

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

October 10, 2017

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

Members Absent: Katie Loring

Staff Present: Laurie Orton, Leslie Baker, Floyd Bourne, Carrie Lacher

FOL Present: Louise Lelevich

Guests: Liz LeRoy, by phone

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

Public Access: none

Agenda Approval:

Barry Jacobson requested to change the order of items under old business.

MSC Mark Madsen moved and Fred Henley seconded to approve the agenda as reordered. Carried.

Approval of Board Minutes of September 12, 2017 regular meeting

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the minutes of the September 12, 2017 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen agreed to attend the November 1, 2017 meeting at 4:00 pm in the Library meeting room.

FOL Vice President Louise Lelevich reported on FOL activities:

- FOL presented Library Board of Trustees with small thank you gifts to acknowledge their appreciation of the Board's work for the Library and the support Library Trustees give to FOL.
- Barry Jacobson read aloud the thank you card from FOL with the quote "Books are a Uniquely Portable Form of Magic" – Stephen King: *"We would like to say 'thanks' for all the hard work you do for the Library and for the support and encouragement you give to our Friends' organization. Most often you are working quietly and invisibly behind the scenes and we just wanted you to know how much we appreciate the things you do."*
- FOL Week was scheduled to start October 15th with a Book Swap. On Wednesday, October 18th, Leslie Baker was to present a talk on rare book collecting. Louise distributed flyers on the FOL Week events to the Board.

- FOL was doing okay financially. The Treasure Cove appeared to be doing particularly well.
- FOL was working diligently to get all donated books out of storage by the end of the month and shipped down to Discovery Books.
- Also wanted to thank FOL President Stan Mayhew for being a part of the Library's Facilities Assessment Committee.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 09-25-2017 with warrant numbers 190568-190581** in the amount of \$7,755.58. Carried.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 09-22-2017** in the amount of \$9,001.34. Carried.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 10-03-2017 with warrant numbers 190863-190880** in the amount of \$13,287.48. Carried.

MSC Mark Madsen moved and Fred Henley seconded to approve payment of **3rd Quarter Use Tax for Period Ending 10-03-2017** in the amount of \$661.13. Carried.

MSC Fred Henley moved and Mark Madsen seconded to affirm the **September 2017 Payroll** dated September 22, 2017 in the amount of \$56,300.23. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Lynn Weber/Roochvarg noted the Annual Report to the Community that had been mailed recently looked great. Laurie shared some positive comments from the public about the report.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. In addition, Leslie reported that the newly hired substitute was doing very well and had finished training. Leslie also noted there had been a staff training with a webinar about Overdrive's new app, Libby. Staff appreciated having a set time they could schedule into their day so Leslie was planning to offer similar trainings once a month for interested staff.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was included in the K20 agenda item.

Financial Report (Carrie Lacher)

A finalized Profit & Loss Report for September 2017 was emailed to Board members and distributed at the Board meeting.

OLD BUSINESS

K-20 Contract

Floyd was present to review the information in the Board report regarding renewal of the 5-year contract with Washington State for the K20 internet service. The State had asked the Library to indicate by October 31st as to whether or not the Library would continue with the K20 service. The new contract, however, would not go into effect until July 2018 when the current 5-year contract was due to expire.

Floyd met with Gerry Lawlor of Rock Island about the cost to the Library of moving away from K20 services. Floyd shared some details from his discussion with Rock Island and noted that he had requested a written proposal from Rock Island with details on bandwidth, service levels, and costs. One possible downside of moving to Rock Island would be the loss of videoconferencing capability to the other island libraries that utilizes the equipment in the Meeting Room. Floyd noted, however, that there were now several alternate videoconferencing services available these days. One possible upside to moving to Rock Island as the Library's service provider is that Rock Island has indicated that it was planning to provide other services that may be beneficial to the Library in the future. A question was raised by the Board of the possibility of rejoining K20 at a later date.

At the time the initial contract with the State was signed, K20 provided a big cost saving and huge increase in services to the Library as it was designed to provide access to remote locations, especially schools. However, the current internet situation has evolved since then with more capacity available in the State and on San Juan Island. It was noted that K20 still does provide critical internet access to remote rural areas, especially in eastern Washington. Floyd also noted that staying with K20 could raise the possibility of having to switch to a radio link similar to what Orcas Island Library and the local school district are currently using.

The Board agreed to wait until a written quote was received from Rock Island to make a final decision. Floyd agreed to continue to communicate with Rock Island on this issue and to keep Laurie and the Board apprised. The new K20 contract would not be signed until July 2018 when the current contract was set to expire.

Building Assessment & Feasibility RFQ Update

Liz LeRoy by phone

Liz gave a recap of activity regarding the RFQ process:

- The Request for Qualifications (RFQ) was advertised and posted on the Library's website
- Walk through of the facility took place and three companies attended. The minutes from this walk-through meeting were posted to the Library's website.

- Total of eight firms submitted proposals; these were short listed to four by the Facilities Assessment Committee; there was no local interest despite outreach by Liz:
 - SHKS
 - Cardinal
 - HKP (Orcas Library)
 - DiMella & Shaffer

Liz has contacted all four firms for in-person interviews that were scheduled for October 24th. The committee will narrow the selection down to two firms that will then be asked to develop draft fee proposals. A special Board meeting was scheduled for October 30th at 2 pm for the Board to make a decision on the finalist and authorize Laurie to proceed with negotiations. Liz agreed to send a recap of the committee meeting to Laurie to share with Board members and provide some suggested interview questions. Laurie asked for any additional questions from the Board be emailed to her.

NEW BUSINESS

2018 Budget Draft

Laurie provided an overview of the draft 2018 budget to the Board. Documents presented to the Board included:

- Draft budget
- Levy certification
- FOL donation request
- Technology budget
- Budgets for General Reserve, Facility Reserve, Dedicated Reserve, and Technology Reserve

Other highlights covered included:

- Total percentage increase over prior year's budget
- COLA only affected salary portion of the budget
- FOL request would be for a continued reduced amount
- Transfers in from General Reserves
- Mark Madsen agreed to recalculate long term analysis of reserve balances and forward to Laurie
- Laurie said she would be reviewing the draft budget with Library staff which may lead to some adjustments
- Laurie also agreed to provide a draft budget with a 3% COLA but an overall 1% budget increase
- November 14th was still planned for a public hearing and approval of the 2018 budget

ADJOURNMENT

MSC Mark Madsen moved and Fred Henley seconded to adjourn at 5:00 pm.
Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President