

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

May 13, 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: President Fred Henley called the meeting to order at 3:00 p.m.

Agenda Approval

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

Minutes

Approval of Board Minutes of April 8, 2014 regular meeting

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the minutes of the April 8, 2014 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Fred Henley agreed to attend the June 4, 2014 FOL meeting from 4 to 6 p.m.

Barbara Sharp reported that FOL signed the paperwork for liability insurance yesterday. Barb reported FOL was still working with Laurie to finalize the agreement. Next book sale planned for August 2nd at the Library. FOL trying to figure out how to have more and smaller book sales. Barb explained that this was partly due to the fact that about one third of donated items must be disposed of because items were not useable. FOL revisited the gaming license application and agreed that the 15 voting members could be drawn from the full membership. They were moving forward with their application. Laurie and FOL Board had agreed to work together to ensure sufficient attendance at the next annual FOL meeting. The gaming license will assist FOL in exploring other fundraising options other than book sales. Barb noted that book and dvd sales from the Treasure Cove seemed to be dropping in line with the changes in access to electronic materials.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 04-15-14 with warrant numbers 139464 – 139475** in the amount of \$6,157.52. Carried.

MSC Glenna Hall moved and Barry Jacobson seconded to approve the payment of **First Quarter Use Tax by ETF dated 04-18-2014** in the amount of \$460.63. Carried.

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 04-22-2014 in the amount of \$7,116.31. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 04-29-2014 with warrant numbers** 140265 -- 140280 in the amount of \$4,147.46. Carried.
- MSC** Glenna Hall moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 05-07-2014 with warrant numbers** 140521 – 140540, 140595 in the amount of \$13,741.72. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 05-13-2014** for the newsletter printing in the amount of \$1,821.31. Carried.
- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to affirm the **April 2014 Payroll** dated 04-23-2014 in the amount of \$46,041.48. Carried.

Reports

Director Report (Laurie Orton)

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

- Laurie reported on an update of the Interlocal Agreement with the Town regarding the use of the Town's small works roster. Laurie has been working with the Town and Library attorneys and hopes to have a finished agreement to present at the next Board meeting.
- Paul Elsner will be traveling to Friday Harbor later in May to meet with Glenna and Laurie regarding ongoing attorney services for the Library. Glenna noted that the current contract with Beery, Elsner & Hammond is good for another year and Glenna suggested the Board consider continuing to work with them following Adina Cunningham's departure from the firm. Laurie gave an update on Adina's departure and the plan is for her to finish up on some outstanding Library projects by the end of the summer even though she will no longer be local.
- Laurie has been considering Mango as a language database and was pleased to announce the Library will be receiving Mango free for one year and will be able to offer 9 most popular languages. Laurie explained that Mango was also working on pricing for small libraries. The Rosetta Stone language database has been limited to French and Spanish, Level 1. Laurie will continue researching Mango but also some more affordable options. The free trial version of Mango was expected to be available to patrons later in the week.
- Laurie explained the installation of the new "panic button" was reassurance for staff working in the back of the Library which is not easily visible from the front desk. Laurie also noted the Library Safety Committee had been busy over the past year reviewing safety procedures. Barry recommended routine drilling by staff on use of the panic button.
- Laurie reported 34 people attended the recent program with Elizabeth Austen, Washington State Poet Laureate, and the event was very successful.

Youth Services Librarian Report (Melina)

Melina's written report was noted. In addition, Melina reported:

- The Library won the Best Booth ribbon at the Children's Festival. Melina estimated that about 200 kids made a craft and another 300 or so stopped by the Library's booth. Island Rec estimated 1200 people attended the free annual festival.
- Melina had been working with the Family Resource Center regarding school orientation. Melina was planning on participating in the Kindergarten Roundup Night to help familiarize incoming students with attending school.
- Melina has been partnering with the librarian at the High School and they are planning to make library cards for all students. Any student who doesn't already have a public library card but does have student i.d. can be issued a card. With the library card, students will also be able to access Microsoft IT Academy through the summer.
- New Library grandparent volunteer has started. Nancy will be featured in the next newsletter and perhaps inspire others to volunteer.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Carrie reviewed the Annual Report to the State Auditor's Office with the Board. Based on this acceptable review, Carrie will submit the report online. Carrie planned to begin work on the Library's Annual Report for the community.

OLD BUSINESS

Personnel Policy, Chapter 8

Laurie included a marked copy in the board packet with questions and suggested changes.

8.01: Adding day after Christmas as a paid holiday. Board asked for some attendance statistics before making a decision. Okay to close at 3 pm on New Year's Eve and Christmas Eve even when these fall on a Sunday and on the 23rd and 30th when the holidays fall on a Saturday. Laurie moved "personal holiday" to a stand-alone paragraph.

8.02: Discussion developed regarding holiday hours for salaried employees. Issues included equitability, the need for holiday hour accruals, and salaried vs hourly. It was agreed that as a temporary measure employees could use a holiday day and not have to make up hours, no matter when the holiday day is used. As per the Library's policy manual, holiday days used on other days must be approved in advance by the Director. Laurie will bring back a revised section at the next Board meeting. The Board agreed to discuss this section further at a later date.

8.03C: Suggested to add “notify other staff if employee calling in sick” and “contacting a staff member” (rather than “leaving a message”). Laurie will work on the language of this section to clarify the policy.

8.06: Okay to add “natural disaster.” Laurie will clarify language about how to contact other staff.

8.11: Board noted a typo in Paragraph 4c.

Laurie will provide a revised section along with Sections 9, 10, and 11 at the next board meeting.

NEW BUSINESS

San Juan County Fair and Library Closing

Laurie distributed a Fair staffing-the-booth sign up schedule. Laurie proposed the Library close four days during the County Fair in August. This would allow the Library to have a booth at the Fair and be able to staff it during all the hours the Fair is open, which is required, with at least two staff people and one volunteer. Each staff person could work 3 shifts at the Fair and the rest of the time work their regular hours at the Library. Participating in the Fair would allow the Library to interact with non-patrons. The Library’s bookdrop would remain open during the closure. Patron holds would be extended. Wifi would also still be available outside the Library. Discussion developed about funding the costs of staff attending the fair and parking.

MSC Glenna Hall moved and Barry Jacobson seconded to close the Library during the days of the 2014 San Juan County Fair.

Policy Section 4 – Registration and Circulation Discussion

Glenna noted that in section 4.2.1, the reference to RCW 42.17.310 needed to be updated to the current RCW.

4.1: Laurie passed around working guidelines for new cards that had been used by staff since the policy manual was not clear. Laurie also passed around a draft table that Laurie and Kate developed in an effort to combine the policy manual and these working guidelines. Laurie reviewed this draft table with the Board. Laurie asked for some direction from the Board on this issue. Some ideas suggested included:

- Explore reciprocal agreements with other large library systems.
- Add outer islands residents as a “guest” category.
- Boat slip rental would be eligible for a guest card unless patron could also provide some demonstration of residency (such as a voter registration card).

Board agreed that staff could refer to the updated “Who is Eligible for a Library Card?” table until the final policy was developed and approved. Laurie planned to discuss the draft table further with staff. Laurie also distributed the Visitor Services vs Cardholder Services table that showed which services are available depending on type of card issued. Fees would remain at the current level of \$10 per month/\$100 per year pending further discussion regarding the length of time available on guest cards.

ADJOURNMENT

Hearing no objections, Fred adjourned the meeting.

Respectfully submitted:



Board Secretary

Approved:



Board President