

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

July 14, 2015

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

Members Absent: none

Staff Present: Laurie Orton, Carrie Lacher, Floyd Bourne

FOL Present: Margaret Barker

Guest Present: none

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:00 p.m.

Public Access: None

Agenda Approval

Laurie asked to add the following items to the agenda:

- FOL was planning to hold a Board Meeting on August 5th so a Library Board delegate would be needed.
- Floyd's report on K20 and internet connectivity added to the end of the Technology Report.
- Island Library Field Trips as last item under old business.

MSC Barry Jacobson moved and Fred Henley seconded to approve the agenda as amended. Carried.

Minutes

Approval of Board Minutes of June 9, 2015 regular meeting

MSC Fred Henley moved and Glenna Hall seconded to approve the minutes of the June 9, 2015 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson will attend the August 5th FOL meeting at 4:00 pm in the Library meeting room.

Margaret Barker reported that FOL was on track for the big book sale planned for August 21st (members) and August 22nd (public) to be held at the Library. FOL was planning for the sale to include vendor booths such as crafts, music, and wrapped food in the parking lot. FOL members were planning to visit with Orcas FOL on August 8th to observe their book sale. They were also still discussing an updated imprint for new book bags as they would like the bags to say San Juan Island Library rather than referring to the Friends. FOL was given a free booth at and participated in the recent annual Island

Art Fair in Friday Harbor that garnered \$500 in book and jewelry sales. Margaret noted that the FOL Board worked very well together for a very successful event. It got them thinking about other opportunities for an FOL fundraising presence downtown during the summer, although it was noted this would require more volunteers. Kathy Babbitt has agreed to help FOL (on a volunteer basis) with their website page and communicating with the FOL membership via Mail Chimp email. Margaret also reported that Friday Harbor Freight has agreed to help with the shipping of donated books that FOL is unable to use. FOL has also gotten set up with Square to process sales.

Approval of Bills:

- MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 06-23-2015 in the amount of \$7,286.81. Carried.
- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 06-23-2015 with warrant numbers 157089—157096** in the amount of \$1,663.50. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 06-30-2015 with warrant numbers 157369—157379** in the amount of \$4,203.49. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 07-07-2015 with warrant numbers 157482—157493** in the amount of \$7,758.09. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 07-08-2015** in the amount of \$2,019.65. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 07-14-2015** in the amount of \$7,346. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to affirm the **June 2015 Payroll** dated 06-23-2015 in the amount of \$48,928.39. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also addressed the scheduling of additional facility-needs Board work sessions. The Board okayed a work session on September 15th only at this time. Laurie also noted that to date, the Library had been relatively low on patron incidents until the month of July where there had already been at least four separate incidents.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was distributed and noted. Laurie also noted that the winners of the Summer Reading Bookmark contest had been announced and winning bookmarks were available in the Library for people to take. All bookmark submissions had been put on display in the Children's Library.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was distributed and noted.

Internet Connectivity

Floyd expanded on the topic noted in his written report of a possible change in internet connectivity and the network transport provider. Based on information from the Orcas Island Library, Floyd had been working on getting more information from Rock Island about possible ISP services and internet network transport. Based on these interactions and the transition Rock Island has been going through with OPALCO, Floyd suggested to go forward more slowly on this option rather than attempting to fast track a change for the Library. Floyd further noted that the K20 contract requires 180 day notice of termination of services. Floyd has been working with the Secretary of State's office to clarify the K20 contract and billing process. Moving away from K20 would also result in a loss of the videoconferencing availability between island libraries. Once Floyd has been able to assemble more information, he and Laurie can develop a 6 month plan to transition away from K20 services and present this option to the Board for consideration.

Financial Report (Carrie Lacher)

The final version of the profit and loss statement for June was distributed and noted.

OLD BUSINESS

Architecture Firms

Laurie distributed a list of potential architecture firms for the Board to consider for Architectural Programming and Design Advice that had been submitted to her by Lynne Hobbs, work session facilitator. After discussion, it was agreed to contact more libraries about library design and function first and that several more steps appeared to be necessary before considering design. It was noted, however, that this list may prove to be useful at a later stage and the Board appreciated Lynne's input.

NEW BUSINESS

Island Libraries Field Trips

It was agreed to defer discussion of Orcas Island Library to a future Board meeting. Discussion developed about planning a visit to the Lopez Island Library. The Board noted it would also consider visits to the La Conner and Burlington Libraries. Laurie agreed to work on securing certain dates in July and August for such visits and report back to the Board.

Legal Services Agreement Renewal

Laurie shared a letter received from Paul Elsner's office regarding the suggested 2-year legal services contract indicating there was no initial rate increase for the first year but expecting an undefined potential rate increase for the following year. Due to the lack of information on the indicated future rate increase, the Board deferred signing the submitted contract pending additional information. Laurie reported to the Board that she had been satisfied with the response, timeliness, and support from Mr. Elsner's office to date. Laurie agreed to get clarification on the terms of the Contract from Mr. Elsner's office and then report back to the Board.

Internet Services Contract

Laurie read the proposed amendment to the K20 service contract that acknowledged a reduction in costs. Glenna Hall and Mark Madsen quickly reviewed a copy of the amendment and reported no concerns.

MSC Mark Madsen moved and Fred Henley seconded to authorize the Director to sign the extension of services amendment to the K20 contract as submitted. Carried.

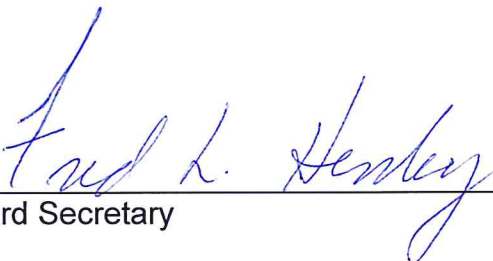
Executive Session: RCW 42.30.110(b) – Real Estate Discussion

President Lynn Weber/Roochvarg called an Executive Session for the stated purpose at 4:00 pm for a period of 30 minutes. The Board came out of Executive Session at 4:28 pm. No action was taken during the session.


ADJOURNMENT

MSC Fred Henley moved and Mark Madsen seconded to adjourn at 4:29 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President