

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

November 12, 2013

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: none

Call to Order: President Barry Jacobson called the meeting to order at 3:00 p.m.

Agenda Approval

Under new business, Laurie added an item from Diane Martindale to review a list of permanent art collection items to recommend for sale. The item of "minutes" was corrected from "August" to "October" regular and special meeting dates.

MSC Mark Madsen moved and Glenna Hall seconded to approve the agenda as amended. Carried.

Minutes

Approval of Board Minutes of October 8, 2013 regular meeting

The first item under "new business" was corrected to read "'discussion of FOL agreement."

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the October 8, 2013 regular meeting as amended. Carried.

Approval of Board Minutes of October 21, 2013 special meeting

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the minutes of the October 21, 2013 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Lynn agreed to attend the December 4th FOL meeting.

No report from FOL as they had not met as of the date of the Library Board meeting.

Approval of Bills:

MSC Glenna Hall moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 10-15-2013 for 3rd Quarter Use Tax** in the amount of \$579.33. Carried.

MSC Mark Madsen moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 10-22-2013 with warrant numbers 132457 – 132480** in the amount of \$30,819.59. Carried.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 10-24-2013 in the amount of \$7,011.44. Carried.

- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 10-29-2013 with warrant numbers 132901 – 132912** in the amount of \$6,548.00. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 11-05-2013 with warrant numbers 133060 – 133071** in the amount of \$7,690.66. Carried.
- MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 11-12-2013** in the amount of \$7,732.96. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to affirm the **October 2013 Payroll** dated 10-23-2013 in the amount of \$42,156.55. Carried.

Reports

Director Report (Laurie Orton)

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

- The Library's community newsletter was mailed out to all boxholders on San Juan Island and many nice comments had been received. Laurie read a complimentary email from Joyce Stanton.
- The Outage: Laurie reported that all staff worked really hard to help during the recent telecommunications outage. It was physically and emotionally taxing. There were staff people at the front desk most of the day. It was exciting seeing the community turning to the Library for help. Laurie noted that she was saving stories and anecdotes. A short letter to the editor in The Journal titled "One More Reason to Love the Library" complimented the staff and the Library's resources and response to the crisis. Glenna reported that she had spoken with many people in the community and everyone was complimentary of the Library and Library staff. Floyd did some great work that kept the Library going and responsive to the community. According to the laser counter at the front door, the Library had more than double the number of patrons in the library for the same period this year as last year. Barry had brought in some cupcakes for staff on behalf of the Board.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to commend staff for the outstanding work performed during the telecommunications disruption. Carried by acclamation.

- Various behavior incidents in the Library: Laurie noted that it was a busy month with problem patron behaviors and gave a brief review of each incident and how they were resolved.
- The staff development information included in Laurie's report indicates how many people participated in that training by the number at the end of each title. Laurie noted that the selection of trainings was typically staff-driven but sometimes Laurie would recommend relevant webinars/workshops.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported that this was the first time the Library had a special Halloween musical/storytime. For these special storytimes, 100 people was not an unusual number. Laurie reported this was also the same morning as the meeting with the regional directors. Melina explained that the new Sign Language class will be offered as a series of classes with Spring Street International School. The classes will build on the skills. At the end of November, the group will reassess to see if they want to continue classes and how the Library will stay involved.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was distributed. The Request for Proposal for a new Integrated Library System will be available after the demos take place in early December. Laurie reassured the Board that she will get references from other libraries and will also go visit libraries that are using a particular product.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Carrie gave a brief review of the impacts so far of the changes to cash handling procedures and of her projections to Laurie for year-end cash.

PUBLIC HEARING TO ADOPT THE 2014 BUDGET

Laurie reported FOL had presented her with a 2014 budget that almost matched last year. She did note, however, that it did not include an additional \$700 for ELL probably because this amount was added to the budget later in 2013. Laurie did email FOL to see if they still want to continue at that level of ELL support and they will likely give their answer at the FOL board meeting. Laurie reviewed the proposed 2014 Library budget and her proposed changes in personnel:

- Personnel: Laurie distributed a spreadsheet of proposed personnel changes that showed costs at fully burdened. Laurie explained these changes would help get regular staff down to 1 hr per day on the reference desk and reduced the number of times staff was being called out to the front to help; would help in keeping up with the shelving so volunteers wouldn't be overwhelmed by the shelving; would help out on weekends so weekend staffing does not all fall on certain staff members and there would be rotation of staff on weekends. Reference assistant and circ assistants would only be assigned to the front desk and the circulation page would only be shelving so no new staff workstations would be required in staff area. Some concern had been expressed about impact of additional staff. Response from board: well thought out first step to ease the staffing situation. It was further noted by the Board that with Beth heading up the volunteer program this should revitalize the volunteer program. Laurie had received 13 sub applications to date with 2 more expected. Laurie also spoke with some volunteers to consider applying for the substitute positions. Laurie did look at what percent of cost personnel is of the total budget and this worked out to about 40%. Laurie thought this was a very low number since in the past she has worked with personnel costs at 60% of total budget. This low proportion,

however, was a further indication that staff was overworked. Melina noted some volunteers had left the volunteer pool due to age and health.

- Improvements mini-budget: Laurie distributed a spreadsheet of possible projects and estimated costs that were included in the budget.
- Final Budget Net spreadsheet: Laurie briefly reviewed this spreadsheet and answered questions from the Board.
- Laurie looked at wage rates for library pages and circulations assistants in the region as requested by the Board and adjusted her personnel proposals accordingly.

OLD BUSINESS

Levy Projections, Certification and Ordinance Resolution

Laurie distributed the levy/budget projections spreadsheet. Mark reviewed the components of this spreadsheet that included revenue and expenditure projections. The \$14,300 for ELL would come out of Stuby; this improved the projected balance for the General Reserve than what was shown on the spreadsheet. This projection did not include any other staffing requests or unanticipated events so important to have a projected positive amount in general reserves to accommodate such changes. Mark noted that it was critical to pay close attention to real estate values going forward. If by 2018 the real estate values have not improved markedly, the Library would be unable to go for additional levy lid lift because Library would already be at or close to its statutory cap. Mark Madsen did suggest that the Board may want to consider seeking an outside resource to review the long term financial model.

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution No. 7-2013 authorizing the levy for the 2014 tax year. Carried.

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution No. 8-2013 setting the final budget for 2014 as \$1,641,090 General Operating; \$697,110 General Reserve; \$67,900 Dedicated Fund. Carried.

MSC Mark Madsen moved and Lynn Weber/Rooschvarg seconded to authorize Library Director Laurie Orton to sign the 2014 Levy Certification as presented. Carried.

Director Evaluation Process Review

Barry Jacobson had earlier suggested to the Board that it establish a "more durable" evaluation process rather than creating an ad hoc process each year for each director. Barry recommended creating a 2-person subcommittee to work on this project. Barry and Fred Henley volunteered for the subcommittee and agreed to present a proposal at the January Board meeting. Lynn offered to be backup for Fred. Barry will email information and proposals in advance of the January meeting.

NEW BUSINESS

Art Items to Surplus

Diane Martindale of the Library's Art Committee provided a list of suggested items to sell with reasons why and proposals of how to sell.

MSC Glenna Hall moved and Mark Madsen seconded to approve for surplus the items on the document titled "List of Art to Sell" submitted by Diane Martindale on behalf of the Library Art Committee. Such approval was based on the Board's prior direction to the Library Art Committee to periodically recommend to the Board items from the permanent art collection for surplus and disposition according to Library policy, and to criteria set by the committee for inclusion or removal. Carried.

ADJOURNMENT

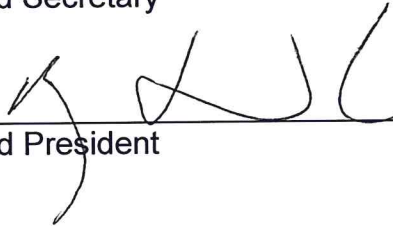
Barry adjourned the meeting at 4:37 pm without objection.

Respectfully submitted:



Board Secretary

Approved:



Board President