02-10-2015** in the amount of \$2,094.07. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 02-10-2015** in the amount of \$5,007.14. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **January 2015 Payroll** dated 01-26-2015 in the amount of \$47,295.25 Carried.

Reports

Director Report (Laurie Orton)

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

- A draft of the next newsletter was shared with delivery to island mailboxes expected during the first week of March.
- Laurie reported that Mark Madsen had suggested Laurie meet with San Juan County Councilmember Rick Hughes and SJC Manager Mike Thomas about the Library's use of the County's public works parking lot to the immediate east of the Library. Following that meeting, the County Council agreed to allow the Library to use their public works parking lot weekends and afternoons after 4:30 pm. The Library will work with the County to develop a memorandum of understanding and to post appropriate signage.
- Laurie noted that Melina may be taking an extended leave of absence in the coming weeks and they are working together on a schedule.
- Laurie also noted that Beth submitted the application developed for the Institute of Museum and Library Services award to a *different* library services award. And we won! The Library was asked to keep information about this excellence in library services award confidential until the public announcement. Laurie will therefore provide specific details at a later date.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Melina also reported she and Library staffer Jen Fleming have been giving book talks at the schools. Sixth grade students were recruited to help with these talks which proved very successful. Melina noted they have been invited to return for more Book Talks perhaps in the spring. Free family film nights have been going well and story times and other youth programs have been well attended. Jen and Melina have also been prepping for the Polaris transition.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie reported that the Polaris server has arrived and has been installed.

Financial Report (Carrie Lacher)

The profit and loss statement was noted as still being a draft as revenue and expenditure reports had not yet been received from the County. Carrie noted this was likely due to the 13th month procedures coupled with the transition in the County Treasurer office.

Executive Session: RCW 42.30.110(1)(b) Real Estate

Lynn Weber/Roochvarg called an executive session for the above referenced reason at 3:31 pm for a period of 15 minutes. The Board came out of Executive Session at 3:40 pm. No action was taken.

NEW BUSINESS**Board Retreat**

Lynn Weber/Roochvarg introduced the topic of an annual board retreat. Lynn felt the board was overdue since it had been a few years since the last board retreat. Lynn and Fred Henley also suggested the retreat could be dedicated to the possibility of a new building/new property. Fred suggested a 10 am to 3 pm timeline and starting with input from staff on Library's current and future needs and moving on to financing and how to organize financing on a conceptual level. It was also suggested that this topic could take several sessions. Lynn suggested using the retreat to develop a timeline for the Board to determine needs, goals, and process. Lynn suggested contacting Lynne Hobbs as a facilitator and the Board agreed. The last week of May was suggested as first choice with the first full week of July after the fourth as an alternative. Laurie will contact Lynne Hobbs and then communicate with the Board through email. It was agreed to discuss potential topics at the May Board meeting.

Executive Session: RCW 42.30.110(1)(g) Director's Performance Review

Lynn Weber/Roochvarg called an executive session for the above referenced reason at 4:05 pm for a period of 30 minutes. The Board came out of Executive Session at 4:27 pm. It was noted that the Board and Laurie approved and signed her 2015 evaluation. One copy would be placed in her personnel file. One copy would go to the Trustee files.

MSC Mark Madsen moved and Fred Henley seconded to approve reimbursement to Laurie Orton of \$95 for Soroptimist International Friday Harbor membership. Carried.

MSC Glenna Hall moved and Barry Jacobson seconded to approve moving Laurie Orton to Step 4 of the Director's salary scale effective as of her anniversary date. Carried.

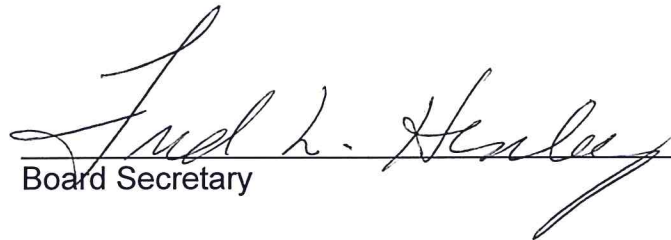
Discussion developed regarding the appropriate accrual rate for vacation hours as the Director is on a different accrual rate than what is outlined for staff in the personnel policy manual. It was agreed that Laurie and Fred Henley would meet to discuss the

pros and cons of establishing such a scale for Library directors versus negotiating this rate annually and present their conclusions at the next Board meeting.

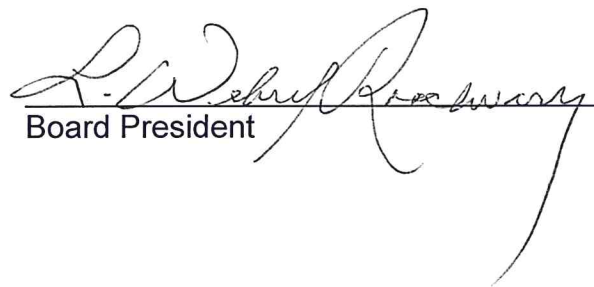
ADJOURNMENT

MSC Mark Madsen moved and Fred Henley seconded to adjourn at 4:46 pm.
Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President