

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Meeting Room, San Juan Island Library

May 12, 2015

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

**Members Absent:**

**Staff Present:** Laurie Orton, Carrie Lacher

**FOL Present:** Barbara Sharp

**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**

Laurie asked to add two items immediately before the Executive Session:

1. Clarification of a personnel policy
2. ALA Annual Conference held in June

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

### **Minutes**

#### **Approval of Board Minutes of April 14, 2015 regular meeting**

**MSC** Barry Jacobson moved and Fred Henley seconded to approve the minutes of the April 14, 2015 regular meeting as submitted. Carried.

### **Friends of the Library (FOL)**

Delegate to next FOL meeting: Glenna Hall agreed to attend the June 3rd FOL meeting at 4 pm in the Library meeting room.

Barbara reported that FOL was launching some modest online book sales. They were also getting ready for the big summer book sale set for late August. FOL will also hopefully be adding another new Board member.

### **Approval of Bills:**

**MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 04-21-2015 with warrant numbers 154488—154495** in the amount of \$7,238.70. Carried.

- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 04-22-2015 in the amount of \$7,286.81. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 04-28-2015 with warrant numbers 154895—154903** in the amount of \$4,435.94. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of pending Director Approval **Bills Due Period Ending 05-06-2015 with warrant numbers 154951—154964** in the amount of \$10,510.80. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of pending Director Approval **Bills Due Period Ending 05-11-2015** in the amount of \$3,179.92. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **April 2015 Payroll** dated 04-24-2015 in the amount of \$48,369.85. Carried.

## Reports

### Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also expanded on her recent meeting with Will Stuvenga, the Washington State Library's Cooperative Projects Manager. Their discussion focused on patron usage of Washington Anytime Library (Overdrive) including costs, availability, etc. Laurie noted a premium Overdrive subscription for the Library could be available but at more cost. Laurie also reported that the Library Now mobile app was no longer being overseen by the State Library and the Library now pays Boopsie directly.

### Youth Services Librarian Report (Melina Lagios)

Laurie noted Melina's Summer Reading Program updates. Laurie also noted that Kathy and Melina participated in the recent Children's Festival and their booth was absolutely mobbed. An estimated 1200 people attended the Festival and Kathy and Melina interacted with about 700 kids and parents. Melina's report also noted that Kathy Babbitt was amazing. The annual SRP bookmark contest was scheduled to begin May 15th. Blank templates had already been distributed. The Board wanted to communicate how pleased they were with the positive reception at the Children's Festival.

### Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie further noted that the main problem with the conversion continues to be for lost items that show on a patrons account. A work around has been developed for the time being. Washington Anytime Library items should soon be integrated with the online catalog.

### Financial Report (Carrie Lacher)

Carrie noted that the updated financial reports had been received from the County in time to generate a final P&L which was distributed.



## **OLD BUSINESS**

### **Board Retreat Update and Video**

Laurie presented an online video of a recently redesigned Walmart store that was converted to a public library. The special meeting of the Board for the purpose of a work session has been scheduled to be held in the Windermere Realty downstairs conference room on Tuesday, May 26th. The room use is being supplied at no cost.

Discussion developed regarding planning the full process for exploring facilities needs such as additional meetings, frequency of meetings, and benchmark goals. The upcoming work session will focus on "Crafting a Vision."

Laurie distributed the final draft of the retreat agenda that was then reviewed. It was agreed to add an agenda item to discuss ways to actively involve the public in the process. It was also agreed to include an action plan and summary of visioning with the work session minutes that may also need to be more detailed than usual for a work session given the nature of the topic. Mark Madsen asked that financial considerations and discussions be moved to the next working meeting on this topic. Laurie also asked that physical measurements of current library space also be moved to a later meeting. Laurie will send the revised agenda to the selected facilitator, Lynne Hobbs.

Barry Jacobson and Laurie will meet to review the current long range plan (available on the Library's website). Glenna Hall will work on getting island-specific demographics from possibly the U.S. Census Bureau and the local school district.

Laurie asked to meet with Mark to develop financial information to present at the regular June Board meeting.

Laurie planned to email retreat-related readings to Board members by the end of the week. Laurie and Carrie planned to coordinate other retreat logistics.

## **NEW BUSINESS**

### **2014 Annual Report Review and Approval for State Auditor's Office**

The Board reviewed the annual report and directed staff to submit to the State Auditor's Office.

### **2014 Public Library Annual Statistical Report and 2015 Salary and Wage Survey**

Laurie reviewed the Annual Report to the State Library. Laurie explained that the square footage of the Library was corrected to 9,600 from the prior year's approximation of 10,000 square feet. Another significant change was that the Library had added streaming videos for patron access. Laurie also noted that another change of note was that young adult programming was down from the prior year. After discussion with Melina, Laurie determined this was due to a combination of staff illnesses impacting programming and that in prior years, both Melina and Kathy had been working unscheduled hours, a situation that has since been corrected.

Laurie also noted that she has discussed with FOL to send out the Library's annual report as the summer newsletter. This might also include a Thank You page from FOL to their individual members. Laurie will be looking at data from the Annual Statistical Report to develop information for this annual report to the community.

**Clarification to Personnel Policy**

Chapter 8, Section B, #1 refers to only 8.01A (1). Laurie recommended amending the section to refer to 8.01A(2) as well.

**MSC** Mark Madsen moved and Fred Henley seconded to amend this section to include "paragraph A.2 Personal Holiday." Carried.

**ALA annual conference**

Laurie noted that Melina would not be attending this conference as originally planned and hopefully another staff person will attend in order to accept the EBSCO Excellence in Small/Rural Public Library Service Award. Laurie wanted to extend the invitation to a trustee to also attend. Interested trustees could contact Laurie.

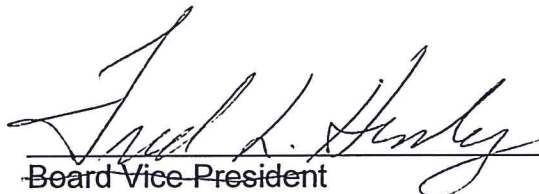
**Executive Session: RCW 42.30.110(b) – Real Estate Discussion**

Lynn Weber/Roochvarg called an Executive Session at 4:20 pm. The session was expected to last 20 minutes. At 4:40 pm, it was announced that the Executive Session would continue for an additional 10 minutes. The Board exited the session at 4:58 pm. No action was taken.

**ADJOURNMENT**

**MSC** Board meeting adjourned by acclamation at 4:59 pm.

Respectfully submitted:

  
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Board Vice President  
*SECRETARY*

Approved:

  
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Board President