

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

December 8, 2015

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

Members Absent: Glenna Hall

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Diana Pieples

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 written. Carried.

Approval of Board Minutes of November 10, 2015 regular meeting

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the November 10, 2015 regular meeting as submitted. Carried.

Approval of Board Minutes of November 17, 2015 special meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the November 17, 2015 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson will attend the January 6th meeting at 4:00 pm in the Library meeting room.

Laurie gave an update regarding a potential donation to the Library through FOL. The Board discussed interactions and relations with FOL and the 2016 budget adopted by FOL. Laurie noted that Margaret Barker will be calling for a membership committee to develop strategies to attract more members to FOL. Diana Pieples also reported that FOL had its first shipment to Discovery Books of books leftover from the summer book sale and Friday Harbor Freight contributed the shipping. The Annual holiday book sale was scheduled for Saturday, December 12th at the Library with set up on Friday. Laurie noted that Beth Helstien had organized a fundraiser for the Treasure Cove. By special invitation to some who participated in the earring making workshop at the County Fair, volunteers made book earrings – one for self and one to donate to the Treasure Cove. This proved so successful a second night was held. They are proving to be very popular in the Treasure Cove. Diana also reported that FOL's main membership drive went out

in the Library newsletter. Membership renewal reminders were planned for February as well as soliciting new business members.

Approval of Bills:

- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 11-17-2015 with warrant numbers 162887 & 162888-162899** in the amount of \$5,516.61. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 11-19-2015** in the amount of \$7,294.79. Carried.
- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment for **Corrected Warrant 162887 dated 11-19-2015 with new warrant #163375** in the amount of \$2,279.05. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 12-01-2015 with warrant numbers 163376-163388** in the amount of \$8,869.80. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 12-07-2015 with warrant numbers 163548-163564** in the amount of \$12,745.51. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to affirm the **November 2015 Payroll** dated 11-19-2015 in the amount of \$49,299.34. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Barry Jacobson noted and the Board concurred that Laurie's Thanksgiving column was particularly well done. Laurie also gave an update on the issue of vaping (electronic cigarettes) in the Library. The Board agreed to have staff develop a policy and signage regarding vaping similar to the no-smoking policy. Laurie agreed to bring this to the January meeting for approval. Melina shared a recent incident in the Library of a patron vaping. Laurie also reminded the Board that they were invited to the annual volunteer party scheduled for Thursday, December 10th. Laurie also noted that she had a revised organizational chart that was to be shared with staff at their next meeting.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Melina also wanted to share with the Board that she had joined the Community Network where a lot of discussion had been taking place recently regarding a joint-use public building. Lynn Weber/Roochvarg offered to contact Joyce Sobel regarding this topic for more information. Laurie noted that Beth Helstien has also been involved with the San Juan health consortium and they were planning on developing a virtual database of health resources.

Melina also gave more information regarding Mindstorm Legos Robotics kits that are becoming available to libraries for lending to patrons. This would require some planning and training. Melina also reported that the Library had been awarded the MakerLab Team grant for two 3D printers. Part of the grant required some programming that

Melina had been discussing with Floyd. Laurie noted that a Library committee would be developed regarding all the issues relating to use of 3D printers by the public.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

An updated November 2015 profit and loss statement was distributed.

NEW BUSINESS

Policy 6.04 Compensation – Paydays Correction

Laurie recommended updating Policy 6.04 of the personnel policy manual to correct wording of paydays that fall on Sundays.

MSC Fred Henley moved and Mark Madsen seconded to approve the correction to Policy 6.04 of the San Juan Island Library Personnel Policy Manual regarding paydays that fall on Sundays. Carried.

State Auditor's Office Training/FIT

Carrie reported that she had recently attended a training from the State Auditor's Office regarding BARS (Budgeting, Accounting, and Reporting System). The training also covered information about updates to the SAO website and the Financial Intelligence Training tool available to local governments. Carrie suggested this tool might be of use to the Board for the Library's financial planning including projections. Laurie and Carrie planned to review these resources offered by SAO after the first of the year and provide additional information to the Board. It was noted that the SAO website information is open to the public and FIT resources will be open to the public in about a year. The SAO website can be visited at www.sao.wa.gov with FIT links found under Local Government resources.

Facilities Needs Workshop Draft #3 Draft Agenda

The Board discussed the proposed agenda:

- population trends item was removed
- Lynn Weber/Roochvarg was working on the FAQs that were to be forwarded by email to Board members for review prior to the workshop

Director's Vacation

Laurie noted that she had requested approximately 16 days of vacation beginning December 21st. Library policy requires that Director vacation in excess of 13 days be reviewed and approved by the Board.

MSC Barry Jacobson moved and Fred Henley seconded to approve the Director's vacation request in excess of 13 days beginning December 21st and ending January 5th. Carried.

OLD BUSINESS

Basement Update

Carrie reported that Peter Schmidt Construction had made some modifications to the basement drains repair done earlier this year but this likely would not solve the water

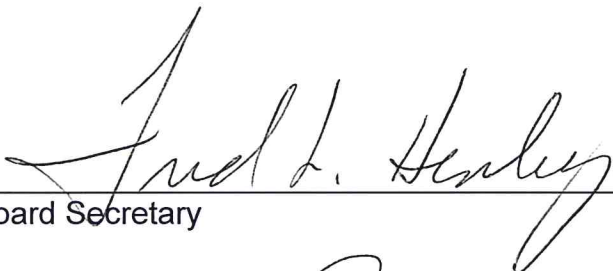
incursion emergency and that he therefore recommended consulting a water systems engineer. Using information from the MRSC small works roster, a local civil engineering firm was contacted to review the flooding issue in the basement. A proposed scope of work to collect information, visit the site, and prepare a memo report for the Board regarding the drainage and stormwater situation had been received and signed by Laurie (as it was under the threshold for Board approval). Boundary Water was expected to be at the Library on Thursday, December 10th for a site visit. Carrie also recommended surplusung unused and/or water damaged items in the basement. Laurie noted that she had developed a surplus form and would implement this in addressing these items.

Other facilities updates were also given including repair of the pothole in the front parking lot. Laurie reported that reorganization of the staff area was still in the planning stages. It was also noted that due to the increasing demands and complexities of facilities issues, Laurie had agreed to assist Carrie, especially when utilizing MRSC resources and other procurement issues.


ADJOURNMENT

MSC Fred Henley moved and Mark Madsen seconded to adjourn at 4:00 pm.
Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President