

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

May 9, 2017

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

Members Absent: Katie Loring

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Margaret Barker

Call to Order: President Barry Jacobson called the meeting to order at 3:00 p.m.

Public Access: none

Agenda Approval:

MSC Mark Madsen moved and Fred Henley seconded to approve the agenda as submitted. Carried.

Approval of Board Minutes of April 11, 2017 regular meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the April 11, 2017 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen agreed to attend the June 7, 2017 meeting at 4:00 pm in the Library meeting room.

Laurie reported from the FOL meeting:

- The FOL Annual Meeting was well attended and was followed by a fun and interesting presentation from the San Juan Community Theater.
- FOL Officers were elected at the next regularly scheduled meeting of the FOL Directors on May 3rd:
 - Stan Mayhew, President
 - Louise Lelevich, Vice President
 - Nancy Sheplor, Secretary
 - Judy Bentzen, Treasurer
- Diana Peiples will continue to oversee FOL memberships and Jamie Rice will coordinate business memberships.
- FOL was planning to be at the Farmers Market once-a-month this summer. They plan to sell books, handmade earrings and bookmarks, and distribute FOL membership information.
- FOL has added one new Board member and was considering a list of about three other potential candidates.
- They plan to work on updating the FOL bylaws this year.

- FOL plans to travel to Orcas Island on June 28th to meet with Orcas Island Library FOL and tour the building expansion.

Margaret Barker also reported about a recent discussion with a local fundraising coordinator who expressed interest in helping with a facility campaign should the Library decide to move ahead with such a project.

Approval of Bills:

- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 04-24-2017** in the amount of \$9,001.40. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 04-18-2017 with warrant numbers 183916-183930** in the amount of \$5,702.26. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 05-02-2017 with warrant numbers 184384-184403** in the amount of \$19,839.64. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to affirm the **April 2017 Payroll** dated 04-24-2017 in the amount of \$56,448.24. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Additional information provided included:

- The recent staff training day was a success. Orcas and Lopez Libraries had also agreed to host a training in the future. All of the Lopez Library staff attended the training day and left their Board in charge of their library! Leslie also noted that Boyd had a book launch for his first publication at the Grange on May 12th.
- Laurie noted that Leslie was now a member of the San Juan Historical Society Board.
- Leslie reported that the recent ukulele class at the Library was very successful and popular with 53 people attending on a Saturday. There was some confusion about the cost of the workshop to the Library. This was straightened out and the cost was to be covered in part by the event sponsors and also by the Library.
- Laurie gave an update on the online Community Resource Guide currently being organized by Peace Health using a grant from the SJI Community Foundation. Leslie had been working on this database on her own time by contract that included an upcoming end date. Laurie noted for the Board that the Library would not be sponsoring nor coordinating this project. The Board concurred that the Library was not to be a resource for this project.
- Laurie also gave additional information about the set up and coordination of the new Memory Café program by Beth. Attendance, however, has gone down and the program was in the process of being re-evaluated.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie passed around photos from the recent Island Rec Children's Festival. Melina and Kathy again won a ribbon for best theme booth. Visitors to the booth were offered an elephant craft, tissue paper flowers craft, and henna tattoos. Jane Buck had volunteered to help decorate.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie added that one patron did submit his own design that to staff looked like a gun and therefore was asked to submit a different design.

Financial Report (Carrie Lacher)

An updated April 2017 Profit & Loss statement had been emailed and was distributed. The timing of the payment of bills that had been an issue with the County in the past seems to have evened out due to additional cooperation on both ends. Laurie was working on budget amendments to present at the next Board meeting. Carrie was working on the Annual Report for the State Auditor's Office due at the end of May.

NEW BUSINESS

2016 WA Public Libraries Annual Report & Survey

Laurie provided a copy of the annual report to the State Library. Information from this report was to be distilled in the annual report to the community later this summer.

Highlights of the report included:

- The number of volunteer hours was up in 2016, thanks to the efforts of Sue and Beth.
- Holdings were up due in large part to electronic materials.
- In-person visits to the Library continued to decline slightly.
- Circulation and program attendance both went up.
- Licensed database searches tripled.
- Online catalog sessions almost doubled.

Catherine M. Heckel Estate

Laurie gave an update on the distribution of proceeds of the sale of personal property from this estate to the named beneficiaries. This distribution was shared between the Food Bank, the Senior Center, and the Library. \$14,591.67 was distributed to the Library. It was agreed to by the Board and Barry Jacobson as Board President signed the Receipt and Waiver form in order to receive the distribution. Laurie was planning to transfer the contribution to the Dedicated Fund later this year and this transaction was to be included in the upcoming Budget Amendments.

Barcodes for Computer Use / Youth Areas Policy

Laurie explained that the separation of the youth and adult computers had been planned for several months to help address some computer usage issues as well as

address concern regarding adults hanging out in the youth areas. This proposed policy was intended to address the separation of youth and adult computers and spaces. Laurie did review policies from other libraries in developing this new policy, most specifically the relevant policy of the Seattle Public Library. Under this new policy adults in the Library would still be able to access materials in the youth areas but could no longer “hang out” in those areas unless they were accompanying their child.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to add Policy Section 5.8, Public Use of Youth Areas, to the SJI Library Policy Manual. Carried.

Laurie distributed an early draft of the proposed procedures for public computer reservations and logins requiring barcodes for all computers with a target implementation date of June 1st. Exceptions could be made by staff on occasion and for older teens aging out of the “youth” designation. Laurie explained that the main reason for implementing this policy was to ensure youth and adults would only be able to use appropriate computers as determined by their patron category. This would also ensure that staff would not have to police computer usage. When implementing this procedure, during the first 3 months, staff would look up a patron barcode for free and even issue one free replacement card. But starting September 1st, patrons would be charged a \$1 barcode lookup fee.

The Board discussed potential implications and patron feedback but was supportive of moving ahead. Information was to be posted to the Library’s website and to the public computer screens. Floyd had also been researching the easiest method for patrons to access the public computers.

Blocked Website

Laurie shared information about the Omegle website that encourages strangers to meet with other strangers online and has un-moderated adult content chat rooms. Due to some issues that had been reported to staff, Laurie researched if this website could be blocked and discussed this topic with other public librarians in the state. Based on her research and the fact that this website was causing inappropriate behaviors in the Library, Laurie asked Floyd to block access to this website on all youth computers. Laurie also shared information about the current status of internet filtering on the public computers.

Facility Needs / Building Assessment

Laurie introduced the topic of initiating a formal building assessment. Laurie’s concerns included cost, possible other sources of building status information, and a focus on the past rather than on future facility planning. After discussion with Leslie and review of the feedback from the survey focus groups, Laurie preferred to use the budgeted funding to work with a consultant to develop possible future building options.

After discussion, the Board continued to believe it was important for the Library’s facility process to get a good and objective assessment of the current building for the benefit of the community’s knowledge base. Developing a facility vision was considered a

separate issue than an assessment of the status of the Library's building and its potential for substantial renovation. It was therefore agreed that Laurie would research hiring a professional commercial building inspector (rather than a structural engineer) to conduct such an assessment and to include in the budget amendments an increase to the consultant line item to cover the cost of such an assessment and possible consult with a library architect.

ADJOURNMENT

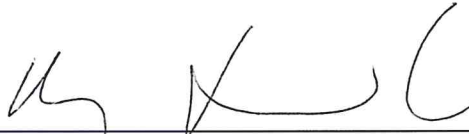
MSC Mark Madsen moved and Fred Henley seconded to adjourn at 4:43 pm.
Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President