

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

June 9, 2015

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

Members Absent: Barry Jacobson

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: none

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

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

Minutes

Approval of Board Minutes of May 12, 2015 regular meeting

MSC Glenna Hall moved and Fred Henley seconded to approve the minutes of the May 12, 2015 regular meeting as submitted. Carried.

Approval of Board Minutes of May 26, 2015 special meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the May 26, 2015 special work session as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Fred Henley will attend the July 1st FOL meeting at 4 pm in the Library meeting room. Laurie noted that she will be out of town so a substitute will attend in her absence.

Glenna Hall reported that FOL has been very focused on its upcoming summer book fair. Laurie reported that FOL has been putting together contracts for the vendor booths that are planned to be in the parking lot (flat fee for each booth). FOL has also been doing more in online book sales including researching vendors that may offer matching funds for online sales.

Approval of Bills:

- MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 05-20-2015 in the amount of \$7,286.81. Carried.
- MSC** Mark Madsen moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 05-22-2015 with warrant numbers 156133—156149** in the amount of \$100,714.82. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 06-02-2015 with warrant numbers 156321—156334** in the amount of \$7,212.27. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 06-05-2015** in the amount of \$7,942.33. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 06-09-2015** in the amount of \$5,043.95 pending Director review. Carried.
- MSC** Mark Madsen moved and Glenna Hall seconded to affirm the **May 2015 Payroll** dated 05-22-2015 in the amount of \$49,034.50. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also explained that Grovo is an online training database of short video trainings on a variety of subjects that is available to staff. Laurie's report showed how many staff had been able to complete a series of Grovo trainings during the month of May.

Youth Services Librarian Report (Melina Lagios)

Melina reported she and Kathy have continued to work on the Summer Reading Program (SRP) and she handed out examples of their informative newsletters and flyers. Melina has also been visiting the elementary schools to talk about SRP. All of this season's performers have been lined up, supplies have arrived, and one Teen Assistant has been hired with one other hire pending. Melina has also been participating in the San Juan Community Foundation's Early Learning Group. Although the Library will not be participating in this year's 4th of July Parade, Melina has decided to partner with the San Juan Islands Museum of Art for a children's art activity to be available at the Museum free on the 4th of July.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie also noted that the issue about charges showing up on patron accounts that was mentioned last month had been resolved.

Financial Report (Carrie Lacher)

The final profit and loss statement for May was distributed and noted. Potential budget amendments had been highlighted with a final resolution to be presented at a future Board meeting.

OLD BUSINESS

Board Work Session Review, Evaluation, Assignments, Guiding Principles

Board considered the "Principles Guiding Facilities Consideration" document included in the Board packet and made some revisions:

1. Keep all stakeholders informed of the schedule, process, and outcomes of the facilities consideration project;
2. Listen actively without preconceptions;
3. Receive all input from all sources as worthy of thoughtful attention and consideration;
4. Refrain from decision-making until stakeholder input has been gathered and evaluated.

"Stakeholder" was described as broadly as possible including all taxpayers on San Juan Island, not limited to just public, also includes staff and other groups and organizations.

MSC Glenna Hall moved and Mark Madsen seconded to adopt the Principles as amended. Carried.

Laurie distributed copies of Notes from the Work Session developed by the work session facilitator, Lynne Hobbs. The Board reviewed and agreed to the Action Plan:

1. Board Field Trips; Laurie is still working on this; board reviewed their calendars
 - a. Laurie will try to develop a schedule (potentially Monday, July 13)
 - b. field trips will need to be announced as public meetings
2. Collect Data from schools and other sources
 - a. Laurie will get library demographics
 - b. Mark Madsen will be getting demographics from schools
3. Present current facility operating expense costs and trends
 - a. Mark Madsen will present at July or August meeting
 - b. Laurie has developed numbers to present to Mark
4. Find survey design resource or consultant
 - a. Lynn Weber/Roochvarg and Glenna Hall are working on this
5. Revisit current mission/values; all will bring feedback to September retreat
6. Schedule 2nd facility work session
 - a. Tuesday, September 15th
 - b. try to use Windermere conference room
7. Develop guiding principles for this process and post (done)
8. Potential consulting library design architect for building program for information gathering such as current trends. Laurie will follow up with Lynne Hobbs.
9. Consider members for library facility committee – first draft list to consider at September meeting
10. Paragraph for library annual report (Mark Madsen had already submitted a draft to Laurie to edit as needed)
11. Create new page on library website. Mark Madsen will discuss further with Floyd. Not necessarily to go live at this time but helpful to be working on development.

Staff was directed to develop poster-sized charts of the Guiding Principles for posting at all Board meetings and work sessions related to the facilities discussion.

The Board then reviewed the Notes from the work session provided by Lynne Hobbs:

- General Timeline of Process with Key Benchmarks.
 - Discussion of timeline of public survey. Aimed for between October 15th and November 1st to get survey out to the public; partly depends on input from consultant
 - Review public survey data at December 15th work session
 - Come up with names for public committee in September; establish committee at December retreat.
 - Fourth work session set for January 2016
- Key Problems vs Key Facility Wish List (okay as submitted)
- Ideas about Public Process (okay as submitted)
- Worked Well/Do Differently or Better (okay as submitted)

NEW BUSINESS

Director's October Vacation Request

Laurie reported that she was planning a vacation in October that spans 16 days and includes 12 scheduled working days. Laurie noted that the Board must approve whenever the Director is away from the Library for a period of more than 2 weeks.

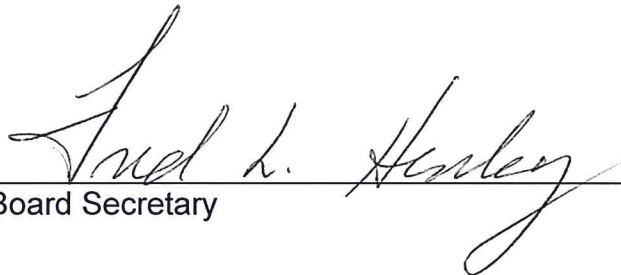
MSC Mark Madsen moved and Glenna Hall seconded to approve the October vacation request submitted by Director Laurie Orton. Carried.

The Board further agreed to reschedule the regular monthly meeting of the Board from the second Tuesday of the month to Tuesday, October 6th in order to accommodate Laurie's plans. Carrie asked that the Board consider designating a substitute financial officer during Laurie's absence.

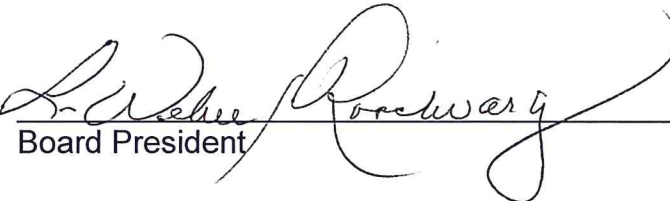
ADJOURNMENT

MSC Mark Madsen moved and Glenna Hall seconded to adjourn at 4:10 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President