

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

August 11, 2015

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

Members Absent: Mark Madsen

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Margaret Barker

Guest Present: none

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:05 p.m.

Public Access: None

Agenda Approval

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

Minutes

Approval of Board Minutes of July 13, 2015 regular meeting

MSC Glenna Hall moved and Fred Henley seconded to approve the minutes of the July 13, 2015 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson will attend the September 2nd meeting at 4:00 pm in the Library meeting room.

Laurie reported that at the last FOL meeting there was a lot of discussion regarding organization for the upcoming book fair. FOL had decided on a design for a canvas book bag to sell at the book sale. They planned to sell the bags empty at one price and also full of books for another price. The bags will say San Juan Island Library on them and also have a picture of the island. Laurie encouraged Board members to drop in to the book sale scheduled for August 21 (FOL members only) and August 22 (all public). There were expected to be some vendors (such as food and beverages) set up in the parking lot.

Approval of Bills:

MSC Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 07-24-2015 in the amount of \$7,286.81. Carried.

- MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **2nd Quarter Use Tax with warrant number EFT7152015** in the amount of \$501.41. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 07-24-2015 with warrant numbers 157811—157824** in the amount of \$7,346.76. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 07-28-2015 with warrant numbers 158657—158673** in the amount of \$7,579.77. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 08-04-2015 with warrant numbers 158777-158785** in the amount of \$7,982.71. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 08-10-2015** in the amount of \$2,558.87. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 08-11-2015** in the amount of \$14,602.01. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **July 2015 Payroll** dated 07-24-2015 in the amount of \$49,090.35. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also distributed a flyer of activities the Library would be offering at the San Juan County Fair this year. Laurie encouraged any Board member who wanted to assist at the Fair booth to contact Beth Helstien who has been coordinating the Library's participation.

Laurie also referred to the trespass form sent out in the Board packet. Laurie noted that she did have to "trespass" a patron last month and felt there was a need for an appropriate form. Laurie developed such a form in consultation with Library Attorney, Paul Elsner. Mr. Elsner also recommended adding and refining guidelines for an appeal process and further recommended the policy manual be amended to include that the Board authorizes the Director to trespass patrons and to include the appeal procedure. Laurie was still working on the final version of the trespass form and the proposed changes to the policy manual. The Board agreed that Laurie was on the right path with this form and policy.

Laurie also noted that there had been a change to the adult programs calendar in that the program with Mike Vouri, *Limeys on San Juan*, had been rescheduled for October. The Board also touched briefly on staff's proposal of acquiring a generator for the Library with possible support from the San Juan Island Community Foundation.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted and a collage of Summer Reading Program photos was distributed.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was distributed and noted. It was also noted that Floyd was continuing to pursue a possible change of internet service provider. Discussion developed regarding authority control, "the organizing backbone to the library catalog," and the relative cost-effectiveness of authority control management. Floyd's report noted that he would be scheduling a one-time cleanup for a cost of about \$8500 and was also exploring the option of having an ongoing authority control subscription for weekly automatic updates and cleanup for an estimated cost of about \$3000 per year. The Board asked Laurie to research if updates could be done less frequently at a cost savings.

MSC Fred Henley moved and Glenna Hall seconded to authorize the Director to accept the price quotation from Innovative Interfaces, Inc. for the authority control project and annual subscription up to an amount not to exceed \$11,500, pending gathering additional information. MSC

Financial Report (Carrie Lacher)

The final version of the profit and loss statement for July was noted. Additionally, it was noted that the PERS contribution rate from both employer and employee had increased effective July 1st. The contribution rate is set annually by the State legislature to ensure the solvency of the retirement plan.

OLD BUSINESS

Island and Regional Library Visits

Laurie reviewed with the Board the proposed itinerary for the next library visits. On August 17th, the Board planned to visit the Lopez Island Library. On August 19th, the Board was planning to visit the La Conner Regional and Burlington Public Libraries. Laurie distributed a list of questions to submit to the libraries that will be visited. Additional proposed questions included asking the libraries for their "wish lists" regarding facilities and space, information and processes about recent capital improvements fundraising, and community response and involvement. Laurie would email out a revised list of questions and then email this to the libraries that were to be visited.

The Board reviewed and discussed a recent visit to the Orcas Island Library. On July 13th, Laurie and three Board members visited the Orcas library for gathering information about its facility and planned facility expansion and fundraising. No official business of the Board was transacted during the July 13th visit. Issues of note related to the proposed Orcas Library expansion included:

- budgeting, funding, and timeline:
 - projected total of \$3.2 million; approximately 90% has been funded between state grant and private donors; going out to the public for last 10%
 - adding 5000 square feet to current 6500 square feet
 - expansion expected to meet library needs for next 10 years
 - operating expenses projected to rise 10% as a result of the expansion
 - soliciting donations for option to "name-a-room"
 - Orcas Library Board took lead on fundraising

- role of staff in visioning of space
- plans still in first draft form:
 - integration of current space into future space
 - input from volunteer architects and space planners
 - considering use of closed circuit video
 - use of project manager
 - projected to start Spring 2016
 - renderings and drawings had already been developed to use for fundraising with the community
- site-specific issues of property needed to be addressed

Board discussed some of the history of the Orcas Island Library regarding facility expansion and the relevancy of its unique situation as related to San Juan Island Library's situation including fundraising issues. Several topics were reserved for the September work session to discuss in more detail.

September Facilities Work Session

Laurie distributed a draft agenda from Lynne Hobbs. Laurie and Lynn Weber/Roochvarg met with Lynne to review the action items from the previous work session and the proposed agenda for September.

Action Items from May 26th Work Session:

- 1) Develop principles for Board to use and post during process – Laurie gave the list to designer Alice Shull to develop into a poster format
- 2) List of potential design consultants – Lynne Hobbs provided a list to the Board
- 3) A paragraph regarding the facilities exploration included in annual report – done
- 4) Demographic information – Laurie will have information for September meeting
- 5) Field trips to other libraries – completed by end of August
- 6) Create new page on Library website about facilities planning sessions – Laurie was to follow up with Mark Madsen and Floyd Bourne
- 7) Present current facility operating expense – Laurie was working on this for the September meeting
- 8) Find survey design resources/consultant – Lynn Weber/Roochvarg planned to report on this at September meeting
- 9) Scheduled second facility work session – has been scheduled for September 15th and draft agenda was developed and presented to the Board
- 10) Revisit current Missions/Values – All Board members should revisit mission/values included in the Library's Long Range Plan in order to discuss at September meeting
- 11) Consider members for a planning committee – Laurie planned to gather suggestions from staff and revisit the Long Range Plan participants list; this topic was to be discussed further at the September work session

Work Session Draft Agenda:

The Board reviewed the Draft Agenda developed by Laurie, Lynn Weber/Roochvarg and Lynne Hobbs. Changes were suggested in timing, order of items, and details of each issue to be discussed. Laurie planned to revise the draft accordingly.

NEW BUSINESS

Legal Services Agreement Renewal

Laurie reviewed the revised the contract received from Beery Elsner & Hammond, LLP. There was no increase in service costs for the second year in the new proposed contract. Laurie also discussed with the Board the interactions she has had on various Library issues over the past year. It was suggested that Laurie and Glenna Hall meet to discuss this further.

MSC Glenna Hall moved and Fred Henley seconded to authorize Board President Lynn Weber/Roochvarg to sign the Legal Services Engagement Agreement with Beery Elsner & Hammond, LLP as submitted. Carried.

Budget Amendments

Carrie reviewed the proposed budget amendments to the General Operating Fund, the General Reserve Fund and the Dedicated Fund. The changes in the General Operating Fund were made primarily to account for unspent monies that were carried over from 2014. The amendment to the Dedicated Fund accounted for a donation that was budgeted for FY2015 but was actually received in FY2014. The change in the General Reserve Fund corrected a transposition error. The amendments to the Operating Fund were highlighted on the 2015 Profit and Loss Statement that had been emailed to the Board.

MSC Fred Henley moved and Barry Jacobson seconded to approve Resolution 2-2015 amending the 2015 budgets as indicated in Attachment A to the resolution. Carried.

Annual Report

Laurie reported that she had been working with Alice Shull to design an annual report to the community. Laurie shared the final draft with the Board who gave their approval.

Financial Officer during Director's Absence

The Board agreed to appoint Melina Lagios the Finance Officer during the Director's absence in September. Laurie agreed to check on Melina's availability and then prepare a resolution to be brought to the Board's regular monthly meeting in September.

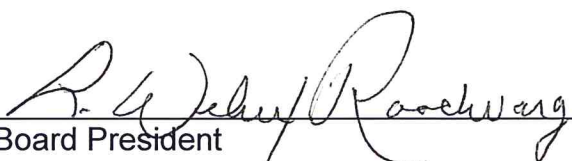
ADJOURNMENT

MSC Barry Jacobson moved and Fred Henley seconded to adjourn at 5:00 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President