

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

November 10, 2015

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

Staff Present: Laurie Orton, Carrie Lacher

FOL 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 an agenda item under new business regarding a bequest.

MSC Fred Henley moved and Glenna Hall seconded to approve the agenda as amended. Carried.

Approval of Board Minutes of October 6, 2015 regular meeting

MSC Glenna Hall moved and Barry Jacobson seconded to approve the minutes of the October 6, 2015 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Mark Madsen will attend the December 2nd meeting at 4:00 pm in the Library meeting room.

Fred Henley attended the November FOL meeting and gave a brief summary. Board discussion developed regarding improving the relationship with FOL, interactions between the Library Board and the FOL Board, and exploring other fundraising mechanisms separate from FOL. Mark agreed to meet further with Laurie concerning this issue. Fred also reported that FOL passed its 2016 budget.

Approval of Bills:

MSC Barry Jacobson moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 10-13-2015 with warrant numbers 161471 & 161472** in the amount of \$1,162.10. Carried.

MSC Glenna Hall moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 10-26-2015** in the amount of \$7,256.92. Carried.

MSC Mark Madsen moved and Glenna Hall seconded to approve payment for **3rd Quarter Use Tax dated 10-27-2015** in the amount of \$223.03. Carried.

- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 10-27-2015 with warrant numbers 162216-162245** in the amount of \$20,023.72. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 11-03-2015 with warrant numbers 162406-162417** in the amount of \$7,200.71. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 11-10-2015 pending Director approval** in the amount of \$18,626.99. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to affirm the **November 2015 Payroll** dated 10-26-2015 in the amount of \$50,600.55. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also explained the details of the donated store credit at Griffin Bay Bookstore from Eileen and Dan Drath.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Laurie further noted that the children's Halloween party at the Library was well attended with Melina dressing as the character Elsa from the movie "Frozen" to the delight of the kids.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The final October 2015 profit and loss statement had been emailed and was noted.

NEW BUSINESS

Bequest to Library

Laurie reported that the Library had received a letter from the estate of Jan Osborn stating that the Library had received a bequest. It was explained in the letter that a portion of the estate was to be divided among 5 local non-profit organizations: the San Juan Island Mullis Community Senior Center, the Friday Harbor Food Bank, Domestic Violence & Sexual Assault Services of San Juan Island, the Animal Protection Society of Friday Harbor, and the San Juan Island Library. However, there was some ambiguity due to the way in which the will had been written. The estate lawyer was asking the named organizations to forgo approximately \$8000 each in order that other gifts and debts could be settled first. After discussion, the Board agreed to delay a final decision pending further review.

Facilities Survey and Letter Drafts

Lynn Weber/Roochvarg introduced this topic by pointing out that it would be discussed in depth at the upcoming December workshop. Barry Jacobson referred to survey sample questions included in the Board report noting that in developing these questions he had reviewed several dozen public surveys on a variety of topics as well as the Library's 2011 survey. Also included in the Board report was a sample "ask" letter that

Barry had drafted. This was to be considered a possible tool for Board members to use when connecting with the community on this issue. Barry asked Board members to review the letter and draft survey questions and provide input at the December workshop. It was agreed that the options currently before the Board on this matter were remodel, rebuild, or move. It was noted that it should be made clear that staying in the current facility could result in services being cut due to potential repair costs.

Generally, the Board was impressed with the drafts provided but suggested rewording specifically Questions 6 and 7. It was also agreed that this information would be reviewed by Peggy Gerlock before the December work session.

Laurie reviewed and updated tasks from the last facility work session:

1. School District demographic information, Mark Madsen working on this
2. Metrics on various facilities needs; Laurie not able to compile helpful information at this point in time
3. Population trends impacting Library services; Mark Madsen working on this
4. Contact list for potential community groups; would be emailed to Board members by Laurie
5. FAQ list on facilities; Lynn Weber/Roochvarg was working on this and also developing background information in order to develop FAQs

Adult Programmers' Pay

Laurie explained that two substitutes had been filling in for the vacated Adult Programming Coordinator and had assumed additional responsibilities. Laurie therefore recommended that their pay be increased from the substitute hourly wage to Step 1 hourly pay of the Adult Programs Coordinator position for a period of about two months. This recommendation would affect pay only with no increase in benefits.

MSC Mark Madsen moved and Glenna Hall seconded to approve Resolution #4-2015 authorizing the Library Director to pay two library substitutes at the base rate for the vacant Library Associate/Adult Programming position for which they are temporarily filling in until the position is filled. Carried.

OLD BUSINESS

Fred Henley's Reappointment

MSC Glenna Hall moved and Mark Madsen seconded to recommend to the San Juan County Council that Fred Henley be reappointed for another 5-year term to the San Juan Island Library Board of Trustees. Carried.

Laurie also distributed an updated sheet with Board contact and terms information.

2016 Budget, Personnel Proposals & Budget Projections

Laurie distributed updated 2016 budget and personnel proposals that also included a 1.2% COLA for Library staff:

1. Small – no personnel changes
2. Medium – restructuring to three managers including Assistant Director/Adult Services Manager position

3. Large – all personnel changes including restructuring to three managers, Assistant Director/Adult Services Manager, Tech Support, and Youth Services Support

Laurie also distributed and reviewed with the Board:

1. 2016 Improvements Budget
2. Proposed Carryovers from 2015 Budget
3. Building Cost Projections for 2016
4. Technology Budget for 2016
5. Budgets for Reserve Accounts
6. Total net Library budget for 2016

Mark distributed and reviewed financial projections out to 2025 based on the current budget, information received from the County Assessor's Office for 2016 valuations, and assuming different levels of expenditure growth.

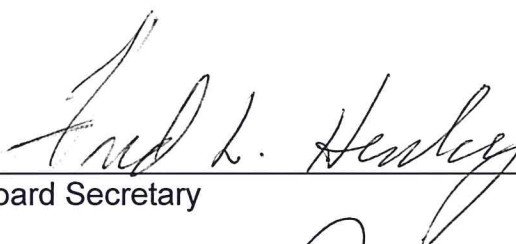
The Board discussed and reviewed impacts to the reserves on various levels of growth, Laurie's different restructuring scenarios, and the levy rate in light of statutory limitations and projected assessed values. Concern was expressed about the sustainability of Library operations, reserve fund balances, and costs of facilities needs in light of these projections and the local political climate.

While the Board was generally supportive of Laurie's "medium" proposal, they agreed to further review updated budget information at the special meeting and public hearing on the 2016 Budget scheduled for November 17th.

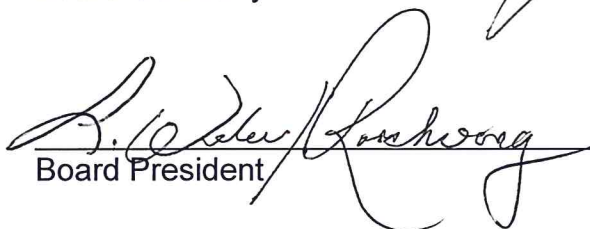
ADJOURNMENT

MSC Mark Madsen moved and Barry Jacobson seconded to adjourn at 5:03 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President