

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

August 12, 2014

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: Barbara Sharp

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

Agenda Approval

Under new business, Fred Henley added the subject of discussion of vacation time accrual for director.

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

Minutes

Approval of Board Minutes of July 8, 2014 regular meeting

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve the minutes of the July 8, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Fred Henley agreed to attend the September 3, 2014 FOL meeting at 4 to 6 pm in the Library's meeting room.

Barbara Sharp reported the annual book sale was recently held at the Library for the first time. Seemed to go very well, particularly the second day. Barbara noted that the Friday Walkers group traditionally have helped set up for the annual book sale up on Fridays and this process could be streamlined to make it more efficient and quieter in the Library. Laurie reported she has been brainstorming some suggested solutions with staff. Barbara reported that approximately \$1872 was made from the book sale including memberships. \$300 was made selling specialty books. A few more specialty books are being sold on eBay.

Approval of Bills:

MSC Barry Jacobson moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 07-14-14 with warrant numbers 143471 – 143481** in the amount of \$7,058.35. Carried.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the payment of **2nd Quarter 2014 Use Tax** in the amount of \$738.76. Carried.

- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 07-13-2014 in the amount of \$7,296.10. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 08-05-2014 with warrant numbers** 144188 – 144221 in the amount of \$15,150.39. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 08-12-2014 with warrant numbers** 144378 – 144397, 144421 in the amount of \$25,521.02 pending director review and approval. Carried.
- MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to affirm the **July 2014 Payroll** dated 07-28-2014 in the amount of \$46,658.31. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Board also noted they enjoyed the book-folding activity and related sanjuanislander.com column. Laurie reported that she was planning a book-folding program and display in the Library sometime this fall. Carrie gave a brief update that the new chairs for the main salon area had been ordered and were expected to ship mid-September.

Youth Services Librarian Report (Melina)

Melina's written report was noted. In addition, Melina noted the Summer Reading Program had ended August 1st. August 12th was the last day for honoring prizes. Melina planned to have more statistics to report at the next board meeting. Melina also reported she was working with the Family Resource Center to host a Thrive-by-Five-Washington learning lab. This program has been touring the state this summer bringing a learning lab to various communities. They plan a learning lab on the island on September 11th that will be held at the Family Resource Center due to space and visibility requirements. Melina has also been working on the fall program. After School Read Aloud registration starts on September 5th.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie reported that the ILS process has been going well and appointments were being set up to visit other libraries for hands-on trials for the end of August and early September. Laurie noted that Floyd had summarized the situation well in his report. The Board appreciated the thoroughness of researching by staff for the ILS upgrade.

Financial Report (Carrie Lacher)

The profit and loss statement was noted.

NEW BUSINESS

Flag Committee Report

Carrie reported a committee had been formed of two board members, two staff people, and Laurie to consider options regarding how to address the broken flag pole. The

consensus of the committee was to recommend to the Board to consider removing the flag pole and displaying the flag immediately inside the main entry of the Library. After discussion, it was agreed to go forward with removing the pole and displaying the flag vertically in the atrium.

Director's Vacation Time

Fred noted the policy manual stipulates the Director's vacation hours are to be negotiated in the contract. Fred suggested the Board authorize Laurie to have 18 days per year of vacation until such time as the Board and the Director choose to renegotiate or until time in service allowed for an increase. After discussion, the Board agreed to increase vacation accrual based on national norms of Director compensation and compensation of past San Juan Island Library directors. This change was to be retroactive to Laurie's anniversary date of hire for this year.

MSC Barry Jacobson moved and Glenna Hall seconded to modify Director's annual vacation accrual effective February 2014 from current 12 days per year to 20 days per year to be reviewed annually at the February 2015 performance review. Carried.

OLD BUSINESS

Training Plan for Library Trustees on Open Government Trainings Act

Laurie announced that there is a link on the Washington State Library's board of trustees support page to a short training on this subject. Laurie directed board members to watch the webinar. At the September board meeting, Trustees are to report this viewing has been completed so this information can be recorded in the minutes. Laurie noted that the policy manual did not yet identify a public records officer.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to designate the current Library Director as Interim Public Records officer. Carried.

Personnel Policy Final Review

Laurie reviewed her suggested revisions:

- 1.05 Add stepparents. Make in-law reference more inclusive
- 2.04: discrimination *or harassment* procedure
- 3.01g: correct to actual titles of forms
- 3.01i: check with Adina regarding suggested changes
- 3.05: Laurie noted that concerns had been raised by staff that, as written, this policy could be read as overly restrictive. A suggestion was made to change the title to "no-expectation of rehire policy." After lengthy discussion, a majority of the Board agreed to leave this policy as written.
- 4.01 Change "full-time" to "regular" employees
- 5.02 Regular Insured: added "Pro-rated" in front of each of the different kinds of leave listed
- 5.02 Regular non-insured: added "other kinds of leave"
- 5.03 Substitute employees: last bullet, changed "merit increase beyond Step 2"
- 5.05: volunteers: end of 2nd paragraph should refer to Chapter 11
- 6.03: Longevity pay: Added "full-time regular employees." "This computation also applies to regular part-time employees." After "upon completion of years," add "or hours"

8.01: "...excluding the December 25 and 26 holidays" when holiday falls on a weekend. Board agreed to Laurie's interpretation of application of holiday hours when closure of library falls on other days.

8.02: Changes in vacation accrual will be considered at a later time.

8.10: not required to turn in jury duty pay

9.08: Laurie suggested breaking out prescription and over-the-counter medications

9.09: Safety and Security; add that safety committee will also develop and regularly review accident prevention program

Chapter 11: Laurie distributed changes that addressed reorganization of subjects into three main sections: Non-disciplinary termination, discipline and termination, and termination.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the Personnel Policy Manual Chapters 1 -11 incorporating the changes as presented and discussed. MSC

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to direct the Director to remove former personnel policy chapters 7 and 8 from the SJI Library policy manual to create a SJI Library Personnel Policy Manual. MSC

Registration Policy 4.1

Tabled to September meeting.

ADJOURNMENT

MSC Glenna Hall moved and Barry Jacobson seconded to adjourn at 5:10 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President