

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

April 14, 2015

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

Members Absent: Mark Madsen

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Margaret Barker

Guest Present: none

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 Barry Jacobson seconded to approve the agenda as presented. Carried.

Minutes

Approval of Board Minutes of March 10, 2015 regular meeting

MSC Glenna Hall moved and Fred Henley seconded to approve the minutes of the March 10, 2015 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson will attend the May 6th FOL meeting at 4 pm in the Library meeting room. Laurie will not be able to attend. Melina will attend in her absence.

Lynn reported that she had attended the April meeting and FOL mostly discussed the upcoming annual meeting event and they also discussed the coordination of the Mother's Day basket to raffle.

Margaret reported that they are busy preparing for the FOL annual membership meeting on April 22nd that will be featuring Nancy Pearl. Each one of the Friends board members has committed to personally inviting five people from the membership list to attend the program and bring refreshments. New board member Louise Lelevich will be helping with several upcoming projects and Margaret was hopeful about another potential board member. Online book sales continue to come along. Amazon Smile purchases will help benefit FOL and Margaret encouraged Board members to set up their Amazon accounts to direct the donation to FOL. Laurie noted that the election of FOL board officers will be done at a separate time.

Approval of Bills:

- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 03-16-2015 with warrant numbers 153002—153010** in the amount of \$9,374.94. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 03-25-2015 in the amount of \$7,475.65. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 03-31-2015 with warrant numbers 153623—153639** in the amount of \$6,330.52. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 04-07-2015 with warrant numbers 153904, 153905, 153907, 153910-915, and 153917** in the amount of \$5,385.14. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 04-08-2015 with warrant numbers 153903, 153906, 153908, 153909, 153916** in the amount of \$6,045.16. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 04-10-2015 for First Quarter Use Tax** pending Director review in the amount of \$545.10. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 04-14-2015** pending Director review in the amount of \$5,145.77. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to affirm the **March 2015 Payroll** dated 03-25-2015 in the amount of \$48,337.40. Carried.

Reports

Director Report (Laurie Orton)

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

- Laurie wanted to emphasize how much the staff enjoyed the recent online TED talk on Pursuit of Happiness through Libraries and suggested Board members may also enjoy watching this short video.
- Poetry Trail maps and information were distributed. The Library participated with the Land Bank and other local organizations in developing these trails for National Poetry Month.
- It was noted that several Board members, including Fred Henley and Lynn Weber/Roochvarg will be participating in committees for the SJI Community Foundation Task Force (e.g., emergency response and social services).
- Laurie reported that she had consulted with the Library Attorney regarding a patron complaint.

Youth Services Librarian Report (Melina Lagios)

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

- Beth and Melina are participating in the first annual career fair for people with special needs and parents of children with special needs at the school on Saturday, April 18th.
- Kathy and Melina were finalizing the details of the Summer Reading Program. Promotion of this FOL supported program will start in May.

Technology Specialist Report (Floyd Bourne)

Laurie distributed Floyd's written report. Laurie noted that there had seemed to be more glitches transitioning to Polaris from Millennium than was anticipated and some of these bugs may prove frustrating to patrons as the Library works through them. Once these hiccups are worked through, there will still be a lot of other work for staff such as customization of the website. Laurie noted that staff has been "really great" dealing with a frustrating situation. Fred Henley asked and the Board concurred that staff be informed of the Board's appreciation.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Beginning cash for 2015 was amended on the P&L for information purposes but this has not been approved in a resolution yet.

NEW BUSINESS

None

OLD BUSINESS

Resolution #1-2015 and Amendment No. 1 to Director's Employment Agreement

MSC Barry Jacobson moved and Glenna Hall seconded to approve Resolution 1-2015 and Exhibit 1-2015 (Amendment No. 1 to Employer Agreement) amending the Director's vacation accrual. Carried.

Building Assessment Report

Laurie noted that she and Carrie had worked with Peter Schmidt Construction to develop a basic projected building needs assessment report that was included in the Board Packet. It was agreed to review and discuss this report further at the Board retreat.

Polaris ILS Launch

Covered in discussion of Floyd's report.

Board Retreat Update

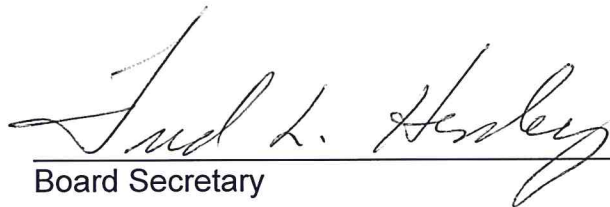
Laurie distributed the latest draft of the retreat agenda from Retreat Facilitator Lynne Hobbs. Laurie reported that she and Lynn Weber/Roochvarg had met to discuss the upcoming retreat. Laurie noted that Lynn W/R had done extensive research on pertinent topics and had prepared two documents titled *SJIL Board Retreat – Toward a New Library Facility* and *A New Library Building – Some Questions to Consider*. These were distributed to the Board along with a list of questions to consider. Also distributed was another document located by Lynn W/R titled *Library Construction Program, Workshop Handout: Number 1*. The most recent draft agenda from Lynne H. took information from

these documents into account. Laurie and Lynn W/R suggested and the Board agreed to spend more time on visioning the physical library and not so much on the financial aspect of such a project. A second later retreat could be more finance oriented. It was noted that since this Library is in fact "rural and isolated," the community relies on the Library and the Library responds in different ways than a mainland library. Laurie and Lynn W/R noted that they are compiling a selection of readings that will be provided to the Board in advance of the retreat that will help to provide an introduction to the visioning process. Barry and Laurie will work together to develop and present a "midterm" report from the Long Range Plan. It was noted that the Long Range Plan and its comments can be found on the Library's website. Laurie will also work to get input from staff. Glenna will try to obtain some current island demographic information for the next Board meeting. Laurie was working on securing a location for the retreat.


ADJOURNMENT

MSC Barry Jacobson moved and Fred Henley seconded to adjourn at 4:10 pm.
Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President