

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

Meeting Room, San Juan Island Library

January 8, 2013

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

**Members Absent:** none

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

**FOL Present:** Barbara Sharp

**Guests Present:** Diane Martindale

**Visitors:** Beth Helstien, Heidi Lewis.

**Public Access:** Heidi Lewis, staff member, stated that she was interested in learning additional information about the proposed changes to the personnel policies. Fred commented that he has been encouraging staff to give feedback on the proposed policy manual changes as these changes will most directly affect them.

**Call to Order:** President Barry Jacobson called the meeting to order at 4:00 p.m.

### **Agenda Approval**

Barry added the business item of a report from the Library Art Committee and suggested this topic come first in the agenda in order to accommodate the visiting committee member.

**MSC** Mark Madsen moved and Glenna Hall seconded to approve the agenda as amended. Carried.

### **Library Art Committee Report**

Diane Martindale referred to her written report. Diane displayed one piece of donated art for the Board to consider as an acquisition, a pastel portrait of poet Robert Frost. Diane suggested reviewing the permanent collection during 2013 for possible weeding. Her report included the past schedule of Library art shows and she distributed a postcard with the 2013 schedule of shows. Big turnouts were reported for the photography show and the whale theme show. During 2012, the Art Committee produced a full color brochure describing the permanent art pieces on display in the Library. Examples were distributed to the Board. Mark suggested the Art Committee could be introduced to the new director at the March meeting.

**MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to accept the Robert Frost portrait donated by Gaye Graham. Carried.

## Minutes

### Approval of Board Minutes of December 11, 2012 regular meeting

**MSC** Fred Henley moved and Mark Madsen seconded to approve the minutes of the December 11, 2012 regular meeting as submitted. Carried.

### Friends of the Library (FOL)

**Delegate to next meeting:** Barry Jacobson will attend the February 4, 2013 FOL meeting at 4 pm in the Library meeting room.

Barbara Sharp reported the first FOL meeting of 2013 was held last week. The primary focus of the meeting was fundraising issues. The annual book sale of 2012 did not do as well as in prior years. Due to storage issues, FOL had only six months to gather books but in addition, the community response was not as good as hoped. FOL has also decided not to have Chocolate Friendz-y for 2013 again due to low turnout in 2012. Barbara pointed out this was never a big money maker but was more of a public relations effort to the community. As an alternate, FOL is exploring partnering with the school to have a community dinner fundraiser. FOL is working to pursue non-book related fundraisers. Barbara reported they are pleased to receive Ted Middleton's donation of \$10,000 which enables FOL to balance its budget and have extra money to support Library capital improvement projects beyond FOL's initial "bare bones" budget. FOL has also received a \$100 donation specifically for support of Youth Services.

### Approval of Bills:

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 12-24-2012 in the amount of \$6,334.67. Carried.

**MSC** Fred Henley moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 12-18-2012 with warrant numbers 119606-119617** in the amount of \$3,695.57. Carried.

**MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due for Period Ending 01-02-2013 for fiscal year 2012** with warrant numbers 120198 -120214 in the amount of \$10,763.03. Carried.

**MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve payment of **Bills Due for Period Ending 01-08-2013 for fiscal year 2012** in the amount of \$11,429.14. Carried.

**MSC** Fred Henley moved and Mark Madsen seconded to affirm the **December 2012 Payroll** dated 12-24-2012 in the amount of \$38,030.55. Carried.

## Reports

### Director Report (Melina Lagios)

Melina's written report was noted. Other items of note:

- Melina has been working with Lori Stokes and Pam Gross regarding collecting book donations for the new hospital. So far, over 3000 books have been assembled. Melina will be meeting with Lori and Pam regarding weeding, organizing, and cataloging these books for the hospital. Barbara noted FOL was contacted for

assistance and is willing to help. Melina will get back to Barbara with more information.

- Melina reported that she has been in contact with both Adina Cunningham, Library Attorney, and Glenna Hall regarding the OCLC contract termination. Adina reviewed the termination clause of the contract that did state there is no financial obligation on the part of the Library. Other areas Adina focused on concerned data ownership and privacy. Melina drafted a letter of termination that Adina reviewed and this was sent by certified mail to OCLC. Melina has kept records of all related correspondence and emails.
- The Board has received the draft of the policy manual revisions submitted by James Wolf, Clarity Connections, but noted that these have not yet reviewed by Adina. Adina did ask for questions and input from the Board.
- Melina also noted that she has been getting an increasing number of inquiries and calls regarding the new director.
- Melina reported that there has been a slight delay in the posting of the adult programming coordinator position because she has been consulting with James and also meeting with Kathy for her input since she has done this task before. Melina now felt more confident about going forward with the posting.

#### **Youth Services Librarian Report (Kathy Babbitt)**

Kathy's written report was noted. Melina reported that Kathy has also taken on adult programming and really appreciates her dedication and hard work.

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

Floyd's written report was noted.

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

The draft profit and loss statement was noted. Carrie noted that due to year end and the 13<sup>th</sup> month, the profit and loss statement was preliminary but felt the final statement should likely not be much different.

### **OLD BUSINESS**

#### **New Director Hiring Update**

Barry reported that he has been in correspondence with Laurie who is very excited about her new position with the Library. The contract was finalized and was sent to her last Thursday. Laurie is expecting to be settled on island by February 11<sup>th</sup> and her start date is set for February 18<sup>th</sup>. The Board agreed a press release can happen now that the contract is finalized and the holidays have passed. Melina and Barry will work on one together for release next week. Barry reported that he has been receiving a lot of thanks from staff and community about moving so quickly on finding a replacement.

#### **Bylaw Revisions, Including Calendar Term of Office**

Mark reported that the revisions in the bylaws regarding selection of board members and terms of office will be included in the vote on the policy manual revisions at a later meeting. Mark also reminded the Board that another item still needing to be addressed is his reappointment to the Board by the County Council.

## Policy Manual Revisions

Mark reported that the policy manual, especially the personnel policies, is often out of compliance with current Washington State law. A good chunk of the proposed revisions were therefore standard compared to other Washington State companies. He further noted both James and Adina are being consulted in order to ensure the best possible outcome. Discussion then developed on the following topics:

- Glenna had several grammatical corrections that the Board suggested she communicate directly to James.
- Melina reported that one concern expressed by the Board at the last meeting regarded employees speaking negatively about the Library. Melina checked with Adina who stated this is a free speech issue and therefore could not be a policy. Mark suggested this is more of a management issue.
- Section 1.2.4: Glenna explained that the wording of this section goes to that the policy manual is not meant to be construed as a contractual relationship. Adina's input on the wording was requested.
- "At will": Heidi raised a question about the removal of the "at will" relationship. Glenna explained that the Board agreed that Washington State statutes regarding libraries does not allow for "at will" employment and further agreed to reframe the policy manual to take that into consideration. "At will" means termination can happen for any reason. The manual revision stipulates termination is "for good reason" and further stipulates a process for termination. Adina also gave an attorney opinion on this issue at a board meeting last year.
- Section 7.0.4: Glenna Hall explained that while she supported an anti-bullying in the workplace policy she found the proposed section to be rather broad and will look forward to Adina's input. Mark explained the focus of this proposed section was that there were patterns of behaviors that, if the supervisor believes are occurring in a malicious way, could be cause for discipline. This section is being added to the policy manual because it creates an expectation in employees that the Library is a work place free of these behaviors.
- Section 7.4.2 No rehire policy. Melina explained that this proposed policy would clarify that the Library is under no obligation to rehire under any circumstances. Mark explained the intention was to place rehiring a prior employee at the discretion of the Board and the Director and to prohibit any claim against the Library to rehire. It was agreed this section needs clarification.
- Section 7.6 Fred felt there was a conflict between "wearing apparel" and "cannot display political items...on library property." Mark pointed out that the wearing of political apparel is considered a first amendment right and the public should understand that apparel is a personal choice.
- Section 7.7: Mark noted that this proposed section reflected results of the discussion that took place at the last Board meeting such as including a "de minimus" use. Mark noted that policy as proposed is fairly strict. Fred asked if there was a need to differentiate between "desktop computer" and "reference desktop computer." Melina explained that reference and circulation computers still fall under "non-public" computers. Glenna raised a concern that the staff email policy should not apply to public use of the public computers and also a

concern that personal email on a personal email account would not be subject to public records but could still end up being “not private.” Heidi raised a question regarding the requirement of “all staff” emails needing pre-approval by the Director. Mark explained that the intention was to give the Director the ability to disallow abusive usages rather than prohibit this activity outright. Barry raised a concern about the detail on the etiquette discussion for email. The Board suggested email etiquette could be addressed in a separate document. It was also suggested to remove the first sentence of the third paragraph of this section in its entirety so this paragraph now begins “The Library will allow some minimal use...”

- Section 7.8 Drug Free Workplace. Mark reported the proposed wording in the draft should be considered a “place holder.” Earlier in the manual, it is expressed that the priority is that workers would not be intoxicated at work. Due to the passage of I-502, clarification of “intoxicated” is still needed.
- Meeting Room policy: This policy was included in the portion of the policy manual not included in the board packet. Lynn raised the point that the Board spent considerable time last year revising this policy but these changes were not reflected in the current draft. Melina noted the revised policy never got approved as the personnel policies were prioritized. Mark noted that Sections 1 and 7 are the only changes the Board should be focusing on at this time.

It was agreed any “small” changes suggested by Board or staff should be forwarded to Melina. Melina will be meeting with James to review the Board’s feedback. Adina will also be making changes and comments. A new draft will then be provided to the Board prior to the next regular Board meeting. This topic will be addressed again at that meeting.

### **Clarity Connections Contract**

Melina reported that James Wolf’s contract expired at the end of December and the last payment had been made. Mark’s expectation was that James would be kept on board through the arrival of the new Director. Melina suggested that she could arrange more meetings between James and Trustees to answer policy manual questions. Melina has also had James do training with staff and will ask for his input on the new programming coordinator position. Melina also felt that staff has been accessing James with certain questions and concerns.

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to renew the Clarity Connections contract with the same terms and conditions for a period of three months, January 1 through end of March 2013. Carried.

### **Library Page Payroll Line Item**

Melina referred to her draft proposal included in the Board packet. This proposal is the result of recommendations from James and considerations by Margie. Currently, the Library has a payroll category titled Teen Assistant. James has recommended that payroll categories not be labeled by age group and also suggested an increase in the hourly rate due to the increase in the state minimum wage. Melina also explained that the new circulation coordinator position was created at 30 hours per week (rather than

the anticipated 40 hours) leaving 10 hours a week that could be filled by a new Library Page position. Lynn wondered if putting two different types of job descriptions into one line item would create any difficulties. Melina explained that James felt there was a difference between job title and job description. As an example, Melina noted that currently there are several library associates but each has a different job description. Melina will research this issue further and bring additional information to the Board at the next meeting. The Board did agree that, in general, the idea of creating a Library Page position was a good one.

## **NEW BUSINESS**

### **ALA Midwinter Conference**

Melina noted the ALA midwinter conference is coming up. All trustee memberships have been renewed in case Board members were interested in attending. Barry expressed an interest in attending. Melina did budget for staff and trustee attendance and asked that Board members contact her if interested in attending.

### **Technology and Facilities Funds**

Melina reported there were currently no monies in these two reserve funds. Mark explained the original intent of the Board was to designate how much money would go into these funds after the levy. It was acknowledged that a certain amount of the revenue needs to go to the general reserve in order to cover future expenditures. The balance of incoming revenues should then go to technology and major capital improvements. Mark suggested revisiting the levy scenarios and then making a decision on what funds should be going into these reserve funds. It was agreed that once the final numbers/final cash amounts for 2012 have been determined, the balance will all be moved to general reserves for the time being and the budgets for the various accounts could be amended at that time.

## **ADJOURNMENT**

**MSC** Glenna Hall moved and Fred Henley seconded to adjourn the meeting at 6:00 p.m. Carried.

Respectfully submitted:

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Board Secretary

Approved:

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Board President