

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

March 10, 2015

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

Members Absent: Fred Henley

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Margaret Barker

Guest Present: Paul Elsner, Library Attorney

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:03 p.m.

Public Access: None

Agenda Approval

MSC Mark Madsen moved and Barry Jacobson seconded to approve the agenda as presented. Carried.

Minutes

Approval of Board Minutes of February 10, 2015 regular meeting

MSC Glenna Hall moved and Barry Jacobson seconded to approve the minutes of the February 10, 2015 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Lynn Weber/Roochvarg will attend the April 1st FOL meeting at 4 pm in the Library meeting room.

As Margaret was delayed arriving to the Board meeting due to work constraints, Mark Madsen reported in her absence that he attended the March FOL meeting and noted that SJI Library FOL had visited with Orcas FOL and he thought this joint meeting could prove helpful. Mark also noted that FOL had cancelled the April book sale and had expanded the August book sale into a book fair that would also include a variety of vendors. Mark did report to FOL that there would be a Library Board retreat in May and gave a summary of potential agenda items. He noted that FOL had also decided to have their own board retreat.

Laurie also attended the FOL meeting and reported that the Library had settled on an event to present in conjunction with FOL's annual business meeting the evening of April 22nd. There will be a short FOL business meeting combined with the Library's annual volunteer recognition event, as suggested by Library Volunteer Coordinator Beth

Helstien. Laurie announced the main event of the evening will feature rockstar Librarian Nancy Pearl who will give a talk and the Library will host a reception.

Margaret then elaborated on the visit with Orcas FOL by three SJI FOL members and noted that this meeting proved to be very interesting. They discussed selling used books online and other ways to sell Library discards. Margaret also noted that she has recruited two new potential board members, one with grant writing expertise and one with a crafts background, and also a possible book sale volunteer. The local Chamber of Commerce had invited FOL to participate in the annual artisans fair with a free booth. Margaret also attended the recent monthly social gathering of the Chamber. The Board thanked Margaret for her energy and enthusiasm.

Approval of Bills:

- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 02-20-2015 in the amount of \$7,475.65. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 02-22-2015 with warrant numbers 152280—152297** in the amount of \$5,604.82. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 03-03-2015 with warrant numbers 152517—152534** in the amount of \$11,485.58. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 03-09-2015** in the amount of \$6,493.99. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to affirm the **February 2015 Payroll** dated 02-22-2015 in the amount of \$47,653.56. Carried.

Reports

Director Report (Laurie Orton)

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

- The spring newsletter had been delivered to all San Juan Island mailboxes. Laurie read a positive email regarding the new issue. Laurie noted that the current issue did mention the April FOL book sale that has since been cancelled.
- News has been going out regarding the upcoming transition to Polaris. Laurie shared a complimentary email regarding library services in response to the news of the transition. Laurie noted that only staff would be working in the system for about two weeks after going live. Lynn Weber/Roochvarg reported that she had received feedback that staff seemed to be handling this transition more smoothly than the last. The Board agreed that the advance preparation seemed more straightforward than with the attempted WMS migration.
- Carrie reported that the Library was alerted by the San Juan Islands Visitor Bureau of an apparent duplicate Library Twitter account. On researching, this was determined to be an impersonation of the Library's official account. An online report was filed with Twitter. The account was deleted by Twitter for violation of its rules and the Library was informed of this action.

- Laurie clarified that she had met with Brad Fincher of the Sheriff's Department regarding concerns about an adult patron in the Library.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Melina further reported that based on the popularity of the Playaway collection that was introduced to the Children's Library about one year ago, she has implemented a leasing arrangement where the Library is to receive 15 Playaway titles to start and then every 3 months she will return 3 titles and get 3 new titles so the collection will continually be refreshed. Melina will be selecting the titles since she is better informed of local preferences. Melina also reported that Youth Services was celebrating March Mathness with math related themes for storytimes and to help promote early literacy. They are also prepping for participating in this year's Children's Festival. Preparations also continue on the schedule for the annual Summer Reading Program. Melina was also pleased to announce the premiere on March 27th of the teen zombie movie that was filmed last year as part of the Summer Reading Program. DVDs for this short but high-quality film will be distributed to all the teens who participated.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie noted that not all aspects of the new system will be activated from day one but will be added later. In response to a Board inquiry, Laurie noted that ebooks should be catalogued and available for download as soon as we go live in Polaris. It was suggested that Laurie provide clarification that this new cataloging does not change the current Washington Anytime ebook/audiobook service but rather makes the digital titles more easily accessible.

Financial Report (Carrie Lacher)

The profit and loss statement was noted as still being a draft as revenue and expenditure reports had not yet been received from the County. Also included in the Board packet was the final December 2014 profit & loss statement and also the final for January 2015. The Beginning Cash Letter from the County had not yet been received.

NEW BUSINESS

Introduce Library Attorney Paul Elsner

Paul introduced himself and gave a brief summary of his background as a public attorney for 35 years. Of particular note was that he and his wife started their own firm in Portland in 1998 specializing in government and municipal law and they have a home on Orcas Island.

Library Exhibits Policy

Laurie noted in her Director's Report that a formal complaint was received about a recent exhibit in the display case in the entry way. Laurie also received other comments about this display. In all instances, patrons were referred to the Library's policy regarding exhibits in the Library that emphasizes equitability and the idea of the Library's display case as a public forum. Laurie also distributed information to the Board

from ALA regarding "Religion in American Libraries" and specifically noted the section regarding exhibits and displays.

Paul had a few words of caution for the Board noting that there would always be a certain tension when a public entity offers up a space for speech. According to Paul, in recent years, the Supreme Court has taken a look at the issue of the "public forum" and has determined that public entities have limits on how much they can control this space. Therefore Paul noted that the Board should be aware of the risks the Library takes on when allowing the public to use this space in that there are limits to what can be excluded. Paul noted this goes not only to federal free speech but also the State constitution's definition of free speech rights that tend to be "more robust." Paul noted that the Board should be aware of the risk they are taking on since once a public entity has created a public forum it has basically lost the control of the space. It was further noted, however, that the State constitution stipulates that public resources cannot be used for the promotion of a religion. These concerns also apply to the use of the Library's meeting room.

Laurie reviewed for the Board a short history of the recent activity in the Library by the group in question including use of the display cube, the display case and the meeting room. Laurie reviewed with the Board "the practical advice" from ALA about displays by the public. Of particular note was ALA's recommendation that exhibit/display policies should be written "inclusively" rather than "exclusively."

Carrie reviewed the history of the display case as it has evolved over the last several years noting that a change in use seemed to occur when the Library went through its remodel in 2004-2005 and the display case was shifted and redesigned. The case is now mostly being used by local community organizations rather than by individual patrons sharing their collectibles, which seemed to be the focus in earlier years.

After discussion, it was agreed that the Library could use this display space primarily for library displays, and possibly displays by other local government agencies such as Island Rec, Land Bank, County Fair, Town, etc. and also the Library's Art Committee. It was further agreed that Laurie would bring a revised policy to the Board for consideration at its next regular monthly meeting.

Paul said he would also email information to Laurie for dissemination to the Board regarding a case that could be helpful for the Board to consider especially in regards to meeting room usage.

OLD BUSINESS

Board Retreat Update

Laurie distributed an outline for the Board retreat developed by Lynne Hobbs. Laurie reported that she had been able to secure Lynne Hobbs as the retreat facilitator who was complimentary of her prior experience with the Board in 2009. Lynne offered to charge a fee of \$1200 that is lower than her usual on-island nonprofit fee. She would facilitate the retreat and then provide a written action plan based on the retreat work.

Lynne recommended a 6-hour time limit including a lunch break. Focus: long-term facility needs and possible solutions.

Board would like to have some information from staff such as current space/collection sizes and identified challenges of the existing facility going forward. Lynn Weber/Roochvarg stated that she had a possible starting set of questions to generate information for the Board's consideration at the retreat. It was agreed that the Board may need to consider library service needs separate from facility needs. It was further agreed that it was important to take time to review and discuss the results of the prior long range plan. Board members agreed to email other possible topic ideas to Laurie.

Director's Vacation Accrual

Laurie reported that she met with Fred Henley to discuss vacation accrual rates for the Library Director per the request of the Board. The current policy for other staff was included in the Board packet. Laurie reviewed that for her first year, she received 12 days of vacation. For her second year, she received 20 days of vacation. Fred and Laurie were therefore recommending the next increases be 24 days and then 28 days. Staff vacation policy accrual rates increase in increments of 6 days but the Library Director starts at a higher accrual rate so the 4-day increments seemed appropriate. They further suggested following the same vacation accrual timeline as other staff as outlined in the Personnel Policy Manual. Paul Elsner recommended these changes be included as an amendment to Laurie's contract.

MSC Mark Madsen moved and Glenna Hall seconded to approve and make effective immediately the recommended vacation accrual tiers for the Library Director of 20, 24 and 28 days annually after the first, second, and fifth anniversary dates respectively. The Board further directed the Director to work with the Library Attorney to develop a resolution for adoption of an amendment to the Library Director's employment contract relating to this change in vacation accrual rates at the April 2015 regular Board meeting. Carried.

Building Assessment Report

Laurie noted that she and Carrie had been working with Peter Schmidt Construction to develop a basic projected building needs assessment report. This report had not been finalized at the time of the Board meeting so Carrie offered a verbal report. Of note:

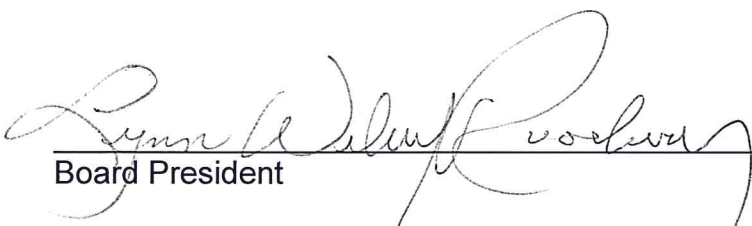
- Stormwater issues in the back of the building were reviewed by the Town Engineer and Public Works Director Wayne Haefle at the request of Peter Schmidt. It was determined that the 3 storm drains in the east side parking lot area were plugged with detritus. These were pumped out and the connecting storm drain pipe was jetted by the Town for free. The Library will need to establish regular maintenance of these drains to avoid future problems.
- Roof: it is likely at the end of its useable life and some areas need to be addressed sooner rather than later. Peter will provide details including costs.
- Carpeting for the area of the Library from the water fountains on back and also the staff area was estimated at about \$30,000 including moving shelving.

- HVAC: may need to consider replacing and/or expanding heating/cooling system for public and staff areas sometime within a 10-year timeline. Library is not currently considered a public “cooling” center although there is that perception of public buildings in the community.
- Parking lot repairs: a full repair of the parking lot (as opposed to resurfacing) will likely not be necessary in most areas within the 10-year timeline per Peter Schmidt. But it was noted that severe root infringement into the parking lot bordering the County property has developed, seen especially since the evergreens had been trimmed back, as well as in the handicapped parking area in front of the Library. The Board may need to consider costs of removing trees, installing fence, repairing these damaged areas of the parking lot as well as correcting drainage issues in the staff parking area.
- Dedicated handyman either on staff or as independent contractor. As building ages, it will become more critical to have informed, ongoing assessment of the building and property to nip problems in the bud. Paul suggested exploring interlocal agreement with either County or Town to provide such services.
- Building envelope assessment per the recommendation of the insurance adjuster following the most recent incursion of water in the basement. Carrie suggested this may be a process that would most definitively address the long term health of the building.

ADJOURNMENT

MSC Mark Madsen moved and Glenna Hall seconded to adjourn at 4:50 pm.
Carried.

Respectfully submitted: 
Board Vice President

Approved: 
Board President