

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

July 9, 2013

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

Staff Present: Laurie Orton, Melina Lagios, Carrie Lacher

FOL Present: none

Guests Present: Adina Cunningham, Attorney, by phone

Visitors: none

Call to Order: President Barry Jacobson called the meeting to order at 3:02 p.m.

Agenda Approval

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the agenda as submitted. Carried.

Discussion developed regarding the use of a "consent agenda." Carrie and Laurie will research further.

Minutes

Approval of Board Minutes of June 11, 2013 regular meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the June 11, 2013 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: There was no report from FOL as they had not had their monthly meeting yet due to the 4th of July holiday. Mark Madsen will attend the July 10, 2013 FOL meeting at 4 pm in the Library meeting room. Mark will email Laurie with anything significant from the July 10th meeting. If there is an August meeting of FOL, Barry will attend.

Approval of Bills:

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due for Period Ending 06-24-2013 with warrant numbers** 127793 through 127805 in the amount of \$14,304.57. Carried.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 06-24-2013 in the amount of \$7,005.06. Carried.

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 07-02-2013 with warrant numbers** 127867 – 127893 in the amount of \$9,935.22. Carried.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 07-09-2013** in the amount of \$12,397.63. Carried.

MSC Fred Henley moved and Mark Madsen seconded to affirm the **June 2013 Payroll** dated 06-24-2013 in the amount of \$42,209.70. Carried.

Reports

Director Report (Laurie Orton)

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

- Collections Altered: Cart that held the cassette books has been removed. Barbara Sharp asked that Laurie write a column highlighting the sale of these tapes at FOL's annual book sale.
- Surplus: Laurie asked for Board input on selling surplus items on eBay. Laurie had put this question to the director's list-serv and response sounded like this is something that is done by other libraries. Laurie will also check with Phil at Orcas Island Library and will raise the question when she attends the WLA Director's meeting. Board was supportive of this action.
- Tool Library: Laurie discussed the history and evolution of tool libraries and the challenges faced by libraries such as the need for separate cataloging, maintenance, storage room, and trained staff. Laurie's opinion was that such a library could prove to be a distraction from the Library's main mission. Suggestion was that this might be a good project for the Grange and Laurie could refer the interested party to the Grange to pursue.
- Parade: Laurie did not have anything to add to her latest email update. Kudos by the Board to Laurie for handling the situation so well.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Board commented that the Summer Reading Program winning bookmarks were wonderful. Melina noted the third grade winner had gotten a lot of attention. Melina had put the winners' names and grade levels on the back of each bookmark. To date, there have been over 300 registrations for this year's summer reading program. Melina and Kathy will be exploring the idea of holding Summer Reading Program events at Brickworks, though there was some concern about location in the heart of Town during the high season. FHES has been ideal but doesn't provide for a lot of public exposure.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Melina noted that the Early Literacy computer had been installed and kids are already gravitating to it, both English and Spanish speakers. The computer has been designed for the grade school student who isn't really computer savvy. FOL funded this acquisition. A press release about this acquisition went out to the media.

Financial Report (Carrie Lacher)

The profit and loss statement was reviewed. Carrie noted a typo had been made in the dollar amounts listed in Resolution 4-2013 passed at the last Board meeting regarding

amending the 2013 budget. Resolution 6-2013 was presented for consideration that corrected the dollar amounts to match the amounts on Attachment A of Resolution 4-2013.

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution 6-2013 correcting Resolution 4-2013. Carried.

NEW BUSINESS

Consulting Services

Laurie explained that at the last Board meeting she was asked to review the budget to see if there was money elsewhere in the budget that could be used to cover the budget overage for this line item. After reviewing the budget, Laurie determined there could possibly be unspent funds available in travel, professional memberships, and communication (telephone). Part of the communication line item included \$6900 for a new phone system which Laurie felt, after discussion with Floyd, would be a better expenditure for next year. This \$6,900 could therefore be safely used for the consultant line, which about makes the budget break even. However, this would not cover any additional expenditures in this line item. Laurie expected there would still be work that would need Adina's input such as for the audit, development of a small works roster, and development of a public works policy. Laurie, therefore, suggested amending the budget by \$15,000 for the consulting services line. It was noted by the Board that this line item may not return to historically lower amounts and actually reflected the Board's attempt to be proactive on policy issues. The Board consensus was to keep an eye on this line item and make adjustments, if needed, in September or October. Laurie suggested reviewing this line item at each meeting. Laurie noted she was also working on an updated contract for Adina.

Parking Lot

Laurie explained that the parking lot has not been resealed in about 10 years and last striped in 2009. Currently, there is only one contractor on the island who does resealing, John Carlson, who has entered an estimate of \$6,900 for this project. Laurie thinks there might be enough money in the Improvements line to cover this cost. Laurie also noted the job may need to be split into two parts in order to accommodate the hotel and the shared driveway. This may increase the cost over the original estimate.

MSC Fred Henley moved and Glenna Hall seconded to authorize the Director to seek a contract for resealing and restriping the patron and staff parking lots in an amount not to exceed \$8,000. Carried.

OLD BUSINESS

Audit Status

Laurie reported that she had met with Barry, Glenna, and Carrie to discuss the upcoming audit. Laurie developed a chart of audit items resulting from the last audit and the status of each:

- Completed
 - Updated organizational chart
 - Drafted copier agreement with FOL
 - Policy for asset surplus

- Petty cash balance reconciles but may be outstanding checks
- Secondary review of reconciliation reports
- Employee travel reimbursement issues
- OPMA issues addressed
- Policy for donations: still needs work
- Policy for moving expenses
- Policy for asset inventory
- Waiver for depositing only once per week
- Review and maintenance support for all waived fines
- Authorizing change fund balance
- Stopped doing community calendar
- Still needs work
 - How FOL reimburses/donates monies to Library
 - Policy for distribution of free items
 - Policy for credit cards
 - Cash handling and receipting
 - Procurement

New Personnel Policy Draft

Laurie noted that the draft in the board packet did not include Adina's latest changes as the Orcas internet had been down. Adina entered the conversation via telephone and led the Board in reviewing and discussing pertinent sections:

- Chapter 1 language was approved at last work session.
 - New Section 1.05: Definitions.
 - Clarify section on "exempt" and "non-exempt" employees.
 - Adina explained: "exempt" and "non-exempt" are defined by law. This is based on what work an employee does but not necessarily tied to "salaried" or "non-salaried." Suggested this topic could be addressed in an appendix with a matrix, FAQs, diagrams, etc.
 - (*) indicates policies either had already been approved or cut and pasted from earlier drafts
 - make language consistent as to employee vs. employees.
 - Asked that any grammar/spelling corrections be emailed to Laurie.
- Chapter Two: this includes strongly recommended legal policies such as: equal opportunity employer, anti-harassment policy, etc. Adina separated sexual harassment and anti-harassment policies.
 - Section 2.06: Discrimination or harassment complaint procedure. Current policy was not quite sufficient. Whistleblower protection policy has been separated out.
 - Section 2.08: nepotism policy, as requested at last meeting.
- Chapter 3
 - 3.01: pretty much out of current manual.
 - 3.02: Trial period (incorrectly numbered in draft). Still under revision, Laurie found a good example from another library that had not been included.

- 3.05: changes included from last Board review
- 3.06: addressed access to personnel files
- 3.07: James Wolfe had drafted a no- rehire policy; Board discussed the pros and cons of such a policy and the suggested language. Board in favor of such a policy but suggested it could be rephrased to be clearer.
- 3.08 Relocation expenses: leave as is.
- Chapter 4
 - 4.01 Working hours, specifically to address non-exempt employees. Also noted, for non-exempt employees/overtime – in calculating overtime hours, only add “actual hours worked.”
 - 4.05: Comp time policy: discussion of who approves, in what situations comp time would apply, what is the state code. Employee can request and director would approve. Suggested changing potential accrued amount to 24 hours to be used within 60 days; Laurie would like to discuss further with staff. Agreed to remove this section from the current draft, but will continue to review as a discussion topic. May want to also discuss comp time for exempt employees.
 - 4.02 Attendance: Adina and Laurie worked to draft some workable language to include in the policy manual. Very general with professional expectations.
 - 4.03 Flexible work schedules: leave in but needs more discussion.
 - 4.06 Breaks and meal periods, one “minimum” 30-minute meal break; can sign voluntary waiver.
 - 4.07 unusual weather conditions: list of what lateness can be charged to should be updated and consistent.
- Chapter 5
 - 5.01: Remove new last sentence of first paragraph.
 - Regarding benefits: “prorating” for leave but not health insurance; all regular *and part-time* employees.
 - After discussion, was agreed that this section needs further revision by Laurie and Adina. They will provide a draft to trustees by email and feedback can be sent to Laurie only.
- Chapter 6: Adina asked Board members to review the travel policy

ADJOURNMENT

MSC Glenna Hall moved and Mark Madsen seconded to adjourn the meeting at 5:33 p.m. Carried.

Respectfully submitted:

Board Secretary

Approved:

Board President