

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

April 12, 2016

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Judy Bentzen

Call to Order: President Mark Madsen called the meeting to order at 3 p.m.

Public Access: none

Agenda Approval:

MSC Fred Henley moved and Barry Jacobson seconded to approve the agenda as submitted. Carried.

Approval of Board Minutes of March 8, 2016 regular meeting

MSC Glenna Hall moved and Fred Henley seconded to approve the minutes of the March 8, 2016 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Mark Madsen agreed to attend the May 4th meeting at 3:00 pm in the Library meeting room.

Judy Bentzen reported that FOL had started online book sales in February with about \$400 in sales to date. A community member has donated the space to help and three FOL members have been working on this fundraising project. For the past month, FOL has also been working on attracting more business members and will highlight one per month. The first one was the Madrona Institute that has been working to solicit youth for their conservation corps. A current display from the Madrona Institute was featured in the Treasure Cove and Laurie also featured the organization in her online column. At the time of the community newsletter, there were 5 current FOL business members and this had since increased to 15.

The FOL Annual meeting and election were being planned for April 20th. A guest speaker had been scheduled to follow the FOL meeting. The Mother's Day Gift Basket was also coming up. Elena had been coordinating the basket and had been very successful at getting donated items. The raffle will take place in early May with tickets to be sold at Ace, Market Place, and Treasure Cove.

Judy also reported that FOL had been working on having a once-a-month presence at the Farmer's Market. They were also working on expanding the Book Fair scheduled for August 13th. The Fair will feature an author's corner, silent auction, music outside,

books, room for 10 vendor tents (2 last year, hoping for more this year). FOL will not be taking a cut of the vendor sales but was asking each to pay \$40 for the space.

Two current FOL board members would not be continuing: Barbara Sharp and Raymond Hailey. Raymond has agreed to continue as a volunteer in the Treasure Cove. Judy also discussed with the Library Board how officers were selected. Mark Madsen explained that the Library Board goes by a strict rotation among all the Board members. Other methods and rationale applicable to FOL were also discussed.

Approval of Bills:

- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 03-16-2016 with warrant numbers 167992-168003** in the amount of \$5,040.92. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 03-22-2016** in the amount of \$8,817.94. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 03-06-2016** in the amount of \$22,152.17. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment for **Bills Due Period Ending 04-12-2016** in the amount of \$5,513.04. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **March 2016 Payroll** dated 03-22-2016 in the amount of \$52,895.92. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie noted the following:

- All annual contracts with building service providers had been updated and signed.
- "Cheers for Volunteers" annual volunteer appreciation event planned for Wednesday, April 13th. Fred Henley agreed to attend and officially thank the volunteers for their dedication and hard work on behalf of the Board.
- New meeting room chairs, funded by FOL, had arrived and the Board agreed to Laurie working to surplus the 38 old chairs.
- Laurie distributed a print copy of the recent Orcas Island Library online newsletter that focused on their new expansion groundbreaking event tentatively scheduled for June 30th.
- One of the front doors to the Library was broken. It had been secured and the door people were expected soon to repair it.
- Lynne Hobbs had let Laurie know that she had a scheduling conflict for the next Facility Work Session. The Board agreed to try and reschedule to July 19th.
- Laurie also informed the Board about an ongoing situation with an employee who had been out for medical reasons for about 6 weeks. Laurie was working with the employee to move onto Leave without Pay status. So far, the employee's duties had been covered by existing staff.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie also noted that she had started a monthly training session with hands-on and on-line training for substitute staff to help them keep up-to-date on Library skills. Leslie had also been celebrating National Poetry month by featuring patrons showing their favorite poems on social media.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Carrie read a thank you from a patron about the recent highly successful and well attended Harry Potter Party event.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie further noted that Library staff would likely be introducing the 3-D printer with demonstrations. The Board was very supportive of the replacement of the microphone being used by Library program presenters and speakers.

Financial Report (Carrie Lacher)

A final March 2016 Profit & Loss statement was provided to the Board members at the meeting. Carrie also shared updates from her recent training with the State Auditor's Office and noted the Library was still expecting its regular accountability audit later this year.

NEW BUSINESS**Smoking/Vaping Policy**

Laurie reviewed the proposed changes to the Library's policy manuals to include no vaping and no electronic cigarettes in addition to no smoking in the Library. The Board agreed with the proposed changes of the relevant sections of the San Juan Island Library's Policy Manual and the Personnel Policy Manual.

MSC Lynn Weber/Rooschvarg moved and Glenna Hall seconded to approve changes to Sections 5.1 and 5.2 of the SJI Library Policy Manual prohibiting smoking and/or vaping. Carried.

MSC Barry Jacobson moved and Fred Henley seconded to approve changes to Chapter 9 of the SJI Library Personnel Policy prohibiting smoking and/or vaping. Carried

In response to a question raised about other aspects of the Library's Rules of Conduct, Laurie explained that she and Leslie planned to review these rules in the near future.

Social Media Policy

Laurie explained that Leslie was now overseeing communications from the Library including social media. Leslie had therefore suggested a social media policy for addition to the regular policy manual as a new section. Laurie noted that she and Leslie had looked at other libraries' social media policies and American Library Association suggested policies. In addition, the proposed new policy had been reviewed by Enduris. Currently, the Library has been using Facebook, Twitter, and Instagram social media platforms. Leslie agreed to put the approved new policy online for reference by the

public. After discussion it was agreed to make the following modifications to the proposed language:

- First sentence of Section 7.1.2A: remove the phrase "before it is" prior to "posted."
- Second sentence of Section 7.1.2A: change "block a person" to "block a user."

MSC Fred Henley moved and Lynn Weber/Rooschvarg seconded to approve the addition of Policy Section 7.1 Social Media Policy to the SJI Library Policy Manual as discussed and amended. Carried.

ADJOURNMENT

MSC Barry Jacobson moved and Fred Henley seconded to adjourn at 4:05 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President