SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Meeting Room, San Juan Island Library
March 11, 2014

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Barbara Sharp

Call to Order: Vice-President Lynn Weber/Roochvarg called the meeting to order at 3:00 p.m.

Agenda Approval

MSC Fred Henley moved and Barry Jacobson seconded to approve the agenda as presented. Carried.

Minutes

Approval of Board Minutes of February 11, 2014 regular meeting

MSC Barry Jacobson moved and Glenna Hall seconded to approve the minutes of the February 11, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Glenna agreed to attend the April 2, 2014 FOL meeting from 4 to 6 p.m. Barbara noted this meeting will also be the FOL annual meeting.

Barbara reported that FOL had been working on getting quotes for liability insurance coverage for FOL having events in different areas of the Library. FOL wanted to make sure to coordinate with the Library Board on this issue to determine that coverage provided met the needs of the Library. FOL was also working on getting a "gaming license" at an annual cost of $59. The license was required since FOL was planning on holding more than two raffles in a year. For 2014, FOL was planning a Mother's Day raffle and a Thanksgiving raffle. Barbara also noted that Treasure Cove sales were going well but things that were selling were not books, but rather jewelry and media.

Approval of Bills:

MSC Glenna Hall moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 02-19-2014 with warrant numbers** 137178 – 137184 in the amount of $5,726.46. Carried.

MSC Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 02-21-2014 in the amount of $7,116.31. Carried.

MSC Fred Henley moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 02-20-2014 with warrant numbers** 137433 – 137436 in the amount of $4,562.58. Carried.

MSC Glenna Hall moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 02-25-2014 with warrant numbers** 137799 – 137811 in the amount of $10,289.21. Carried.

MSC Barry Jacobson moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 03-11-2014** in the amount of $5,820.15. Carried.

MSC Fred Henley moved and Barry Jacobson seconded to affirm the **February 2014 Payroll** dated 02-24-2014 in the amount of $44,706.38. Carried.

Reports

Director Report (Laurie Orton)

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

- Laurie read a nice comment received by email regarding the latest newsletter. It was also suggested that Carrie be acknowledged as editor in forthcoming issues.
- Laurie reported that a parent came to Laurie expressing a concern regarding teens checking out laptops and then accessing a Chatroulette website while in the Library. A group of parents were concerned about internet access by children and teens at the Library. Laurie reviewed the Library policy regarding internet access and laptop use with the concerned patron. Laurie simply wanted the Board to be aware of this situation.
- The Board agreed to address Laurie's note in her report about the SJC Fair at a later date.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported that she has been working with Bethery about developing a joint multi-generational family-oriented event for end of the Summer Reading Program. Melina noted she has already booked seven Summer Reading presenters. The recent Dr. Seuss birthday party was a big hit with a bigger turnout than expected. Melina and Diana also participated in a play adaptation of a children's book that was well received and more were being planned for the future.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie noted that the new Replicon timesheet software was still rolling out; staff was in the process of learning about it and working out the kinks.

Financial Report (Carrie Lacher)

The profit and loss statement was noted.

NEW BUSINESS

Missing Inventory Purge

Laurie noted the inventory final report developed by Floyd that was sent out in advance of the Board meeting. The Board agreed that it was okay to go ahead with a purge of the missing items.

OLD BUSINESS

Procurement Policy Draft Review

Laurie distributed an updated draft. Laurie reported that she had been working with Steve Duncan, lobbyist with Washington Library Association, regarding the prevailing wage requirement and learned that there are no exceptions to this requirement.

MSC Mark Madsen moved and Glenna Hall seconded to approve the Procurement Policy as submitted and to place the policy into the SJI Library Policy Manual. Carried.

Credit Card Policy

Laurie noted that language of the current draft was basically the same as presented at the last Board meeting except for some tweaks regarding credit cards in individual names. Laurie reported that Adina Cunningham, Attorney, had also suggested the Board pass a resolution stating that the Board approves continued use of existing cards. Laurie agreed to bring a proposed resolution to the next Board meeting.

MSC Glenna Hall moved and Barry Jacobson seconded to approve the Credit Card Policy as submitted and to place the policy in the SJI Library Policy Manual. Carried.

Attorney Search Process

Glenna reminded the Board that the Library's current attorney will soon be moving away and will no longer be available for attorney services. Glenna recommended the Board start the attorney search process now and reviewed the process used during the prior attorney search. After discussion, it was agreed that Glenna and Laurie would pursue further research. Glenna suggested having a phone conference with Adina asking her advice on a process. Lynn suggested an update be presented at the May meeting.

Executive Session: RCW 42.30.110(1)(g) Director's Annual Appraisal

Lynn Weber/Roochvarg called the session as of 3:30 pm for a period of 45 minutes. At 4:15 pm, the executive session was extended for 10 more minutes. At 4:25 pm, the Board called a recess and left executive session. The executive session was reconvened at 4:35 pm for a period of 10 minutes. No action was taken during the Executive Session. It was noted that Mark Madsen left the Executive Session and the Board Meeting during the recess. Public session was reconvened at 4:45 pm.

The Board reported that they had concluded the annual director review process although some items were still in process such as a revised review process timeline. It was agreed that this timetable would be added to the policy manual. It was also agreed that utilizing SurveyMonkey was helpful to the review process.

MSC Fred Henley moved and Glenna Hall seconded that as a result of the Annual Director Review that the Board recommend the Director be moved up one step on the salary step scale. Carried.

ADJOURNMENT

MSC Fred Henley moved and Barry Jacobson seconded to adjourn at 4:53 p.m. Carried.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board President