

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

June 10, 2014

Members Present: Glenna Hall, Fred Henley, Barry Jacobson, Mark Madsen

Members Absent: Lynn Weber/Roochvarg

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Raymond Hailey

Call to Order: President Fred Henley called the meeting to order at 3:02 p.m.

Agenda Approval

MSC Glenna Hall moved and Barry Jacobson seconded to approve the agenda as submitted. Carried.

Minutes

Approval of Board Minutes of May 13, 2014 regular meeting

MSC Glenna Hall moved and Barry Jacobson seconded to approve the minutes of the May 13, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson agreed to attend the July 2, 2014 FOL meeting from 4 to 6 p.m.

Raymond Hailey reported that Judy Benson was selected as a new FOL board member. FOL is planning a book sale on August 1-2 in the Library. October 19-25 is National FOL week and FOL was planning activities for that week. FOL approved the premises agreement with the Library. They are also exploring selling books online and were working on having more raffles; one definitely has been planned for the fall.

Approval of Bills:

MSC Glenna Hall moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 05-19-14 with warrant numbers 141060 – 141077** in the amount of \$8,219.45. Carried.

MSC Barry Jacobson moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 05-24-2014 in the amount of \$7,296.10. Carried.

MSC Mark Madsen moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 05-27-2014 with warrant numbers 141421 - 141441** in the amount of \$6,118.29. Carried.

MSC Barry Jacobson moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 06-04-2014 with warrant numbers 141635 – 141643** in the amount of \$5,488.25. Carried.

MSC Glenna Hall moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 06-09-2014 with warrant numbers 141896 - 141910** in the amount of \$5,789.96. Carried.

MSC Glenna Hall moved and Mark Madsen seconded to affirm the **May 2014 Payroll** dated 05-22-2014 in the amount of \$46,256.63. Carried.

Reports

Director Report (Laurie Orton)

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

- Laurie reported that KeyBank had updated the access to the Library's credit card and also had requested an officers' certification. The KeyBank form was signed by the appropriate Board members and staff.
- Glenna reported that she and Laurie had met with attorney Paul Elsner with positive results. Glenna noted that Adina had recommended a replacement attorney with a municipal background which would help with advice on the practicalities of running the Library. Glenna noted that the current contract with Beery & Elsner was good for another year therefore the Library was not immediately required to seek a new Attorney. The Board concurred to remain with Berry & Elsner at least through the remainder of the current contract.
- Laurie reported that the final draft of the Interlocal Agreement with the Town of Friday Harbor for use of its small works roster had been completed. The document was to be presented to the Town Council for approval at its next meeting. Laurie expected to have the Agreement to the Board for their signatures in July.
- Carpeting update: after reviewing estimated costs, Laurie had decided to only re-carpet the main salon and wait on the remainder of the main Library. This project was estimated to be well under the \$10,000 threshold requiring Board approval.

Youth Services Librarian Report (Melina)

Melina's written report was noted. In addition, Melina reported that the Summer Reading Program was underway with registration scheduled to begin at 10 am on Friday, June 13th. Melina thanked FOL for their funding of the SRP.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie also reported that she and Floyd had opened the proposals from the three ILS companies under consideration and had started comparing costs. Laurie noted that two proposals were very much within the budgeted price range while one was about double. At the next staff meeting, staff will discuss and hopefully narrow down options to two.

Financial Report (Carrie Lacher)

The profit and loss statement was noted.

OLD BUSINESS

Personnel Policy, Chapter 8 Changes

Laurie reported she had been informed by Library Attorney Adina Cunningham about a recently passed law that entitles workers up to two unpaid holiday days for religious reasons. Adina will include new text in the policy manual.

- Closing on December 26th: Laurie distributed data the Board had requested in their consideration of the additional family day holiday, including number of transactions, number of library visits, and projections of actual days the Library would be closed. Laurie confirmed that online availability would continue uninterrupted. Discussion developed regarding impact of adopting the changes and modifying the current holiday policy in light of adopting the changes. Consensus reached to always close at 3pm on December 24th and always close on December 25th and 26th. Laurie will rewrite the policy as part of the Chapter 8 revisions, have the Library Attorney review then bring the entire chapter to the Board for approval.
- The Board quickly reviewed and agreed to the other suggested revisions for this chapter.

Policy Section 4 – Patron Registration Discussion

Laurie distributed copies of the newest version of Library card eligibility chart titled “Who is Eligible for a Library Card?” Glenna had provided Laurie a spreadsheet of eligibility requirements of other libraries in Washington State which Laurie reviewed. Laurie’s main questions to the Board were: 1) Can people who work on the island every day and be assumed to be contributing to the local economy be eligible for a regular card; 2) are outer island residents eligible for resident cards especially if the resident has a local year round boat slip? Also question of P.O. Box being sufficient to establish residency.

Discussion developed on these points and also covered issues such as the need to streamline the eligibility process for staff, expanding number of new cardholders, taxpayers and users not directly contributing to the tax base. The Board focused on residency, outer island residents, and open access.

After discussion and an in-depth review of the proposed procedures presented by Laurie, the Board agreed that the procedural interpretation and implementation of the Library card eligibility policy should be at the discretion of the Director.

FOL Premises Use Agreement

Laurie presented the final draft of this Agreement at the recent FOL meeting and the FOL Board voted to approve using the presented form as a template for FOL events held in the Library. The Library Director will now be able to modify the template to customize for each event. Laurie confirmed FOL’s insurance company had provided a certificate of liability insurance.

- MSC** Glenna Hall moved and Barry Jacobson seconded to authorize the Director to sign the Friends of the SJI Library Premises Use Agreement. Carried.

NEW BUSINESS

Personnel Policy, Chapters 9-11

Section 9.02: Outside employment: “employment with an entity that has contracts with or does business with the library” – this needed to be clarified due to the unique economic nature of the island community.

Section 9.03: Employees and authorized volunteers and the wearing of political items needed clarification and consistency between the two sections of “may” and “may not.” The Board requested this section be discussed with the Library Attorney for appropriate wording.

Section 9.04: #3: Board asked if last sentence of this section could be eliminated. #4: consider providing scenarios in which restriction would apply.

Section 9.06: replace “PDA” with “other mobile devices.”

Section 9.05: Board was comfortable with the new policy as written.

Section 9.06F: bullet point three: Tie this back to anti-harassment policy

Section 9.08: Change wording to – “We encourage employees who are concerned about their alcohol or drug use to seek professional or other appropriate consultation.” Section A (remove since no EAP). Section B then becomes A, etc. Switch 2nd and 1st paragraphs. Board asked for clarification on medical marijuana and need for prescription. Remove Sections F & G.

Section 9.09: no changes.

Section 10.3B: Change bi-annual to annual.

Section 10.4: remove phrase after comma in last sentence.

Section 10.5: tie to reference in Section 10.2 regarding training.

Section 10.5C: second sentence “the travel budget MAY...”

Section 10.5D: remove parenthetical description.

Chapter 11: Board agreed to postpone discussion of this chapter to their regular July meeting.

ADJOURNMENT

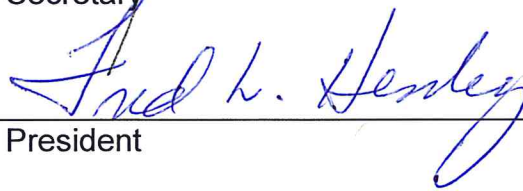
MSC Barry Jacobson moved and Mark Madsen seconded to adjourn at 5:02 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President