

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

December 9, 2014

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

Members Absent: None

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Elena Thoms

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

Public Access: None

Agenda Approval

Laurie made the following amendments: remove Old Business (D), Director's job description and delay to next agenda; add after Executive Session, Resolution 7-2014, if needed.

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

Minutes

Approval of Board Minutes of November 10, 2014 regular meeting

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the minutes of the November 10, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson agreed to attend the January 7, 2015 FOL meeting from 4 to 6 p.m.

Elena reported that at the last FOL meeting they heard a proposal from an interested group of individuals regarding the installation of a temporary Poetry Walk during National Poetry Month (typically in April). The group had asked FOL to consider monetary support and FOL has taken this under consideration. Lynn, who attended the FOL meeting, suggested the Library itself might consider becoming involved at some level in this project. Elena also reported that FOL memberships are up significantly and Treasure Cove is doing really well. FOL also received a \$1000 gift certificate to Griffin Bay Books from Eileen and Dan Drath to be used by Youth Services. The recent holiday book sale brought in \$800 with specialty books bringing in an additional \$400 and Treasure Cove bringing in another \$130 during the book sale.

Approval of Bills:

- MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 11-17-2014 with warrant numbers 148290 – 148306** in the amount of \$8,565.39. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 11-19-2014 in the amount of \$7,179.29. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 12-01- 2014 with warrant numbers 148879—148890** in the amount of \$8,140.06. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 12-05-2014** in the amount of \$5,462.90. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 12-09-2014** in the amount of \$11,078.30 pending Director approval. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to affirm the **November 2014 Payroll** dated 11-19-2014 in the amount of \$44,040.31. Carried.

Reports

Director Report (Laurie Orton)

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

- In regards to potential nepotism concerns with the recent circulation assistant hire, Laurie worked with Paul Elsner, Library Attorney, to develop a document regarding the need to avoid potential nepotism per Library policy and how this situation would be addressed. Each family member has now signed this document.
- A new "notice of resignation form" was also developed that has already been utilized by one of the substitute staff who is getting married and moving off island.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Melina also reported:

- She is glad to be back at work and is currently working part time.
- Book talks at the elementary school have been scheduled for January.
- Approval has already been received from the elementary school that the 2015 Summer Reading Program can again be held there. This was a concern as there had been personnel changes at the elementary school.
- Lots of holiday events during December including Santa Storytime and Gingerbread Storytime.
- Will be adding to the new PlayAway collection as this form of audiobooks has proven to be quite popular.
- Library has provided board books for new baby bags distributed by the Family Resource Center. Library recently also provided Spanish language board books for inclusion in the bags.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. The periodicals expenditure line was noted as being at only 8% YTD. This is due to the fact that a new vendor has been selected and the annual subscription has yet to be paid.

OLD BUSINESS

Emergency Repairs Contract Limit/Enduris Update

Carrie gave an update on the building emergency situation:

- Enduris has approved an insurance payout of about \$15,000.
- Counted as two events so there were two deductibles of \$1000 each.
- Drain work was done last week and the grounds returned to better than "as is."
- Roof work was expected to be done this week but weather-delayed.
- Contractor has already filed intent to pay prevailing wages and provided documentation to Laurie, per the new procurement policy.

Laurie explained the amount approved at the last Board meeting did not include prevailing wages. The contractor was contacted and they provided a revised amount that was higher than the "not-to-exceed" amount approved at the Board meeting. Laurie contacted Fred Henley as President who okayed a higher "not-to-exceed" amount of \$20,000 under the "emergency" situation policy and confirmed this approval in an email that further stipulated this would need formal approval by the Board.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to authorize the not-to-exceed amount for emergency repairs had changed from \$15,000 to \$20,000. Carried.

Amendment to Budget Resolution #3-2014

Laurie explained that the original budget resolution had an incorrect amount for general reserve. Laurie further explained there were no changes made in the approved budget as discussed at the last meeting but that she had referred to the wrong figure. Laurie also corrected the year denoted in the text of the resolution from 2013 to 2015. Laurie also noted that a \$5,000 donation was received during 2014 that will be transferred to the Dedicated Fund during 2014. She therefore took the opportunity to also increase the budgeted amount for the Dedicated Fund by that amount.

MSC Barry Jacobson moved and Mark Madsen seconded to approve Amended Resolution #3-2014. Carried.

Resolution #6-2014 – Regularizing salary steps

Laurie worked with Library Attorney Paul Elsner regarding regularizing the amount of increase between each salary step to exactly 5% for newly hired employees beginning January 1, 2015. The resolution stated in part: *"The Library Director is authorized to create and thereafter implement a standardized salary schedule and appropriate step increase protocol for new employees hired by the Library on and after January 1, 2015 that is different from that reflected in the Manual for employees hired prior to that date"*

and to bring back to the Board proposed language for the Manual reflecting this practice.”

MSC Mark Madsen moved and Glenna Hall seconded to approve Resolution #6-2014 authorizing the Library Director to establish standardized salary schedules and step increases for new employees hired on and after January 1, 2015. Carried.

Library Director’s Job Description (tabled)

Library Director’s Annual Evaluation Plan

Barry Jacobson distributed an updated timeline for the Library Director’s annual review. Barry recommend keeping the same forms as last year. He and Lynn had also tweaked the Survey Monkey questionnaire including allowing a user to revise an individual submission. Regular staff will be able to use either a work or home computer; substitute staff must use their home computer to take the online questionnaire. Laurie will announce the process at the December staff meeting. Timeline for staff and Board is expected to begin during the week of December 15th and will be due by January 6th. The full board will review submissions at the January 2015 Board meeting. Laurie and Barry will discuss further how to best archive the Director annual review process for future reference.

NEW BUSINESS

Polaris ILS Contract

Laurie presented the most recently revised version of the ILS contract. Laurie submitted the contract to Enduris for review and they recommended including information from the vendor regarding liability insurance. Polaris amended the contract as recommended and also provided a certificate of insurance. Laurie also consulted with Paul Elsner, Library Attorney, and his contract specialist also made additional recommendations, most of which were included in the contract revision. Floyd let Laurie know that March 23rd has been selected for installation and training. Laurie suggested to the Board that the Library may need to close for several days to a week for installation and training and then go live by March 30th.

Concern was expressed by the Board regarding preparing and educating the public about the transition and changes. The Board also asked that Laurie explore the possibility of providing online tutorials for the public. Laurie explained that she is very familiar with the Polaris product having worked with it for many years. Specifically, Laurie noted several improved features:

- redundancy built in that should help increase functionality for staff
- acquisition module
- cataloging module
- homebound/outreach module that should save Beth time, including suggesting books based on patron ratings
- ILL module that will be integrated with Millennium that will provide more information to patron and save some of the staff handwork

- integrate with social media sites so patron can post and share reviews and booklists, can send comments to Facebook,
- includes book summaries and book covers, will integrate with Novelist database to suggest recommended reads
- offers more options for patron to use search filters
- circulation module is very clean, simple, colorful and should be easy for volunteers to use
- many libraries currently using it; Laurie has used Polaris for seven years

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to authorize Library Director to enter into the Polaris ILS contract as most recently revised. Carried.

Board asked to be kept up to date on the Polaris timeline and the development of talking points for the public regarding the transition and the potential closure.

Reappointments to the Board

Laurie noted that Lynn Weber/Roochvarg's first term and Glenna Hall's partial term were ending at the end of December. Glenna filled 4 ½ years of Tom Metke's 5-year term. It was also noted that Fred Henley's first term would conclude during 2015. Laurie emailed both Glenna and Lynn and was happy to report that they would both like to continue on the Library Board.

MSC Mark Madsen moved and Barry Jacobson seconded to recommend to the San Juan County Council the reappointment of Trustees Glenna Hall and Lynn Weber/Roochvarg for another full term to the SJI Library Board of Trustees. Carried 3 ayes, 2 abstentions.

Board Presidential Succession

Laurie noted that Lynn Weber/Roochvarg will be President in 2015 following the traditional rotation. Lynn suggested to continue this rotation practice as it has proven to be equitable and provides a good learning experience for each Trustee. Fred noted that the Vice President can assist should the President become pressed for time just as Lynn did for Fred earlier in the year. Following this rotation, Glenna would become Vice President and Fred would become Secretary.

MSC Mark Madsen moved and Barry Jacobson seconded to nominate and approve the slate of officers for 2015: Lynn Weber/Roochvarg, President; Glenna Hall, Vice President; Fred Henley, Secretary. Carried.

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

Fred Henley called an executive session for the above referenced reason at 4:10 pm for a period of 35 minutes. At 4:45 pm, the session was extended for an additional 15 minutes. At 5:00 pm, the session was extended an additional 15 minutes. No action was taken. Board left executive session at 5:12 pm.

ADJOURNMENT

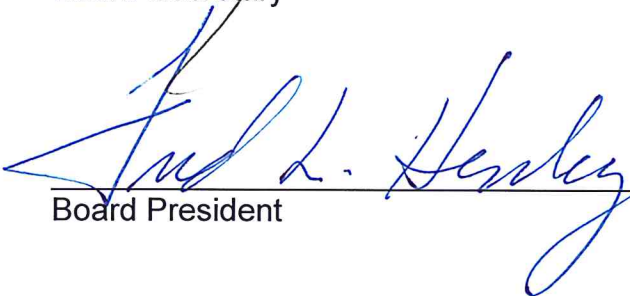
Board meeting was adjourned at 5:15 pm by acclamation.

Respectfully submitted:



Board Secretary

Approved:



Board President