

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

March 14, 2017

Members Present: Fred Henley, Barry Jacobson, Katie Loring, Mark Madsen, Lynn Weber/Roochvarg

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Margaret Barker

Call to Order: President Barry Jacobson called the meeting to order at 3:02 p.m.

Public Access: none

Agenda Approval:

Laurie asked to add two items under New Business: *Furniture Budget* and *Graphic Artist Request for Proposal*.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the agenda as amended. Carried.

Approval of Board Minutes of February 14, 2017 regular meeting

MSC Mark Madsen moved and Katie Loring seconded to approve the minutes of the February 14, 2017 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Katie Loring agreed to attend the April 5, 2017 meeting at 4:00 pm in the Library meeting room.

FOL Board President Margaret Barker reported on the following:

- SJI Library FOL had invited the Lopez and Orcas Island Library FOLs over and they are coming on April 5th for soup, salad, and discussion. This had been tried in November but was postponed.
- FOL was planning for its April 19th annual meeting. Need three new board members. Elizabeth Anderson will be resigning. Considering an approach taken by the Lopez FOL for adding a youth volunteer to the Board. Theme for the Annual Meeting will be "Backstage at the Theatre." There will be prizes and raffles including two free tickets to the Community Theatre and other offerings such as theatre food and a game featuring theatre trivia. Invitation postcards were to go out in the next few weeks. Each of the FOL Board members have been readily helping with the organizing.
- Mother's Day basket raffle coming up in May.
- August 5th will be the date of the Summer Book Sale.
- FOL Membership reminder letters had gone out. FOL was also working on renewing/increasing business memberships.

- FOL Board Member Louise Lelevich has had a family emergency and this has impacted volunteer hours in the Treasure Cove.

Approval of Bills:

- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 02-22-2017** in the amount of \$9,023.50. Carried.
- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 02-28-2017 with warrant numbers 181813-181828** in the amount of \$9,910.77. Carried.
- MSC** Fred Henley moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 03-13-2017** in the amount of \$21,639.23. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to affirm the **February 2017 Payroll** dated 02-22-2017 in the amount of \$55,732.13. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie reported on the following items:

- The Library recently cohosted the SJI Chamber of Commerce monthly social at the Library in partnership with The Discovery Inn (who had arranged with Cakes by Felicitations to provide the delicious catering). Laurie demonstrated the 3D printer and discussed other Library services. About 35 people attended including new Board member, Katie Loring.
- Barry noted that the information in the Director's Report regarding EveryLibrary, the first and only political action committee just for libraries, was particularly informative.
- Laurie shared some more highlights from the recent WLA Public Library Director's meeting in addition to her summary included in the Director's Report.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. In addition, Laurie also noted:

- Leslie was finalizing the staff in-service day currently scheduled for late April.
- The Tech Information days with RockIsland have been going well though Laurie noted that attendance was still building. The Library has been promoting the workshops via its usual methods for sponsored programs including on the website, through social media, with posted flyers around town, on the programming calendar, via group emails, etc.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

Circulation Report (Sue Vulgares)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie also noted that there has been an ongoing issue with damaged headphone cords and that the managers had recently discussed additional potential solutions.

Financial Report (Carrie Lacher)

The February 2017 Profit & Loss statement was noted.

NEW BUSINESS

Audit Exit Interview

Laurie reported that the recent accountability audit for FY 2013, 2014, and 2015 by the State Auditor's Office had been finalized and the audit exit interview had been completed. Three large audit areas had been chosen by the SAO as areas of focus and the Library did very well in each category. The SAO reported in the exit interview (which included staff and Board President Barry Jacobson) that they could tell the Library had worked hard to address prior audit concerns. The SAO noted that if there was another clean result at the next audit (2019), audit costs could potentially go down in the future. Copies of the final audit report were emailed to all Board members and can also be found at the SAO website: <http://portal.sao.wa.gov/ReportSearch>. Laurie and Leslie have been working on publicizing the excellent audit results.

Policy 4.1.3 – Services to Patrons with Reciprocal Status

Laurie requested a minor change to this policy so that the items in the new event equipment location do not routinely go off island. This equipment would therefore not be available to lend to reciprocal patrons.

MSC Lynn Weber/Roochvarg moved and Katie Loring seconded to approve the recommended change to Policy 4.1.3, Services to Patrons with Reciprocal Status, excluding the lending of the Event Equipment Collection to patrons with reciprocal status except by approval of the Director. Carried.

Furniture Budget

Laurie explained that she has been looking at new furniture for the Library. This search was begun in 2016 and therefore she would be asking for a budget amendment to carry over unspent monies from 2016 and add to the current 2017 budgeted amount for furniture. Laurie was anticipating that the total cost for the new furniture would be over \$10,000 with a mix of 2016 and 2017 budgeted funds. There was Board consensus that Laurie could move ahead with the furniture acquisition and it would consider a budget amendment for approval when it was presented later this year.

Graphic Artist Request for Proposal

Laurie informed the Board that she had been working on developing an RFP for a consultant to assist the Library with updates to logo, tagline, colors, theme, and other publicity and marketing topics. The Board agreed that Laurie could proceed with publicizing such an RFP.

ADJOURNMENT

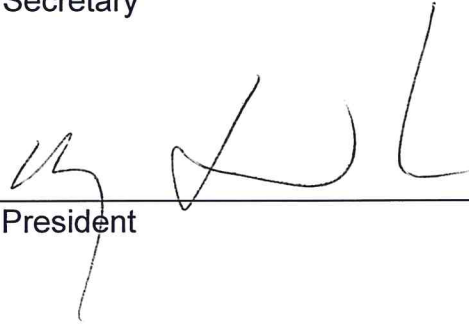
MSC Mark Madsen moved and Fred Henley seconded to adjourn at 3:41 pm.
Carried

Respectfully submitted:



Board Secretary

Approved:



Board President