

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Meeting Room, San Juan Island Library

December 13, 2016

**Members Present:** Barry Jacobson, Katie Loring, Mark Madsen, Lynn Weber/Roochvarg

**Members Absent:** Fred Henley

**Staff Present:** Laurie Orton, Leslie Baker, Carrie Lacher

**FOL Present:** Louise Lelevich

**Call to Order:** President Mark Madsen called the meeting to order at 3:02 p.m.

**Public Access:** none

### **Agenda Approval:**

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

### **Approval of Board Minutes of November 8, 2016 regular meeting**

Correction to time of executive session ending and adjournment of public session.

**MSC** Lynn Weber/Roochvarg moved and Katie Loring seconded to approve the minutes of the November 8, 2016 regular meeting as corrected. Carried.

### **Friends of the Library (FOL)**

Delegate to next FOL meeting: Barry Jacobson agreed to attend the January 4<sup>th</sup> meeting at 4:00 pm in the Library meeting room.

FOL Board member Louise Lelevich reported on the following items:

- FOL had a great Holiday Book Sale. Proceeds were in excess of \$1000 not including the silent auction gift baskets. Louise noted there was now a great team in place for FOL book sales. Laurie also reported that Louise was in charge of this year's Holiday Book Sale and introduced a lot of innovative ideas, including decorating the Meeting Room.
- FOL's 2017 Budget has been finalized.

### **Approval of Bills:**

**MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 11-21-2016** in the amount of \$8,181.55. Carried.

**MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 11-15-2016 with warrant numbers 177742-177755** in the amount of \$26,502.59. Carried.

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 12-05-2016 with warrant numbers 178412-178441** in the amount of \$19,340.59. Carried.
- MSC** Barry Jacobson moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 12-13-2016** in the amount of \$7,738.85. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to affirm the **November 2016 Payroll** dated 11-21-2016 in the amount of \$54,532.96. Carried.

#### **Director Report (Laurie Orton)**

Laurie's written report was noted. In addition, Laurie reported on the following items:

- The latest update from Esary Roofing regarding the roof replacement work was that they were anticipating having crew on-site next Tuesday to start on the flat roof with the composition roof replacement still scheduled for some time in January.
- A Request for Proposals for new landscapers has been developed and Laurie hoped that this would go out soon.
- Chamber of Commerce Annual Meeting/Holiday Social/Awards was held Monday, December 12<sup>th</sup>. The Library tied for the information/island services award.
- Laurie asked for approval to be off December 19<sup>th</sup> through January 5<sup>th</sup>. Library policy stipulates Director vacation in excess of 14 days must be approved by the Board.

- MSC** Barry Jacobson moved and Katie Loring seconded to approve the Director's request for three weeks of vacation beginning, December 19, 2016 through January 5, 2017. Carried.

#### **Assistant Director/Adult Services Manager Report (Leslie Baker)**

Leslie's written report was noted. In addition, Leslie reported on the following:

- Attendance at adult programs continued to be very good though fewer programs were actually being offered. Attendance at all Library programs continues to increase each month over last year.
- The Library's updated website was pretty much ready to launch but needed Laurie's review and the Library logo update. Leslie agreed to provide the Board a link to the draft website.
- A large-screen TV had been acquired for mounting behind the circulation desk. This will be used for announcing up-coming events and happenings at the Library. Leslie explained this device would not be networked but would display information looping from a USB drive.
- Replacement 3D printer had just arrived.
- Laurie and Leslie had been discussing the hiring of additional subs in 2017 to help address scheduling issues.

**Youth Services Manager Report (Melina Lagios)**

Melina's written report was noted.

**Circulation Report (Sue Vulgares)**

Sue's written report was noted. It was clarified that Sue manages circulation volunteers and Beth oversees the Library's volunteer program that also includes other volunteer roles.

**IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted. It was explained that the circulation statistics include eBook checkout information.

**Financial Report (Carrie Lacher)**

The final November 2016 Profit & Loss statement was noted.

**ADJOURNMENT**

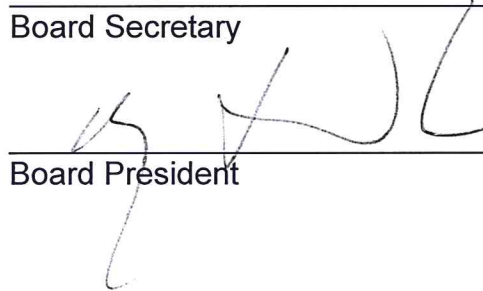
**MSC** Barry moved and Katie Loring seconded to adjourn at 3:33 pm. Carried.

Respectfully submitted:



\_\_\_\_\_  
Board Secretary

Approved:



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Board President