

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

July 8, 2014

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Margaret Barker

Call to Order: President Fred Henley called the meeting to order at 3:00 p.m.

Agenda Approval

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the agenda as submitted. Carried.

Minutes

Approval of Board Minutes of June 10, 2014 regular meeting

MSC Glenna Hall moved and Mark Madsen seconded to approve the minutes of the June 10, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: FOL does not meet in August. Next meeting will be in September. Board will select delegate at its August meeting.

Margaret Barker reported that FOL recently received notice of a bequest estimated at \$90,000 from the estate of Dorothy Hepp. FOL has a book sale scheduled for August 1 & 2nd. August 1st will be for FOL members only. The sale will be held in the Library's main lobby and meeting room. FOL has been considering membership perks to entice new memberships and business sponsorships such as 10% off items in the Treasure Cove. National FOL Week will be in October so FOL will be planning activities for that week. FOL has been working at selling books online and will be researching/experimenting with Thriftbooks.com which has a warehouse in Tukwila.

Approval of Bills:

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 06-17-14 with warrant numbers 142338 – 142355** in the amount of \$9,703.29. Carried.

MSC Glenna Hall moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 06-24-2014 in the amount of \$7,296.10. Carried.

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 07-01-2014 with warrant numbers 142899 – 142913** in the amount of \$5,766.66. Carried.

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 07-07-2014** in the amount of \$9,861.70. Carried.

MSC Glenna Hall moved and Barry Jacobson seconded to affirm the **June 2014 Payroll** dated 06-24-2014 in the amount of \$46,164.75. Carried.

Reports

Director Report (Laurie Orton)

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

- Melina reported that the Library won the Best Group Costume at this year's 4th of July Parade. This came with a prize of \$200 and a large ribbon. Laurie also reported that she and Margaret Barker enjoyed being co-Grand Marshals of the Parade. Special thanks went to volunteer Pete Dawson for contributing and driving the Grand Marshal car.
- Laurie passed around the schedule of staffing of the Library booth at the County Fair and encouraged Board members to join in as volunteers.
- Pam Beery and Paul Elsner sent an email to Laurie stating they were honored and pleased to continue providing attorney services to the Library and would forward an engagement letter to Laurie. Laurie noted that rates would not increase.

Youth Services Librarian Report (Melina)

Melina's written report was noted. In addition, Melina reported Youth Services staff have been very busy with the off-site Summer Reading Program events at the Friday Harbor Elementary School. For example, at the most recent event, about 150 people were in attendance. Melina reported that performers have been consistently entertaining and reliable. Science Fun Preschool Storytimes were continuing on Friday mornings in the back corner of the Library parking lot. These have also had good attendance. The next Science Storytime would feature Green Slime.

Technology Specialist Report (Floyd Bourne)

There was no written report in the Board packet as Floyd had been out. Laurie reported that following the staff discussion of the two front runners of the ILS under consideration, it was decided to invite the previously third ranked ILS for a demo. This vendor has provided an RFP. After that demo, staff would start visiting other libraries using the ILS under consideration.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Revenue and expenditure reports for the month of June had not yet been received from the County. Mark suggested that early fall was a good time to gather information from the County Assessor's office regarding the assessed values and the Library's levy limit before starting on the 2015 budgeting process.

OLD BUSINESS

Small Works Roster Interlocal Agreement with Town of Friday Harbor

Laurie announced the Town Council had approved adopting and signing the Agreement. Laurie distributed the signature pages to the Board and these would be returned to the Town.

MSC Mark Madsen moved and Lynn Weber/Rooschvarg seconded to adopt the Small Works Roster Interlocal Agreement with the Town of Friday Harbor. Carried.

Annual Contracts Short Form

Laurie reported that she had been working with Attorney Adina Cunningham to develop an annual contract template. Laurie felt the final version included in the Board packet was workable and recommended Board approval.

MSC Mark Madsen moved and Glenna Hall seconded to adopt the template annual contract for professional services form. Carried.

Personnel Policy Chapters 1-11

Laurie introduced this topic by noting that the version provided in the Board packet was not the most up-to-date draft in some sections. Laurie explained that she would make certain to go through the provided version and the correct draft version word-for-word and make certain they match. Laurie would also to do a global correct of any references of "City" to "District." In addition, changes to the following sections were noted and discussed:

3.03: Laurie provided copies of her suggested revision and the updated Employment Verification and Reference Release form. Board was satisfied with these changes.

6.08: the version in the Board Packet was not the most current; the newer version had already been approved by the Board.

8.01: the corrected and updated recommended version was distributed to the Board. Section B: Laurie would clarify prorated holiday hours/pay for salaried staff.

8.05: Laurie noted the new section "Unpaid Leave for Reasons of Faith or Conscience" was inserted and was based on new legislation.

9.03: newest version distributed to Board for consideration. Board focused on the section of "wear as part of their apparel a pin or badge supporting a political activity when they are not serving the public and representing the Library, i.e., when working at their own desks, employees may express their political views by wearing badges or apparel..." After discussion, a majority of the Board agreed to the suggested rewording to "may wear as part of their apparel, items supporting a political activity..."

Chapter 11: small corrections were suggested for grammar, consistency of position titles and clarification of certain phrases.

Appendix B: Laurie distributed a final version of the personnel matrix. Position name of "Trial" was to be changed to match other areas of the manual.

Appendix C: Salary Steps for each position.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to adopt the entire personnel manual chapters as amended at the July Board meeting. After discussion regarding accepting and considering staff feedback and input before formal Board adoption, Glenna Hall amended the motion and Lynn Weber/Roochvarg seconded the amended motion that the Board authorize the Director to make the changes as discussed and bring the complete and revised version back to the next Board meeting for adoption. Carried.

Executive Session – RCW 42.30.110(1)(g) Employee Performance Review

Fred Henley called the Executive Session to begin at 4:35 pm for a period of 20 minutes. At 4:55 pm the Executive Session was extended for 10 minutes. The Board left Executive Session at 5:05 pm with no action having been taken.

ADJOURNMENT

MSC Glenna Hall moved and Barry Jacobson seconded to adjourn at 5:05 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President