

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Meeting Room, San Juan Island Library

September 9, 2014

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

**Members Absent:** none

**Staff Present:** Laurie Orton, Carrie Lacher, Melina Lagios

**FOL Present:** Judy Bentzen

**Call to Order:** President Fred Henley called the meeting to order at 3:01 p.m.

### **Agenda Approval**

Under old business, Laurie added: Changes to personnel policy chapter 8.

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

### **Minutes**

#### **Approval of Board Minutes of August 12, 2014 regular meeting**

Melina noted a correction that the registration date for After School Read Aloud was September 5<sup>th</sup> not September 15<sup>th</sup>.

**MSC** Mark Madsen moved and Barry Jacobson seconded to approve the minutes of the August 12, 2014 regular meeting as corrected. Carried.

### **Friends of the Library (FOL)**

Delegate to next meeting: Mark Madsen agreed to attend the October 1, 2014 FOL meeting from 4 to 6 p.m.

Judy Bentzen reported that FOL has been working on events for National FOL week in mid-October. They are planning an event for each day of that week. The December book sale was being planned. FOL will be purchasing two "mechanics chairs" – low chairs with wheels that have room for items underneath the seat – for staff and volunteers to try out. FOL was also getting ready for its membership drive for 2015, particularly targeting business memberships. They were also discussing pros and cons of participation at this year's holiday bazaar. The final number for the August book sale was about \$1870.

### **Approval of Bills:**

**MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 08-22-2014 in the amount of \$7,332.16. Carried.

- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 08-26-2014 with warrant numbers 144954 -- 144966** in the amount of \$4,143.19. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 09-02-2014 with warrant numbers 145305 – 145310** in the amount of \$4,553.66. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 09-09-2014** in the amount of \$4,452.86 pending director approval. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to affirm the **August 2014 Payroll** dated 08-26-2014 in the amount of \$46,639.00. Carried.

## Reports

### Director Report (Laurie Orton)

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

- Laurie reported that all trustees had completed the Open Public Meeting Act webinar training
- Laurie reported the Library had lots of visitors at its Fair booth. Had at least 200 people put up "Books are Ducky" slips of paper indicating a favorite book – Harry Potter books led the way. Everyone who found a red star on their ducky won a book. Special thanks to FOL for donating these books. Laurie noted that people were amazed they got to pick a free book.
- Association of Rural and Small Libraries Conference: Carrie and Laurie attended along with Floyd who attended on a Washington State Library scholarship. Laurie reported they all heard a lot of really great things. Laurie particularly noted that she and Carrie attended a pre-conference on "Rooms that Rock" about finding novel ways to address space issues in the library. Laurie would like to plan on sending two staff to this conference each year because it is so worthwhile for libraries of our size.
- Laurie shared an e-mail received from a patron with a positive comment about the Library being closed during Fair week that also included a thanks for all we do for the community.

### Youth Services Librarian Report (Melina)

Melina's written report was noted. In addition, Melina reported:

- The Thrive-by-Five Washington Learning Lab was expected to arrive on island Thursday, September 11 with a STEM (science, technology, engineering, mathematics) learning center at the Family Resource Center. Melina noted that she also wrote a column about this visit. She received a call from the Thrive-by-Five office that they had all read Melina's column and were really excited about their upcoming visit.
- Melina will be contacting preschool and daycare providers to remind them that she will do "book pulls" for classroom topics and have the books ready for pick up or can arrange to drop off.



- Within 30 minutes, registration for After School Read aloud was full on September 5<sup>th</sup>. This school year, Kathy will be reading "The Wonderful Wizard of Oz" which also has a tie-in to the 75<sup>th</sup> anniversary of the movie.
- Melina noted that Summer Reading Program statistics were a little down this year despite feedback that this was a really good program with lots of fun activities. This could be reflective of changing island demographics and also may be that people were spending more time outside because the summer weather this year was so nice.

### **Technology Specialist Report (Floyd Bourne)**

Laurie distributed Floyd's written report. Discussion developed about the status of the researching of ILS products and pricing.

### **Financial Report (Carrie Lacher)**

The profit and loss statement was noted. Laurie noted she will begin working on 2015 budget information.

## **OLD BUSINESS**

### **Personnel Chapter 8 revisions**

Laurie distributed a proposed revision to the Chapter 8.01 Holidays; Leave Time regarding Sections A and B in reference to December 25 and December 26 holidays and compensation for those days.

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the amendments to Chapter 8.01 Sections A and B of the personnel policy manual as submitted. Carried.

Laurie also proposed that the Minimum Sick Leave Use be modified from the current one hour per day to one-quarter of an hour per day to allow for greater flexibility of usage by eligible staff.

**MSC** Mark Madsen moved and Barry Jacobson seconded to approve modifying the minimum sick leave use as described in Chapter 8.03 Section E from one hour to 15 minutes per day. Carried.

Laurie noted that with those approved amendments, the Library's personnel policy was complete. Laurie will finish the collation of a final copy and will then distribute to staff.

### **Registration Policy 4.1**

Following discussion with the Board regarding the chart Laurie developed addressing card eligibility, Laurie submitted the eligibility chart to Adina Cunningham, Library Attorney, for review. According to Adina, state statute delegates discretion to the Board to interpret who is eligible for a free card. Laurie distributed copies of the library card eligibility policy with Adina's and Laurie's most recent comments and also copies with Laurie's suggested changes. Laurie reviewed and Board commented on Adina's comments including a sentence added to the first paragraph of the policy: "Due to the transient nature of residency on San Juan Island, the Director may develop guidelines that conform with this section, so long as such guidelines are reviewed by the Board

and uniformly applied." Based on this discussion, changes identified by Laurie and the Board included:

4.1.1: a) Residency status will be further determined by such specific written criteria as determined by the Library Director.

4.1.2: a) each patron making application for a library card shall be required to show "one or more" pieces of identification.

c) include examples of different types of acceptable i.d.

4.1.4: added "non-refundable" fee

Laurie will bring back a final revision of this policy for Board review and approval.

### **Longevity Policy**

Laurie distributed and reviewed a chart of current longevity compensation calculations if nothing changed regarding staffing and policy projections for the next 15 years. Laurie distributed a chart from Fred that proposed dropping this current type of longevity pay and modifying salary steps to add expanded steps. Laurie and Fred explained that the proposal was being presented in the spirit of staff retention and reducing complexity of assigning and tracking longevity pay.

The basis of this proposal was the addition of Steps 6 through 10 with staff being eligible for these additional steps every two years (compared to the current one year for Steps 1 through 5). To transition to such a system, current staff would start at the step closest to their current step salary plus any longevity compensation. After discussion, it was agreed that Mark and Laurie would work on providing comparable projections of the two plans.

### **EXECUTIVE SESSION: RCW 42.30.110(b), Real Estate Discussion**

Fred called for the Executive Session to begin at 4:09 pm for a period of 45 minutes. At 4:50 pm Fred extended the session for an additional 45 minutes. Executive session ended at 5:28 pm with no action having been taken. Regular session was resumed at 5:29 pm.

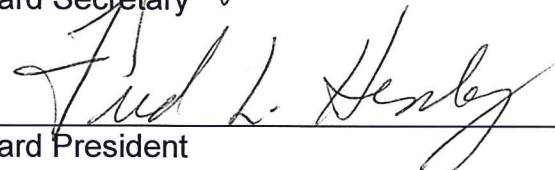
### **ADJOURNMENT**

**MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to adjourn at 5:30 pm. Carried.

Respectfully submitted:

  
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Board Secretary

Approved:

  
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Board President