

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Special Meeting

Meeting Room, San Juan Island Library

October 21, 2013

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

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: none

Public Access: none

Call to Order: President Barry Jacobson called the meeting to order at 9:05 a.m.

Agenda Approval

Glenna requested a 10-minute executive session for the purpose of a personnel issue. Added as item 5c under New Business. No action was expected.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the agenda as amended. Carried.

NEW BUSINESS

Purchase Approval for Reupholstering

Laurie explained the pieces of furniture listed in the estimate from J&R Upholstery. Ruby has done upholstery for the Library before and has always done a great job. She brought in several vinyl samples for fabrics with over 1 million "rubs" so should be highly durable. Carrie explained this was a time-sensitive issue in order for the project to be completed within the 2013 budget.

MSC Fred Henley moved and Mark Madsen seconded to approve the J&R Upholstery reupholstery estimate with a total cost not to exceed \$4900. Carried.

Annual Report Brochure

Laurie presented a draft of the annual report. Board appreciated the streamlined format. Carrie noted the report was developed and produced in-house saving costs. It was planned to be available in the Library and on the Library's website.

Executive Session

Barry Jacobson called an Executive Session at 9:15 a.m. for the purpose of a personnel issue. The session was expected to last 5 minutes. No action was taken. Public session resumed at 9:22 a.m.

OLD BUSINESS

Revised Cleaning Contract

Laurie distributed a revised cleaning services contract with CMS, reviewed the work that would be included (which differed from the version presented at the last Board meeting) and asked for Board approval.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the revised CMS contract for cleaning services as amended. Carried.

2014 Budget Draft

Laurie distributed an updated draft 2014 budget and led the Board in a review and discussion. Highlights of this discussion included:

- Pink highlighted lines indicated FOL related revenues and expenditures. Laurie had emailed Birgit Kriete, FOL President, and asked for a projected budget for 2014 and was told that currently it would likely be similar to the 2013 budget.
- Transfers in from capital reserves: Laurie added \$1000 to this line to accommodate the approved \$100/mo increase for the lead ELL teacher.
- Yellow highlights indicated items that were under consideration.
- Paid ads and legal notices increased because hopefully the Library would be putting out job notices
- Laurie expressed concern about the large increase for consulting services.
- Insurance: Laurie was working with Enduris to get projection for 2014.
- Substitutes: Suggested to reduce sub allocation to help with other personnel costs plus it doesn't reduce the actual sub allocation because currently under budget for 2013.
- Supplies for adult programs looked like a big increase but actually correctly reallocated budget amounts between supplies and services.
- Reference Non-print: Laurie was looking at some newer databases such as Zinio, an online magazine reading service, and Hoopla, free music and movie downloads.
- ILS Server/Software: \$90,000. Laurie suggested this be considered as a one-time expenditure. Mark confirmed that he is treating it as such in his modeling.
- Improvements: had not reviewed that budget yet so that would likely be revised.
- Generator: Laurie suggested reviewing this topic over the next year and if still want to pursue, seek grant funding.
- Vehicle: Had not yet done research.
- Mark presented and reviewed an analysis of the levy lid lift model noting the impact of developing a budget that ensures the health of the reserve funds in order to preserve services and Library operations.
- Personnel Budget
 - Laurie noted that a lot of staff were working extra hours so need to offer relief in terms of extra hours or extra staff or consider cutting services.
 - Discussion developed about demands on staff in light of how library services, volunteer levels, and patron expectations have changed and evolved over the last few years.

- Laurie explained that she based her staffing proposals on what would she believed would help the most people. Laurie distributed the top 5 suggestions with details of each suggestion:
 - Outreach coordinator: add 8 hours, 32 hrs to 40 hrs per week. This person would also become the volunteer coordinator.
 - Collection development specialist: add two hours/week for periodicals management and NYT lists.
 - Would like to get staff down to front desk work of 1 hr a day
 - Add Reference Desk Assistants: frees up other staff from desk duties to work on other tasks; allows a rotating staff schedule on Saturday; also reduces amount of staff in cash drawer
 - Add Circulation Assistants: need consistent circ desk coverage. Having consistent circ desk coverage leaves Ref desk staff more available for reference questions and to work on other tasks; these assistants would have access to patron records and would check out materials.
 - Add Circulation Pages: would add shelving coverage; wouldn't have to rely strictly on volunteers but wouldn't replace volunteers. Check-in, sorting and shelving only. Plenty of room still for volunteers but allows us to keep up.

Laurie had six cost scenarios that were distributed and reviewed.

1. High Priorities PLUS: \$84,000; benefited the most staff plus additional for programming
2. High Priorities: \$78,000; did not include additional hours for programming
3. High Priorities Lower Salary: \$72,000; Lower hourly rate for Circulation Assistants and Circulation Pages
4. High Priorities 24 to 15: \$51,298; reduced number of new staff to one each at 15 hours each.
5. High Priorities 24 to 15 Lower Salary: \$48,355; same as #4 but at lower salary
6. High Priorities 24 to 12: \$45,807; same as #4 but at 12 hours per week instead of 15 hours per week.

Other requests from staff that were considered but not included in the proposals:

- Weekend tech support
- On-call handy man
- Heidi add 5 hours/week
- Melina would add a part-time teen librarian
- Kate would add 4 hours/week (offered to work Sundays)
- H/R administrative staff

Board commented on and thanked Laurie for the thorough presentation. When asked, Laurie recommended High Priorities (#2 above) as having the most potential benefit to staff.

Mark Madsen presented a spreadsheet of total revenue and total expenditures out to 2019. This was a rough estimate showing the impact of making suggested personnel changes in 2014 over the next several years.

It was agreed that Mark, Laurie, and Carrie would work further on the budget numbers and projections.

Glenna raised the issue of re-evaluating the status of the volunteer program. The Board agreed that it was imperative to reenergize the volunteer program to take pressure off staff. But it was also noted that Laurie's proposal added staff to help address the issue that volunteers should no longer be handling cash. Fred noted that the selection of a new ILS would need to take into consideration the ability of volunteers to handle the new system.

Laurie reviewed the statistics for developing the proposed 2% COLA that was included in the existing budget draft for current employees.

It was suggested that the personnel changes could be implemented over a multi-year staging. The Board expressed that it understood such an approach could result in Laurie suggesting some service cuts.

Laurie would redraft the budget using scenarios #3 and #4 for personnel and come up with a solution that would best reduce stress on the staff.

ADJOURNMENT

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to adjourn the meeting at 11:07 a.m. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President