

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

January 10, 2017

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

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Margaret Barker

Call to Order: President Barry Jacobson called the meeting to order at 3:04 p.m.

Public Access: none

Agenda Approval:

Laurie added to New Business the topic of the annual patron record purge. Barry added an agenda item of Commendation after approval of bills.

MSC Fred Henley moved and Katie Loring seconded to approve the agenda as amended. Carried.

Approval of Board Minutes of December 13, 2016 regular meeting

Correction of spelling of Lynn's last name on the first page and date reference to November profit and loss on page three.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the minutes of the December 13, 2016 regular meeting as corrected. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Lynn Weber/Roochvarg agreed to attend the February 1, 2017 meeting at 4:00 pm in the Library meeting room.

FOL Board President Margaret Barker reported on the following:

- FOL was still working on its 2017 budget. They may seek grant support from the San Juan Island Community Foundation.
- The FOL Board decided to invite an active volunteer to be a Board member; this would still leave one more vacancy on the Board.
- Starting work on the next Library newsletter.
- April 12th will be FOL's annual meeting with election of three board members.
- Board was busy with all sorts of new ideas including a new venue for the annual book sale and including new events with the book sale.
- Vice President Louise Lelevich will be following Margaret as FOL President when her term is up.

Approval of Bills:

- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 12-23-2016** in the amount of \$8,195.89. Carried.
- MSC** Fred Henley moved and Katie Loring seconded to approve payment of **2016 Bills Due Period Ending 12-27-2016 with warrant numbers 179390-91, 179393-96** in the amount of \$4,618.29. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve payment of **2016 Bills Due Period Ending 01-03-2017 with warrant numbers 179558-179571** in the amount of \$15,505.86. Carried.
- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **4th Quarter 2016 Use Tax dated 01-08-2017** in the amount of \$963.85. Carried.
- MSC** Mark Madsen moved and Katie Loring seconded to approve payment of **2016 Bills Due Period Ending 01-09-2017 with warrant numbers 179757-179768** in the amount of \$10,497.78. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **2016 Bills Due Period Ending 01-10-2017 with warrant numbers 179769-179770** in the amount of \$1,715.79 pending Director review. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve payment of **2017 Bills Due Period Ending 01-04-2017 with warrant numbers 179551 & 179552** in the amount of \$1,075.00. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to affirm the **December 2016 Payroll** dated 12-23-2016 in the amount of \$53,627.90. Carried.

President's Commendation

Barry wanted to publically thank Lynn for her detailed written history of the San Juan Island Library recently published on HistoryLink.org. San Juan Island Update will have a summary and a link to Lynn's article. Laurie noted Lynn also wrote an article about WiFi in the islands during the outage a few years ago. Laurie will email out the links to these articles. Laurie will also ask Leslie to make a few minor corrections to the history included on the Library's website.

Director Report (Laurie Orton)

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

- United for Library trustee membership benefits include a free subscription to *The Voice for America's Libraries*, a newsletter with best practices and ideas for Trustees, FOL, and Foundations. Laurie will initiate a circulation system for Board members for the newsletter issues received at the Library. Laurie noted this membership also provides access to the Trustee Zone that has great resources; discounts on publications and services; eligibility for certain awards and grants; a 10% discount on eligible items from the ALA store; and discounts on video series and webinars for Library trustees.
- Another donation was received in December from Richard Hall in memory of Glenna Hall.

- The flat portion of the roof replacement had been completed. The replacement of the composition portion of the roof was tentatively scheduled to begin on January 25th.
- The vacant lot on Spring Street that had been noted as being potentially large enough for a new Library facility was currently sold.
- A Request for Proposals for grounds-keeping maintenance had been mailed to various local landscapers. To date, one vendor had completed a walk-through of the Library's property. The RFP closes at the end of January with Laurie hoping the Board could select a new landscaper at the February Board meeting.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. In addition, Laurie noted some additional issues had developed regarding the Conscientious Projector series that had been sponsored by the Library. Laurie planned to review the issues and the program with Leslie. Barry noted that Leslie had started the Leadership San Juan Islands 2017 program. Leslie will also be taking on production of the FOL funded Library newsletter to the community. The new screen above the circulation desk showing upcoming Library events was positively noted. Laurie also explained that the program attendance numbers for youth services had come down likely in response to the reduction in the number of children's programs and changes in the kinds of programs offered. These changes were also helping to address staffing issues.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

Circulation Report (Sue Vulgares)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie reported that the replacement 3-D printer seemed to be working well.

Financial Report (Carrie Lacher)

The draft December 2016 Profit & Loss statement was noted. Carrie also noted that the final 2016 P&L statement will be provided once the 13th month was concluded and the final 2016 reports were received from the County.

NEW BUSINESS

Event Equipment Policy and Forms

Laurie explained that the San Juan Island Community Foundation and other community groups had been suggesting the Library have equipment available for checkout that could be used for community events. In response, Beth applied for and was awarded a \$1566 grant through the Community Foundation to develop a digital equipment collection that will include portable speakers, video camera, portable screen, presentation easel, laptop computer, and a digital media projector. Laurie noted that this will be a special collection that will be handled differently from other circulating items.

For example, there will be a financial component and reservations for the equipment will need to be made. In response, staff had developed a policy and related forms. The items will be free to check out unless items are returned late, damaged, or lost.

MSC Mark Madsen moved and Katie Loring seconded to approve and add policy 4.2.6 Event Equipment Loans to the San Juan Island Library Policy Manual. Carried.

Review Accountant Budget Recommendations

Laurie reported that the Board had recently retained an accounting consultant to review the financial projection method the Library had been using to ensure it was sufficient for current and future budget planning. Mark explained that he provided his financial modeling spreadsheet to the accountant for review. The report back was that the model was essentially accurate and further suggested some additional details could be added. The recommendations provided by the accountant were included in the Board Report. Mark noted that he will plan to include these changes come the next budget cycle.

Annual Patron Account Purge

Laurie explained that by policy the Library eliminates accounts that have been inactive for five years. Some of these inactive accounts have old charges. The total amount of these charges came to about \$1,924, which is slightly above the amount that the Director can authorize by policy.

MSC Mark Madsen moved and Katie Loring seconded to authorize the Director to purge inactive patron accounts including a write off of charges in the amount of \$1,923.23. Carried

OLD BUSINESS

Facilities Information Campaign/FH Marketplace Reservations

Laurie compiled the general recommendations from the feedback groups concerning the additional background they felt they needed in order to complete a facility needs survey. Laurie distributed a list of suggestions and reviewed these with the Board. Topics included explaining the financial and funding issues, costs, history of the Library facility, impacts to services, and providing conceptual plans.

The Board agreed that having some type of physical building assessment could be helpful in both short and long term decision making. An assessment/inspection by a civil engineer, for example, could identify current issues that would need to be addressed in the short term as well as potential limitations/changes needed if renovations/additions were to be undertaken.

Laurie will work on identifying potential building consultants and will also work on certain items on the list of public background information about the Library. It was agreed that the Board was not yet ready in its process to provide conceptual drawings and specific financial information. It was also agreed to cancel the January reservations for information tables at Marketplace where the Board had planned to distribute information regarding the Library facility project.

EXECUTIVE SESSION – RCS 42.30.110(1)(g)

Director's Annual Performance Review

Barry called an Executive Session to begin at 4:25 pm for a period of 30 minutes for the purpose of the Director's Annual Performance Review. The Board returned to public session at 4:55 pm. No action was taken.

ADJOURNMENT

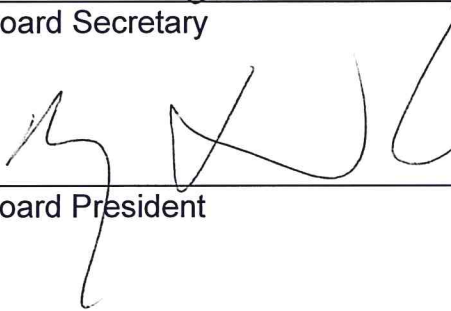
Barry adjourned the meeting without objection at 4:58 pm.

Respectfully submitted:



Board Secretary

Approved:



Board President