

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

April 8, 2014

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: None

Call to Order: President Fred Henley called the meeting to order at 3:00 p.m.

Agenda Approval

Laurie asked to table the agenda item of the San Juan County Fair and Library Closing until the May meeting.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the agenda as amended. Carried.

Minutes

Approval of Board Minutes of March 11, 2014 regular meeting

MSC Glenna Hall moved and Barry Jacobson seconded to approve the minutes of the March 11, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson agreed to attend the May 7, 2014 FOL meeting from 4 to 6 p.m.

Glenna Hall reported that at the most recent FOL meeting, they discussed the issue of liability insurance in order to use other areas of the Library. Glenna noted that FOL is a separate non-profit from the Library and it would be helpful for FOL to have insurance coverage. Laurie also reported that FOL had decided not to get a gaming license for their raffles because they did not believe they had enough board members to meet the State's requirements. After some quick research, Mark Madsen noted that the State requires at least 15 *voting* members rather than *board* members in order to qualify. The Board asked Laurie to share this information with the FOL board. Laurie reported that FOL considered their April meeting to be their annual meeting and officers were elected: Margaret Barker as President, Barb Sharp as Secretary, Birgit Kriete as Vice President, and Diana Pieples as Treasurer.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 03-19-14 with warrant numbers** 138544 – 138561 in the amount of \$11,092.28. Carried.

- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 03-24-2014 in the amount of \$7,116.31. Carried.
- MSC** Mark Madsen moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 03-28-2014 with warrant numbers** 138948, 138950, 138952-138956, and 138958-138967 in the amount of \$7,767.85. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 04-01-2014 with warrant numbers** 138949, 138951, and 138957 in the amount of \$4,472.60. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 04-04-2014** in the amount of \$10,899.11. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to affirm the **March 2014 Payroll** dated 03-24-2014 in the amount of \$45,065.77. Carried.

Reports

Director Report (Laurie Orton)

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

- Laurie brought up the question of tape recording board meetings in Carrie's absence. Discussion developed about minutes taking in Carrie's absence and it was agreed that rather than an audio recording, another staff person could act as a substitute recorder. In a pinch, a board member could also take notes.
- Carrie explained that the sump pumps in the basement area had been serviced and the basement remained dry.
- Laurie noted that WLA asked for nominations for service work awards by Library staff and there was good staff support for nominating Beth who subsequently did win an award for her work revitalizing the ELL program.
- Laurie extended an invitation to the annual Library Volunteer Appreciation Event to be held Wednesday, April 9th at 6:30 pm in the Library.
- The Board expressed its opinion that the ILS RFP was well done. Laurie noted this was developed by Floyd with input from staff.

Youth Services Librarian Report (Melina)

Melina gave a verbal report regarding Youth Services activities:

- Summer Reading Program supplies had been ordered and were starting to arrive.
- The Library planned to participate in the annual Children's Festival to be held on Saturday, May 3.
- A \$100 donation was received in honor of Kathy Babbitt's After-School Read Aloud program.
- On Thursday April 10th, the Library would be hosting a poetry workshop for the Island Rec Spring Break program attendees.
- The kids' Book Club was reading *Hoot* by Carl Hiassen.

- *It's a Funny Thing* was being read by the Teen Book Club

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie also noted that there was a cost of about \$50 per sub per year to have individual email accounts. Laurie was planning on more training on Google email in the near future.

Financial Report (Carrie Lacher)

The profit and loss statement was noted.

NEW BUSINESS

Resolution – Budget Amendments

Carrie reviewed the proposed budget amendments.

MSC Mark Madsen moved and Glenna Hall seconded to approve Resolution 1-2014 amending the 2014 Budget Adopted by Resolution 8-2013. Carried.

Town of Friday Harbor Small Works Roster Interlocal Agreement

Laurie reminded the Board that San Juan County was abandoning its own small works roster in favor of subscribing to the MRSC roster. The County further suggested that Junior Taxing Districts also subscribe to the MRSC small works roster. However, due to the current limited scope of local vendors on this roster, Laurie researched utilizing the Town of Friday Harbor's small works roster. As a result of that positive research, Laurie presented a draft small works roster interlocal agreement to the Board. Board consensus was to move forward with this interlocal agreement using the \$300,000 limit amount.

San Juan County Fair and Library Closing

TABLED

OLD BUSINESS

Friends of the Library Premises Use Agreement

Laurie distributed an updated draft of the agreement that was ready for signatures once FOL had presented confirmation of necessary insurance coverage. The Board noted some consistency was needed regarding the limitation of allowing food and alcohol consumption on Library premises. It was also agreed to not require notarized signatures for these use agreements.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to authorize the Director to enter into this use agreement as amended to include FOL liability insurance coverage. Carried.

Resolution – Ratify Library's Use of Established Credit Cards

This topic had been discussed at the last meeting.

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve Resolution 2-2014 ratifying use of current credit cards pursuant to the new credit card policy. Carried.

Personnel Policy Manual Draft Review

Laurie led the Board in a review of the most recent draft of the new San Juan Island Library District Personnel Policy Manual. Proposed changes included revisions to the following sections:

- 2.05: Remove sentence “This behavior may be grounds...” at the very bottom of this section.
- 3.03B: change “student intern” to “library assistant”
- 3.04: A personnel file for each employee is kept in *Director’s files ...*
- 3.05: board agreed to keep wording as is
- 4.01: Board decided to retain this sentence as presented since it provides specificity. Also adjust “normal schedule” information to address all categories of employees.
- 4.02: Laurie suggested some changes in reporting absences by staff so policy wording becomes consistent with process currently being used to address the issue of flexible schedules.
- 4.03: remove “Because of the nature of the Library’s work” at the beginning of this section. Also remove “voluntary and” from sentence starting “A flexible work schedule...” at beginning of second paragraph.
- 5.01: add “them” after “appreciates” in last sentence of this section.
- 5.05: In the last paragraph, change to read that advisory boards and committees supporting the District will be covered by this policy but nonprofit organizations will not be covered. Board also suggested including a separate sentence stipulating that Trustees are not covered by this section.
- 6.01A: a salary steps chart will be included in an appendix
- 6.01B: Change sentence beginning “A new hire starting at a rate greater” to include “the step range will not be adjusted or extended beyond Step 5.”
- 6.02: Add “substitute staff” to first sentence.
- 6.03: Laurie shared input from staff regarding longevity pay. Following Board discussion regarding various aspects of awarding and managing longevity pay, it was agreed to discuss the longevity pay issue further at a later date. It was further agreed that the Director may come back to the Board with proposed revisions to the longevity pay section.
- 6.05: needs to be adjusted to reflect correct timing of payroll distribution
- 6.07: change last sentence to “The Library Director’s travel expenses must be approved by the Board *president or other officer.*”
- 6.08: Include the bolded Meals section in the Overnight Trips section. Also correct so that meals for overnight trips are reimbursed at the per diem rate set annually by San Juan County. Also require the inclusion of a signed preapproval travel form for reimbursement. Also, change last sentence to “The Library Director’s requests for reimbursement will be approved by the Board *president or other officer.*”
- 6.09 #6: Change to “Cost of meals and/or refreshments *for* volunteer...”
- 7.01: In the last paragraph, add clarification regarding Section 125 plan being the Library’s Flex plan.
- 7.02: change “alert department head” to “alert library director.”

- 7.03: include "substitute staff" in types of employees in opening sentence.
 - Regular Full-Time Employees: Remove "receive" from 2nd bullet.
 - Regular part time insured employees: change description to read "work at least 20 hours but *fewer than 40 hours* per week."
 - Add "are subject to the performance review process and may receive merit increases" found in Regular Part-Time Non-Insured Employees section to all sections.
 - Regular part time non-insured: change description to "work less than 20 hours per week and receive *fewer* benefits."
 - Make sure language consistent in all sections.
- 7.04: Moved third sentence starting with "All job-related accidents..." to in front of sentence beginning "For qualifying cases..." so becomes second sentence in the first paragraph of this section.
- 7.07: Include reference back to Section 6.09

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve Chapters 1 through 7 of the San Juan Island Library District Personnel Policy Manual with the changes discussed and noted at the regular April Board meeting; provided, however, that the Board intended to revisit Section 6.03 at the earliest possible opportunity. Carried.

MSC Mark Madsen moved and Barry Jacobson seconded that the Board direct staff to separate the new San Juan Island Library District Personnel Policy Manual from the District's original policy manual and adjust each accordingly so that the two documents were consistent. Carried.

The Board agreed to address Section 8 and Section 6.03 of the new personnel policy manual as soon as Laurie and the Library Attorney could provide adequate research to address issues and questions regarding this topic.

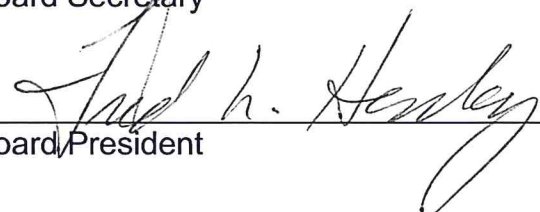
ADJOURNMENT

MSC Barry Jacobson moved and Mark Madsen seconded to adjourn at 5:07 p.m. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President