

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

August 13, 2013

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

Board Absent: Mark Madsen

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Marilyn Dayton

Guests Present: Adina Cunningham, Attorney, by phone

Visitors: none

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

Agenda Approval

MSC Glenna Hall moved and Fred Henley seconded to approve the agenda as submitted. Carried.

Minutes

Approval of Board Minutes of July 9, 2013 regular meeting

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the minutes of the July 9, 2013 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson will attend the September 4, 2013 FOL meeting.

Marilyn Dayton reported total gross revenue of \$2828 for this year's book sale. Marilyn explained that due to the increasing costs for storage and removing leftovers to the transfer station, it doesn't appear to be worth the effort and expense of continuing to have one large annual sale. Instead, FOL will try to have 3 or 4 small ones in the Library's meeting room. However, last year's Christmas sale didn't do very well either. People might not be buying used books as much anymore. FOL continues to recruit for new members. Currently, there are 5 people on the board and they can have up to 8 members. FOL did not have a meeting in August. Laurie also suggested Book-it-Forward and Thrift Books as possible outlets for FOL's used books and she has provided FOL with the information about these companies.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve payment of electronic funds transfer for **Second Quarter Use Tax dated July 16, 2013** in the amount of \$744.98. Carried.

- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 08-09-2013 in the amount of \$7,005.06. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 07-16-2013 with warrant numbers** 128532 – 128544 in the amount of \$8,697.39. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 07-29-2013 with warrant numbers** 129001 – 129019 in the amount of \$15,683.78. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 08-06-2013 with warrant numbers** 129382 – 129396 in the amount of \$9,750.14. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 08-12-2013** in the amount of \$5,275.27. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to affirm the **July 2013 Payroll** dated 07-25-2013 in the amount of \$42,649.23. Carried.

Reports

Director Report (Laurie Orton)

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

- Employment verification and reference release form: Consensus from Board was that the version of the form provided in the Board packet is fine to implement.
- Washington State Library Card Gallery: This statewide project assembling patron cards from various libraries throughout the state has Fred's card included in it (but without the card number).
- Microsoft IT Academy – Laurie heard about this program at the Director's meeting she recently attended. Webinars will be held for the participating libraries so everybody knows their roles and how it works. They will be training the trainers so library staff can help patrons sign up for it. The classes will be free to patrons and if patrons want certification they would pay for this at the conclusion of the program. The Washington State Library will facilitate this program and training. Invitations have been extended to public, tribal, and academic libraries.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Laurie noted the correct spelling of Sandy Strehlou's name.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie reported that all the new public computers are out and in use.

Financial Report (Carrie Lacher)

The profit and loss statement was reviewed. Carrie noted that this was the final P&L report for July and not the June report as was indicated on the report. A question was raised about adult programming supplies appearing to be over budget. Laurie explained

that she has been working with the Programming Coordinator so that while the supplies expense line for adult programming may be over budget the professional services expense line for adult programming should be under budget so that the total adult programming budget should balance out by year end.

NEW BUSINESS

Executive Session

For the purpose of RCW 42.30.110(g) Personnel Review. Barry Jacobson went into Executive Session at 3:35 pm for 20 minutes. At 3:55 pm, Barry Jacobson announced that the executive session would be extended by 5 minutes. At 4:03 pm the Board came out of executive session. No action was taken during executive session. Public session was resumed at 4:05 pm.

Barry reviewed the process of the Director's six month review which will include a questionnaire to be completed by board members and staff. This will be a "360-review" – a review by both subordinates and trustees. All staff, including subs, will be given the opportunity to complete a questionnaire regarding the Director's performance. At the next regular meeting of the Board, there will be an executive session to discuss these results and then discuss with Laurie either in executive session or in public session, at Laurie's discretion. By law, Laurie is entitled to have the review in open session. Laurie asked for time to consider her preference. Laurie also noted that several items had been postponed to the September meeting including an update by Mark Madsen on the levy lid lift, the newsletter update, the library card updates, and some other items. Bearing this heavy load of business to address as well as to accommodate time for the Director review process, the Board agreed that they will meet starting at 2 p.m. rather than the usual 3 p.m.

Contract Review

Laurie explained that she had Enduris review various contracts including the following: Library Attorney, ELL Instructor Agreement, and Family Resource Center for Family Literacy teachers. Laurie noted the salary changed slightly for the Family Literacy teachers. The signature on the attorney contract will be Laurie's rather than Barry's and the Board asked that "District Administrator" be changed to "Library Director." Laurie also handed out an agreement between the Life Care Center and the Library for services provided by the Library. For the purpose of general procedures, Laurie asked which contracts should be reviewed by the Board and which can be signed by the Director without Board review. The Board consensus was for Laurie to follow up on this question with Adina.

OLD BUSINESS

Additional Personnel Policy Draft Review with Adina Cunningham

Chapter 5: Laurie asked to start with Chapter 5 in order to review the proposed employee categories. Laurie distributed a draft with her suggested changes in red, yellow highlights were references to other chapters and blue highlights were proposed changes from James Wolf. Laurie proposed three categories under "regular

employees.” She had reviewed these in advance with Adina. Other sections of the manual would need to be revised based on these proposals:

- Regular Full Time Employees: work 40 hours per week
- Regular Part Time Insured Employees: employees 20 – 39 hrs per week
- Regular Part Time Non-Insured Employees: work less than 20 hrs per week

Discussion developed around the use of the term “insured.” Adina felt the distinction between “insured” and “non-insured” was clear within the text of the descriptions. Consensus that insured vs. non-insured distinction was a clearer distinction than the PERS eligibility issue. Laurie also passed out a “personnel matrix” based on these definitions. Board suggested adding “hourly” to the categories. Workers compensation coverage will also be added. Consensus was this was a very helpful tool.

Section 1.05:

- Definitions should be put in alphabetical order.
- Change title to “domestic partner” and put “registered” in the description since employees probably not looking for that term specifically.
- Definition of exempt employees was taken from FLSA and staff felt the description of “professional” should apply to non-exempt as well. Adina said she would clarify the language and also cite the WAC.
- Volunteers: “advisory boards and committees are not covered under this definition” – staff felt some Library committees do in fact meet the definition of “volunteer” and should be considered volunteers. It was agreed that such committee members should fill out a volunteer form. Adina will delete this sentence.
- Temporary employees: replace word “intern” with “employee.” Adina will also make this definition consistent with Laurie’s proposed changes to Chapter 5.

Section 2.06:

- Staff would also like it clarified what would happen if a harassment complaint was not substantiated. Adina had some concerns about developing language addressing such a situation which is why the law is usually silent on this issue. Instead, it was agreed that Laurie would explain if necessary to individual staff.

Section 2.07:

- Eliminate the sentence “emergency means a circumstance that if not immediately changed may cause damage to persons or property.”

2.08 Nepotism

- It was noted that the language currently does not state that this policy would not be retroactive. Adina recommended that when the handbook is adopted, the Board could clarify this in its resolution but if not stipulated then only would be prospective. None of the handbook requirements are retroactive.
- Adina noted this policy goes to eliminate the appearance of impropriety or misuse of power. After discussion, it was agreed that “substitutes” should be

added along with regular employees. Laurie noted an exception can always be made if it is considered in the best interest of the Library.

Chapter 3.01:

- Section A: Adina will revise.
- Section B: remove "brief."
- Sections D& F: Change to Director or "Director's designee."

Chapter 3.05 Section B Reference Requests:

- Staff very concerned about how to handle requests for references, especially personal references. Discussion with Adina about acceptable practices. Laurie and Carrie pointed out that part of the mission of the library is to mentor and nurture employees and there is a need and desire to write letters of recommendations for college and future employment. The way the policy is currently written, only basic information can be given out and then only if the employee signs the waiver. Perhaps a separate section could be carved out for student interns. Adina strongly recommended the Director continue to oversee the recommendations. Fred suggested that outside employer requests would only go through the Director and reference requests originating from the individual could be accommodated by other staff but would need Director's review. One option Adina recommended was including the ranking from the last few performance reviews but lack of consistency doesn't make this feasible at this point in time.

Section 3.08 Relocation Expenses: It was suggested by staff that getting the currently required quotes from three companies could be onerous. Board agreed to leave as is and evaluate on case by case basis.

Section 3.07 No Rehire Policy: Adina asked trustees to continue to consider if this is to be included.

It was agreed that at the next Board meeting, the Board will finish taking staff input on Chapters 4 and 5, work on Chapters 6 and 7 (including staff input) and then Adina will draft a new revision.

ADJOURNMENT

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to adjourn the meeting at 5:38 p.m. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President

August 13, 2013

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