

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Meeting Room, San Juan Island Library
June 11, 2013

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

Staff Present: Laurie Orton, Melina Lagios, Carrie Lacher

FOL Present: Margaret Barker

Guests Present: none

Visitors: Diane Martindale, SJI Library Art Committee

Call to Order: President Barry Jacobson called the meeting to order at 4:00 p.m.

Agenda Approval

MSC Mark Madsen moved and Fred Henley seconded to approve the agenda as submitted. Carried.

Minutes

Approval of Board Minutes of May 14, 2013 regular meeting

MSC Mark Madsen moved and Glenna Hall seconded to approve the minutes of the May 14, 2013 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Mark Madsen will attend the July 10, 2013 FOL meeting at 4 pm in the Library meeting room.

Margaret Barker reported that FOL's annual book sale is on track for late July. This will be the last big book sale because of the cost of storage and organizing. Instead, FOL is planning that they will likely have several smaller ones. The next book sale has already been set for December. FOL has also connected with "Book Forward" for book resales. Book Forward has sent a scanner to FOL. FOL then scans an ISBN and Book Forward lets them know if the title can be used. Book Forward also pays more than FOL could get at a book sale. FOL is also trying hard to be very strict about what book donations they will accept and when. FOL has approved the Library's purchase of the early learning computer work station that does not connect to the internet.

Approval of Bills:

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due for Period Ending 05-21-2013 with warrant numbers** 126171 through 126182 in the amount of \$13,696.64. Carried.

MSC Mark Madsen moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 05-24-2013 in the amount of \$7,005.06. Carried.

- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 06-03-2013 with warrant numbers 126647 – 126669** in the amount of \$12,747.58. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 06-10-2013** in the amount of \$12,416.08. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to affirm the **May 2013 Payroll** dated 05-24-2013 in the amount of \$41,290.61. Carried.

Mark noted that he had been notified that the Library's subscription to *Atlantic* magazine may be discontinued. Some concern was expressed that while circulation stats may not be high for this periodical, patrons may be reading it in the Library. Laurie will follow up with Beth who manages the periodical sponsorship program.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina passed around the youth services newsletter that went out to the public, schools and teens. About 500 were produced for distribution. Annual Summer Reading Bookmark winners had been selected and were to be announced during a presentation at the elementary school on Wednesday and at the Middle School on Thursday. Melina passed around the winning bookmarks. New Summer Reading Program performers will be visiting this summer. Thanks to FOL for sponsoring and being a part of Summer Reading. Laurie noted adult summer reading will be discussed further at the staff meeting.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The profit and loss statement was reviewed. Discussion developed regarding the changes to the barcodes and the impacts to the format of the Profit and Loss statement. Laurie noted the consultant expenditure line and recommended that at some point the Board would need to discuss further. Board asked Laurie to consider if additional monies could be spent out of the existing budget and give a recommendation at the next Board meeting.

NEW BUSINESS

Totem Pole Gift

Diane Martindale reminded the Board of the donation to the Library of a totem pole that was currently located at The Village at the Harbor. The pole was donated by Larry Daugherty on behalf of his mother. Lee Brooks of Arctic Raven Gallery estimated the value of the pole at about \$10,000. The pole is approximately 8 feet high but compact. Diane noted the pole should fit between the Local Interest and Northwest Collections and that it has a flat back so it can go flat against the shelving. Some concern was

expressed about its stability and possible solutions were briefly discussed. The Library Art Committee recommended the Board approve receipt of this donation. Diane noted the pole would then become part of the Library's assets.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to accept the donation of the Dougherty totem pole. Carried.

Second Cash Box Balance

Laurie explained that at the front desk there is one cash drawer for making change and a secondary cash box with back up cash of \$40 for making further change. The small amount of change in the second cash box does not really serve its purpose because one or two \$20 bills could eliminate all the change in the secondary cash box drawer. Laurie therefore recommended that the secondary change fund cash box be increased from \$40 to \$100. Laurie will be directing staff to make sure this drawer is kept locked during all hours.

MSC Glenna Hall moved and Fred Henley seconded to approve Resolution 5-2013 to increase the amount of the secondary cash box to \$100. Carried.

Audit Subcommittee Meeting

Barry reported the next audit of the Library by the State Auditor's Office is coming up. Discussion developed regarding the need for the Board to be informed as to what to expect during this audit. It was agreed that Barry, as current president, and Glenna, who attended the last Audit entrance and exit conferences, will meet with Laurie and Carrie to review the 2010 Audit results and then report back to the Board. Laurie will coordinate this meeting.

OLD BUSINESS

Amendments to 2013 Budget

Carrie reviewed the proposed resolution amending the 2013 budget and the attached spreadsheet of specific budget amendments.

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution 6-2013 amending certain beginning balances, revenue estimates, expenditure estimates, and ending cash balances in the 2013 Budget per Attachment A. Carried.

Clarity Connections Continuation

Laurie reported that James Wolf proposed two options for extending his contract: 1) an hourly amount based on his standard nonprofit rate less 20% or 2) a retainer of \$500/mo. Barry and Laurie decided on the hourly rate and James drew up a proposed contract. This new contract was similar to his previous contract with changes made to the first page. James was offering his standard nonprofit rate of \$120/hr. less 20% billed in ¾ hourly increments plus trip charges.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve entering into a consultant agreement with Clarity Connections LLC at the proposed hourly rate. Carried.

Collection Inventory Proposal

Laurie referred to her proposal in the Board packet. Laurie noted there would be a press release and other outreach to the public regarding this project and resultant closure. Staff is planning to complete a lot of the work in advance of the closure. Staff will be scanning barcodes to a text file that is then uploaded to compare to Millennium; a report of errors is then generated and action on errors would need to be taken. There will be six scanning stations during the inventory with staff working in pairs.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to authorize the Director to close the Library August 14 through August 16 for the purpose of a collection inventory. Carried.

ADJOURNMENT

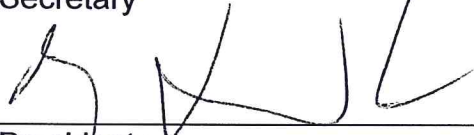
MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to adjourn the meeting at 5:15 p.m. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President