

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

October 6, 2015

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Judy Bentzen

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:00 p.m.

Public Access: None

Agenda Approval

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

Approval of Board Minutes of September 8, 2015 regular meeting

MSC Glenna Hall moved and Barry Jacobson seconded to approve the minutes of the September 8, 2015 regular meeting as submitted. Carried.

Approval of Board Minutes of September 15, 2015 work session

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the special work session as submitted. Carried. Glenna Hall abstained.

Friends of the Library (FOL)

Delegate to next meeting: Fred Henley will attend the November 4th meeting at 4:00 pm in the Library meeting room.

The October FOL meeting had not yet taken place as the Board meeting had been moved up a week for the month of October only. Laurie noted that Beth would attend the October FOL meeting in her absence. Laurie reminded the Board about National Friends of the Library week, October 18th through October 24th. The Friends were planning some fun events with the highlight being an Edible Book Festival the evening of October 23rd. There would be different prizes for themes/categories. Anything edible that was related to a book could be submitted.

Approval of Bills:

MSC Glenna Hall moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 09-14-2015 with warrant numbers 160427-29, 160431-39, 160635** in the amount of \$5,694.91. Carried.

MSC Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 09-23-2015** in the amount of \$7,145.17. Carried.

- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 09-23-2015 with warrant numbers 160698—160706** in the amount of \$4,111.26. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 09-30-2015 with warrant numbers 161032-161041** in the amount of \$7,501.80. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 10-06-2015** in the amount of \$7,968.95. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to affirm the **October 2015 Payroll** dated 09-23-2015 in the amount of \$48,398.74. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie further reported that she had received a letter of resignation from Bethery Von Dassow effective October 23, 2015. Laurie has asked two substitutes to fill in and coordinate Adult Programs at the Library until Laurie could fill the vacated position. The process for recruiting for substitute staff replacements was underway and Laurie reported she had received 12 applications. The process would go forward in November upon Laurie's return.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Melina also reported that a Campfire Pajama Storytime was planned to be held at the Library on Friday, October 9th in conjunction with the Early Learning Consortium and the San Juan Island Family Resource Center. Melina further noted that she was pursuing a grant application for a 3D printer.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie also reported that the "new" lists were back on the online catalog for patrons to view. Floyd had also added a subscription for a mobile printer service so patrons could print from laptops, mobile devices, and from home.

Financial Report (Carrie Lacher)

The profit and loss statement was noted as a draft.

OLD BUSINESS

September Facilities Work Session

Laurie introduced a discussion of the Board's work session that was held in September and reviewed the action items that had been developed. Laurie also distributed a list of names developed for consideration for the facility-related community committees.

2016 Budget & Budget Projections

Laurie noted that the San Juan County Assessor's Office had not yet been able to give a 2016 tax revenue estimate as had been done by that office in the past. As an estimate, Laurie used the 2015 tax revenue and added 1%. It was noted, however, that this would not include new construction and other possible sources of revenue. Mark

Madsen noted to adjust for these unknown factors he suggested to use a multiplier of 1.0125 of the prior year's tax revenue.

The Board took a break for 10 minutes at 3:28 pm. Reconvened at 3:40 pm.

Laurie presented three different potential draft budgets for review. One assumed no changes in personnel and had a column for a suggested COLA increase. The other two scenarios included a proposed organizational restructuring eliminating some projected but unfilled positions and replacing with three manager positions: youth services, adult services, and circulation. The adult services manager would be a new position and combined with the Assistant Director position.

Laurie reviewed line by line with the Board her proposed 2016 draft budget with no personnel changes. The Board then discussed her proposed changes and projected estimated costs. Highlights of Laurie's proposal:

- Laurie would be asking for an increase from FOL to be directed to the summer assistant line and the community newsletter.
- Carrie gave an update regarding the eRate program rebate that, due to recent revisions by the Federal Communications Commission, has been reduced and will be eliminated within the next year. Further funding would be dependent on the Library adopting Children's Internet Protection Act compliancy measures.
- Transfer from Stuby fund reduced so part of ELL would be funded out of the Library's operating fund.
- Salaries: no changes and 1.2% COLA vs no COLA.
- Change in how use tax will be paid; Laurie explained that use tax payments should be more accurately allocated to the fund from which the purchase originated.
- Regular three-year audit by the Washington State Auditor's Office expected in fall 2016.
- Changes in certain collection development lines.
- Detailed technology budget spreadsheet including 2015 carryovers.
- Proposed carryovers from 2015 budget.
- Implications of potential issue of no room in the property tax levy rates for a levy lid lift in 2017-2020

Positions and Salary Scales

Laurie distributed a restructured organizational chart assuming three new manager positions, a tech support position and youth services support. The Adult Services Manager would also be the Assistant Director (currently the Assistant Director is a shared position with the Youth Services Librarian. The Board agreed the proposed reorganization could be of benefit to the operations of the Library but asked for more details regarding costs.

NEW BUSINESS

Election of Officers

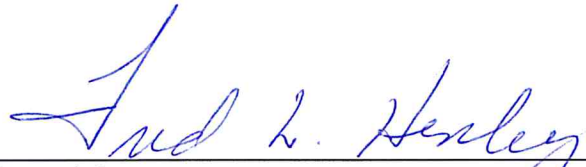
Slate: Mark Madsen, President; Barry Jacobson, Vice President; Lynn Weber/Roochvarg, Secretary effective January 1, 2016. Laurie also noted that Fred Henley had agreed to another 5-year term as Trustee. Laurie distributed a sheet of information with the adjusted Officer rotations and contact information for the Board of Trustees. Laurie asked that corrections and updates be emailed to her.

MSC Fred Henley moved and Glenna Hall seconded to approve the slate of officers for 2016 as presented. Carried.

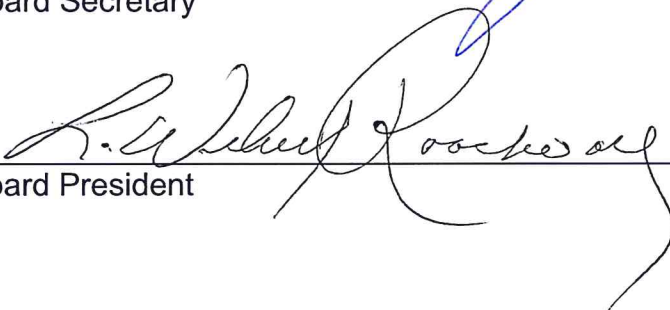
ADJOURNMENT

MSC Mark Madsen moved and Barry Jacobson seconded to adjourn at 5:03 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President