

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

January 13, 2015

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

Members Absent: None

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: None

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 submitted. Carried.

Minutes

Approval of Board Minutes of December 9, 2014 regular meeting

MSC Mark Madsen moved and Glenna Hall seconded to approve the minutes of the December 9, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson agreed to attend the January 14, 2015 FOL meeting from 4 to 6 p.m. Fred Henley will attend the February 4th meeting.

No report from FOL as they had not yet met for January.

Approval of Bills:

MSC Mark Madsen moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 12-15-2014 with warrant numbers 149437 – 149446** in the amount of \$11,650.93. Carried.

MSC Glenna Hall moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 12-22-2014 in the amount of \$7,475.65. Carried.

MSC Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 12-22-2014 with warrant numbers 149747— 149754** in the amount of \$10,610.41. Carried.

MSC Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 01-06-2015 with warrant numbers 150216— 150233** in the amount of \$35,165.54. Carried.

- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 01-06-2015 with warrant numbers 150278—150281** in the amount of \$2,187.25. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **4th Quarter Use Tax dated 01-12-2015 with EFT number 1132015** in the amount of \$512.79. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 01-12-2015** in the amount of \$8,617.36. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 01-12-2015** in the amount of \$4,384.38 pending Director approval. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **December 2014 Payroll** dated 12-22-2014 in the amount of \$44,201.77. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Of further note:

- The implementation plan for the ILS conversion had not yet been finalized. Laurie and Floyd were expected to meet with the vendor rep on Wednesday. Laurie noted that closure of the Library for implementation and training was still under consideration as there may be enough coverage between substitute staff and staff training others to limit the amount of time the Library needed to be closed.
- Laurie noted that this Library and other libraries often remove inactive patrons from their systems. With upcoming conversion, Laurie decided to purge patrons who had no library activity on their accounts in the last 5 years. 753 accounts without fines were purged. 32 with fines totaling \$625.28 were purged.
- Laurie distributed an invitation from the Prevention Coalition to its annual luncheon on Friday, February 13th from 11:30 to 1:00 pm.
- The Board commented it was glad to see Melina back at work. Laurie noted that a standing desk was installed for Melina in the staff area.
- Facility repairs: discussion of projected expenses for potential future storm water repairs. Board directed staff to research information to help in developing a five-year cost analysis of building repairs and maintenance.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Laurie explained that Melina was not present at the Board meeting as she had book talks with the fifth graders at the school earlier in the day.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Polaris implementation was underway and Floyd expected it to go much more smoothly than the WMS trial.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. This statement was not the final for the 2014 as the "13th month" was still in the process of being closed. The final 2014 P&L should be ready at the next Board meeting with the Beginning Cash Letter from the County expected sometime in the early part of the first quarter of 2015.

OLD BUSINESS**Library Director's Job Description**

Laurie distributed a suggested updated job description. Laurie explained that she had found several samples from other libraries and selected those that sounded the most relevant to combine into a template. Lynn suggested the description could be grouped into categories to match the evaluation forms and further suggested merging the Collection Management and Collection Development sections. Discussion developed regarding the detail level of the description. It was suggested that attributes common to all staff job descriptions should be labeled as such. The Board had consensus that this was a solid and appropriate document from which to work and expressed its appreciation for the work that went into developing it. It was agreed that it was helpful to have a thorough description for reference and use by future Boards and Directors. Laurie agreed to make suggested revisions and email out to the Board.

Executive Session: RCW 42.30.110(1)(g) Director's Performance Review

Lynn Weber/Roochvarg called an executive session for the above referenced reason at 3:47 pm for a period of 45 minutes. The Board came out of Executive Session at 4:35 pm. No action was taken.

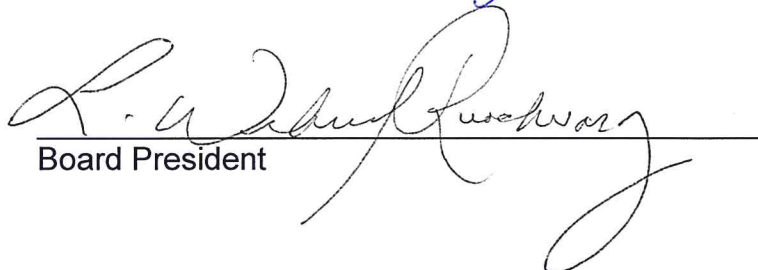
ADJOURNMENT

Board meeting was adjourned at 4:36 pm by acclamation.

Respectfully submitted:


Board Secretary

Approved:


Board President