

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

January 14, 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: none

Guest Present: AFLAC representative

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

Agenda Approval

The item of State Audit update was added under old business.

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

Minutes

Approval of Board Minutes of December 10, 2013 regular meeting

MSC Glenna Hall moved and Mark Madsen seconded to approve the minutes of the December 10, 2013 regular meeting as submitted. Carried.

Approval of Board Minutes of December 30, 2013 special meeting

MSC Mark Madsen moved and Barry Jacobson seconded to approve the minutes of the December 30, 2013 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Lynn agreed to attend the February 5, 2014 FOL meeting from 4 to 6 p.m.

Glenna Hall reported that she attended part of the last FOL meeting. In the absence of an FOL representative, Laurie reported that FOL took in over \$900 at their December holiday book sale. They were currently planning for a Valentine's Day raffle; no Chocolate Friendly Fundraiser for this year. It was noted at their last meeting, that if FOL has more than 2 raffles per year they need to get a license from the state so they are considering that. They have also selected book sale dates in May, August, and December. Looking at the possibility of holding these book sales in the main part of the Library which Laurie believes will increase their sales. Laurie has given FOL a new vendor contact for selling used books.

Approval of Bills:

- MSC** Mark Madsen moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 12-15-2013 with warrant numbers** 134620 – 134637 and 135205 & 135206 in the amount of \$8,543.24. Carried.
- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 12-23-2013 in the amount of \$7,116.31. Carried.
- MSC** Mark Madsen moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 12-30-2013 with warrant numbers** 135207 – 135228 in the amount of \$12,950.16. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 01-06-2014 with warrant numbers** 135234 - 135254 in the amount of \$9,225.84. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve the payment of **4th Quarter Use Tax** in the amount of \$868.81. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 01-13-2014 with warrant numbers** 135650 - 135657 in the amount of \$4,556.04. Carried.
- MSC** Mark Madsen moved and Glenna Hall seconded to affirm the **December 2013 Payroll** dated 12-23-2013 in the amount of \$42,408.16. Carried.

Reports

Director Report (Laurie Orton)

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

- Laurie reported that she had completed most of the substitute staff hiring process. Four offers were made, two had accepted at the time of the Board meeting. Laurie was planning to inform staff at the staff meeting on Wednesday. Laurie was planning to start orientation on Thursday, January 23rd.
- Laurie was also working on updating staff descriptions and completing staff reviews.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported the Family Movie Nights had started up again. These are very popular with the community; Kathy had 52 people attend the viewing last week. *To Kill a Mockingbird* was being read by the Library's Teen Club but 9th graders at the high school are also reading this title so has turned into more of a "community read."

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie noted that the first review by staff of various ILS would be wrapping up on Wednesday. The Board commented that it was good to see that the inventory had been concluded from this past summer. Laurie noted that she was planning on reviewing more online databases to add to the Library such as Hoopla Digital, a downloadable service for movies, music, and audiobooks. Laurie was also looking at Zinio for downloadable magazines; another language database, Mango; and Lynda.com – training courses for computer products (more than Microsoft).

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Carrie noted the 2013 budget had closed and provided the latest draft version of the 2013 P&L. A 2014 P&L was included in the board packet with FOL lines highlighted in yellow and anticipated budget amendments in lilac. Discussion developed regarding the annual FOL donation and budget. Glenna Hall will follow up with Adina Cunningham, Attorney, about the FOL agreement.

NEW BUSINESS

AFLAC Insurance Vendor Presentation

Laurie explained an AFLAC vendor contacted Laurie to set up an appointment to present information to the Board regarding offering supplemental optional AFLAC insurance to Library staff. Carrie gave a brief summary of past experiences with AFLAC and the Library. Julie Barig, AFLAC rep, then gave provided information regarding AFLAC's employee benefits including:

- Explaining there were new policies out that help to fill the gap with the Affordable Care Act. AFLAC could also be a resource to assist people in registering for ACA.
- AFLAC could help employees fill the "gap" with their medical insurance copays and other products.
- Reviewed a timeline of how to move forward with providing this benefit to employees which would first require Board approval.

It was agreed that Laurie would assess staff interest before pursuing. If staff does express interest, Board would like to explore other potential supplemental insurance vendors. Board asked Laurie to inform the AFLAC representative that the Board was not ready to approve an agreement at this point in time.

Status of Purchasing Policy Draft

Laurie initiated a discussion of what should be included in the procurement policy for the Library. Laurie shared some information she had received following her inquiry to the Washington Library Director listserv. Discussion included topics such as contracts, purchasing and bidding thresholds, and approvals by the Board. Laurie suggested she would share the information from other libraries with the Library Attorney and discuss revising the draft policy. It was agreed that the intent of the Board was for the Director to not have to engage in competitive bidding for projects under a certain dollar value if a) vendor was selected from the small works roster and/or b) there was an agreed threshold under which a director could execute a contract as long as the appropriation was included in the adopted budget. Board liked the example from the Sedro-Woolley public library that Board could set a limit for the Director using the small works roster list without prior board approval.

OLD BUSINESS

Director Evaluation Process

Barry Jacobson reported that he and Fred Henley had not been able to meet to finalize their proposed evaluation process so they would like to present at the February meeting. Barry expected the proposed process would then take about 4-6 weeks to complete. This would delay Laurie's evaluation from her actual one year anniversary

date by one to two months. After checking with Laurie, the Board agreed to have the proposed evaluation process on the February agenda.

State Audit Update

Mark Madsen and Glenna Hall offered to be the primary Board contacts for the exit interview. Carrie and Laurie gave a brief review of the initial telephone interview they had with the State Auditor's Office representative. Carrie noted that all Board members should have received an email introduction from the Auditor's Office with an attached "Entrance Document" outlining the scope of the Accountability Audit for the audit period 2010 through 2012, estimating the cost of the audit at \$6,000, and providing Auditor Office contact information. The exit interview had not been scheduled at the time of the Board meeting. Laurie planned to have the drafts of the procurement policy, the credit card policy, and the director evaluation process on the February agenda.

ADJOURNMENTS

MSC Barry Jacobson moved and Mark Madsen seconded to adjourn at 4:44 p.m. Carried.

Respectfully submitted:



Board Secretary

Approved:



Acting Board President