

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

November 10, 2014

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

Members Absent: None

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Margaret Barker

Call to Order: President Fred Henley called the meeting to order at 5:00 p.m.

Public Access: Michelle Loftus

Michelle explained to the Board that during the month of October, she had some objections about the showing of the film *Citizen Koch* at the Library and expressed her belief that the film provided only one side of a highly political issue. Michelle explained that it was her opinion that the public could conclude the Library supports the political views that appear to be presented by certain films. Michelle noted that she is the Chair of the San Juan County Republican Party. Michelle had contacted Laurie by email and expressed her concerns. Laurie explained to the Board and restated for Michelle that while the Library provides a space for viewing certain films, the film selections are done by the patron who coordinates the film series program and further noted that the films selected are meant to stimulate discussion. The Board agreed with Laurie that the Library strives to hold a neutral stance while allowing for all interested parties to present their views and invited Michelle to coordinate an alternate program. Michelle reiterated that she would like a fair playing field and would ask that with the upcoming elections in 2016 that the Library remain isolated from political issues. She further asked that the procedures for selecting films for public viewing be provided to her should that path be followed.

Agenda Approval

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the agenda as presented. Carried.

Minutes

Approval of Board Minutes of October 14, 2014 regular meeting

MSC Glenna Hall moved and Mark Madsen seconded to approve the minutes of the October 14, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Lynn Weber/Roochvarg agreed to attend the December 3, 2014 FOL meeting from 4 to 6 p.m.

Margaret noted that FOL recently held its fundraising book sale and the Harvest Dessert Friendly fundraiser was off to a good start. She noted that FOL's Holiday Sale is coming up in December. FOL is still working on getting an account set up with Amazon. Also working on getting all members signed up for email contact. FOL purchased scooters for shelving that proved so popular with staff and volunteers that FOL is ordering more. Laurie's 2015 FOL budget was approved and included an additional \$2000 for children's programs. A turkey dinner raffle is coming up. The FOL Annual Meeting has been scheduled for April 2015. Margaret noted FOL may also be adding a new board member. FOL has also worked with Laurie to make necessary reservations for their events in the Library Meeting Room during 2015.

Approval of Bills:

- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 10-21-2014 with warrant numbers 147248 – 147256** in the amount of \$2,732.90. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 10-28-2014 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 10-28-2014 with warrant numbers 147647—147653** in the amount of \$1,564.42. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **3rd Quarter Use Tax dated 10-28-2014** in the amount of \$942.81. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 11-10-2014** in the amount of \$15,750.42 pending director approval. Carried.
- MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to affirm the **October 2014 Payroll** dated 10-28-2014 in the amount of \$45,888.56. Carried.

Reports

Director Report (Laurie Orton)

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

- Laptop circulation and reservation: Laurie distributed the FAQs and Basic Information pages that will be made available to patrons. Laurie pointed out that the grace period date has changed to December 15 for lookups of card numbers and then patrons will be charged a fee of \$1. Laurie noted that the fee for regular replacements of lost cards will also change from \$3 to \$1 with no grace period.
- Laurie highlighted the reception planned for Wednesday November 11th at 5 pm for the rollout of the Playaway collection that was the memorial gift in honor of Camilla Woodbury.

Youth Services Librarian Report (Melina Lagios)

Kathy Babbitt's written report submitted in Melina's absence was noted.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie added that she had gotten an email from Floyd stating that he had gotten a notice from K20 that some illegal downloading of copyright protected materials had occurred on the Library's connection. In response, Floyd has added certain filters to limit illegal activities. Two emails were received complaining about this action to which Floyd has responded.

Financial Report (Carrie Lacher)

The profit and loss statement was noted.

OLD BUSINESS

Personnel Policies, Final Drafts: Chapter 6 – Compensation; Chapter 8.02 – Vacations

Laurie presented the final revised sections of Chapter 6 and Chapter 8 as discussed and approved at the October Board meeting. The change to Chapter 6 focused on Section 6.03: *"Effective January 1, 2015 (FY 2015), a regular employee who completes all 5 (five) salary steps qualifies for a subsequent 1% yearly salary increase measured from the completion of another full year's employment and upon the employee's receipt of a satisfactory or "meets expectations" annual performance evaluation. This increase will be included as part of the employee's monthly salary following receipt of the appropriate performance evaluation. This increase is in addition to any cost of living adjustment (COLA) that may be made."*

MSC Mark Madsen moved and Glenna Hall seconded to approve the revisions to Chapter 6 regarding compensation changes as presented. Carried.

Laurie noted that the changes in vacation accrual addressed in revised Section 8.02A should go into effect January 1, 2015. Specifically, the new vacation accruals listed in Section 8.02A Eligibility and Accrual Schedule will be changed to:

<i>Years employed (months)</i>	<i>Annual accrual</i>	<i>Monthly accrual</i>
1-2 (1-24)	12 days / 96 hours	8 hours
3-5 (25-60)	18 days / 144 hours	12 hours
6+ (61+)	24 days / 192 hours	16 hours

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the revisions to Chapter 8 regarding vacation accrual changes as submitted effective January 1, 2015. Carried.

NEW BUSINESS

Resolution to adopt MRSC's Small Works Roster.

Laurie presented Resolution #5-2014 approving contracting with the Municipal Resource Service Center to access its small works roster. This agreement will allow the Library, for an annual fee, to utilize the roster developed and maintained by the MRSC of vendors for small public work contracts, consulting services, and vendor services. Once approved, Laurie will complete and sign the contract and submit along with payment before December 1st.

MSC Mark Madsen moved and Barry Jacobson seconded to approve the Resolution #5-2014 authorizing the Library Director to contract with MRSC to use the official rosters. Carried.

Building Issues and Repairs

Carrie gave a detailed account of the current building situation:

- Water flooding onto cement slab area and water intrusion and mold on the inside of an exterior wall had been noted in the basement area on October 29th.
- Due to the severity of the issue, Laurie contacted Lynn Weber/Roochvarg, in the absence of Fred Henley, on October 30th who approved the declaration of a building emergency situation.
- Enduris Insurance was also contacted on October 30th and they sent out an insurance adjuster on November 3rd to review the situation.
- Following the emergency process authorization, Peter C. Schmidt Construction (who had repaired the public toilets recently) was contacted and they visited the building on November 3rd and again on November 5th to assess the situation and develop a detailed proposal regarding repairs.
- Three issues were identified by the adjuster and the general contractor:
 - water flooding onto concrete slab area likely caused by groundwater coming through the foundation due to hydrostatic pressure following an extended dry period;
 - water leaking down basement wall and on floor joists underneath adult fiction area likely caused by a leak in the “belly band” of the siding and has created extensive mold in this area;
 - water leaking onto ceiling tile above the adult fiction area likely caused by a hole in the roof and does not seem to be connected to leak below the fiction area.
- The proposed repairs from Peter C. Schmidt Construction included:
 - New French drain to resolve groundwater flooding into basement. Water will be routed to a dispersion ditch.
 - Repair roof leak issues including trimming and disposing of tree branches and replacing roofing material.
 - Remove and replace wet, saturated siding and install new siding and insulation. Removal of the wet siding and insulation should resolve the mold issue.
 - In discussion with Carrie, Peter did note that while these repairs should address the current problems they were not a guarantee of a permanent solution.
 - The total estimated cost of the proposed repairs came to approximately \$13,050 including sales tax.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to declare the situation as described a building emergency that authorizes the bypassing of the normal procurement policy. Carried.

MSC Barry Jacobson moved and Mark Madsen seconded to authorize the Director to enter into a contract with Peter C. Schmidt Construction, Inc. for an amount not to exceed \$15,000 for repairs of the building emergency of water incursion and mold in the basement. Carried.

Laurie also suggested that given the increasing number of facility issues and the increasing age of the building, the Board consider having an “on-call” facilities person in the future. The Board agreed they were interested in exploring this possibility.

Director’s Review Process

Fred Henley passed out a timeline to initiate next year’s Director’s performance review process. Fred noted the target for the actual review would be for the February 2015 Board meeting. Barry and Lynn agreed to be the subcommittee to review the steps for the Director’s Review Process.

PUBLIC HEARING TO ADOPT THE 2015 LIBRARY BUDGET; LEVY PROJECTIONS, LEVY CERTIFICATION AND ORDINANCE RESOLUTION.

Laurie distributed the most current version of the proposed budgets and reviewed these in depth with the Board. Of particular note were the following changes to previous drafts:

- Beginning net cash was changed due to a previously conservative estimate of ending cash for 2014.
- Substitutes line: added extra \$10,000 to possibly create a new position that could address several different duties that need attention. This new position, if created, would be assigned its own budget line at that time. Funding for this position could additionally be accomplished by reducing some of the funding for circulation and reference positions.
- ILS Server/Software: The amount for maintenance was a little higher than originally anticipated due to the inclusion of all of the aspects the Library has requested. This also included an initial authority control cleanup project with an on-going subscription to help with the accuracy of the catalog.
- Travel: Although not all of the travel budget was used during 2014, Laurie explained that she was anticipating more to be utilized by staff during 2015 due to better advance planning.
- Miscellaneous equipment: \$5000 for a new public printer/copier lease was moved from the computer equipment budget line.
- The recycling budget line was increased due to a recent substantial increase in rates.
- Added \$20,000 under building contractors in anticipation of more building issues as the building ages.
- Improvements: Laurie distributed a list of proposed projects which included a carryover from 2014 of unused funds for improvement projects.
- Dedicated Fund: Due to expenditures for the English Language Learning program, the balance in this fund has been coming down. Enough funds continue to be available to fund ELL in 2015 and 2016.

- Carryover from 2014: not sure when payment for the new ILS will be completed so the budgeted \$90,000 may end up being a carryover amount. Also the final maintenance billing from Millennium of approximately \$10,000 will likely also be carried over.

Laurie and Mark Madsen distributed long term financial planning spreadsheets based on 6% budget growth, 3%, and 2%. Mark noted that the total assessed property values for San Juan Island went up by a very small margin so the Library is just a hair under the 50 cent per thousand levy limitation.

- At projected 6% growth, currently enough funding to meet expenses until 2021.
- At 3% expense growth, funding can meet expenses until 2022.
- At 2% expense growth, funding can meet expenses almost in perpetuity since almost equals the allowed 1% statutory limitation growth. However, this would be difficult to accomplish while maintaining current level of services.
- Mark noted these were encouraging numbers in an environment where real estate values have not been rebounding as hoped.

MSC Glenna Hall moved and Barry Jacobson seconded to approve the 2015 budget as presented. Carried

MSC Mark Madsen moved and Glenna Hall seconded to approve Resolution #3-2014 setting the final budget for the year 2015. Carried.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the 2015 Levy Certification and authorize Laurie Orton, Library Director, to sign the Levy Certification. Carried.

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution #4-2014 setting the levy for tax year 2015. Carried.

Laurie reminded the Board that they had talked about developing a financial plan for the Facilities and Technology Funds. The Board recommended Laurie bring back a suggested plan for review at a future Board Meeting

ADJOURNMENT

MSC Glenna Hall moved and Barry Jacobson seconded to adjourn at 6:55 pm. Carried.

Respectfully submitted:

Board Secretary

Approved:

Board President