

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

November 8, 2016

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Margaret Barker

Call to Order: President Mark Madsen called the meeting to order at 3:00 p.m.

Public Access: none

Agenda Approval:

Added items: special meeting minutes, Director Evaluation Review process.

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

Approval of Board Minutes of October 11, 2016 regular meeting

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the October 11, 2016 regular meeting as submitted. Carried.

Approval of Board Minutes of October 11, 2016 special meeting

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve the minutes of the October 11, 2016 special meeting as submitted. Carried.

Approval of Board Minutes of October 12, 2016 special meeting

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve the minutes of the October 12, 2016 special meeting as submitted. Carried.

Approval of Board Minutes of October 13, 2016 special meeting

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the minutes of the October 13, 2016 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley agreed to attend the December 7th meeting at 4:00 pm in the Library meeting room.

FOL Board President Margaret Barker reported on the following items:

- Boxes of used books had been shipped to Discovery Books in Seattle thanks to Friday Harbor Freight and 18 teenage boys who helped load the boxes onto the truck. Friday Harbor Freight has been very cooperative including shrink wrapping everything.
- Next week, FOL was expecting to work on their preliminary 2017 budget.
- Thanksgiving Dinner Basket Raffle was coming up.

- Nancy Sheplor was announced as FOL's newest board member. Additional potential board members would be attending future meetings.
- Baseball caps to match FOL tote bags had been ordered for the upcoming holiday book sale.
- FOL Week in mid-October went very well; had a lot of people come to the Taste of India presentation; memberships coming in much higher than before. Laurie noted that FOL had set a goal of \$15,000 in memberships for 2016, which was almost double of prior years, and FOL had nearly met that goal. During FOL Week, each staff person was also acknowledged by FOL with a \$5 gift certificate to a local coffee shop.

Approval of Bills:

- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 10-24-2016** in the amount of \$8,195.89. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochbarg seconded to approve payment of **Bills Due Period Ending 11-01-2016 with warrant numbers 177168-177193** in the amount of \$78,562.21. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 11-08-2016 with warrant numbers 177275-177293** in the amount of \$10,384.89. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **October 2016 Payroll** dated 10-24-2016 in the amount of \$53,407.18. Carried.

Director Report (Laurie Orton)

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

- Had applied for membership for new Board Trustee Katie Loring with the American Library Association and United for Libraries, and would email the Washington Library Association wiki-link for Library Trustees. Mark Madsen also offered to provide Katie with a list of issues that have come before the Board over recent years. Laurie distributed a spreadsheet with current Board of Trustees information.
- Received letter from Wagner Law Offices. Library was named as one of the beneficiaries of the Estate of Catherine Heckel – the Library will be receiving one-third of the distribution.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie further noted:

- The most successful October event was a presentation about mushrooms (54 in attendance). Leslie noted that an expansion of the Wild Side Nature Series was planned for next year.
- iPads and a Surface Pro had been purchased for Youth Services to use for programs and outreach. Similar devices were also to be provided to Adult Outreach Services for memory programs and other patron services.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. The Board had positive comments regarding the Halloween costume party and the positive outreach of issuing new cards to children at the Library done in conjunction with the elementary school.

Circulation Report (Sue Vulgares)

Sue's written report was noted. Leslie also noted that Beth Helstien had been doing a great job of recruiting new volunteers and bringing back volunteers who had volunteered in the past.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie noted that information regarding the Digital Equipment Collection would be presented at the next Board Meeting.

Financial Report (Carrie Lacher)

The draft Profit & Loss statement was reviewed. A final P&L would be emailed once information had been received from the County. Carrie also reported that the Library had been contacted regarding the State audit. This had been tentatively scheduled for mid-January 2017.

PUBLIC HEARING: Adopt the 2017 Library Budget, Levy Certification, Ordinance Resolution

Mark opened the public hearing at 3:39 pm.

Mark noted that he had consulted with an accounting firm about the Library's long range financial planning and suggestions would be presented to the Board at a later date.

Laurie presented the updated 2017 budget based on the Levy Certification information received from the County Assessor's Office:

- General Operating Fund Budget.
- General Reserves: treated as a "generic" savings account.
- Dedicated Reserves: dedicated donations and bequests; has been used to support the English Language Learning program and other special projects. It was noted that no monies in that fund had been formally dedicated.
- Facility Reserve Fund: no balance.
- Technology Reserve Fund: no balance.
- Polaris maintenance expenditure amount would remain at \$17,000.
- Question from staff about adding Island Air Ambulance as a benefit. Laurie reported that she had talked to hospital commissioners Barbara Sharp and Mark Schwinge and their board would be putting out an informative FAQ to the public. Laurie recommended considering the Island Air Ambulance premium as a possible 2018 benefit.
- Included a 2% COLA for staff.
- Laurie distributed a draft updated long-term projection spreadsheet using the new budget numbers. Mark explained that this spreadsheet model projected out annual revenue growth at approximately 1.25% with an expenditure growth for 2017 of 1.7935%. Other years assume an expense growth of 1.8%. The model

calculated how much would need to be moved from the reserve funds in order to meet the expected expenditure gap.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the 2017 Budget as presented. Carried.

MSC Fred Henley moved and Barry Jacobson seconded to approve Resolution No. 4-2016 establishing the levy rate for tax year 2017. Carried.

MSC Barry Jacobson moved and Fred Henley seconded to approve Resolution 5-2016 setting the final budget for the year 2017. Carried.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the 2017 Levy Certification as signed by Director Laurie Orton. Carried.

OLD BUSINESS

Circulation Policy – Waiving of Patron Fines and Fees

Laurie explained that staff had been discussing a time limit on forgiving lost item charges and was suggesting a period of 90 days. After that amount of time, the Library had likely already replaced the item. Laurie wanted to implement this change as of January 1, 2017. Laurie therefore presented certain changes to Policy Section 4.2, Circulation Policies. Board suggested a slight change to the wording of Section 4.2.2C so that it would simply state, "The patron is responsible for replacement costs." It was noted that Laurie could still waive a fine for extenuating circumstances. Staff would be working hard to get the word out to the public regarding this change via press releases, a column, banners, social media and the website, etc.

MSC Barry Jacobson moved and Fred Henley seconded to adopt the changes to Policy Section 4.2, Circulation Policies, as presented. Carried.

Facilities Process/Survey/Actions

Laurie reported that three very active and helpful survey test groups were held and feedback was given. The Board discussed the feedback and general impressions from the groups. Laurie suggested developing a Board subcommittee to revise the survey questions. Following discussion, the Board agreed that:

- the survey would not be ready to send out to the public in mid-January;
- more information about facility needs was needed by the community;
- need to communicate that the "do-nothing" option was at best a short-term solution;
- Board had been testing whether a "low-context" survey was feasible and the outcome was that this was not effective; Board might consider more Q&A sessions and public meetings to gather public input rather than a survey;
- Board had been very careful not to develop the perception that the Board had reached a conclusion and had a plan in mind, though this seemed to be what people wanted;
- some conceptual planning and general cost figures based on different scenarios could be developed to share with the public; some potential scenarios were briefly discussed;

- having a complete building assessment by an engineer could be helpful to determine a building maintenance cost figure for a certain period of time; an engineer could also give input on such considerations as adding a second floor, how to utilize potential property next door, expanding/fixing parts of the building envelope, etc.;
- there was a need to devote time at the December Board meeting for deciding which aspects get more specific information and which aspects get generic information.

Library Director Annual Evaluation Process:

Barry distributed a proposed timeline for the Evaluation Process including getting information out to staff and all Board members. Barry recommended and the Board agreed to start the process the week of December 5th in order to conclude by Friday, January 6th. Lynn and Barry agreed to then collate the information in time for the January Board meeting. Laurie noted she would revise her job description since it had changed with the re-organization at the beginning of 2016.

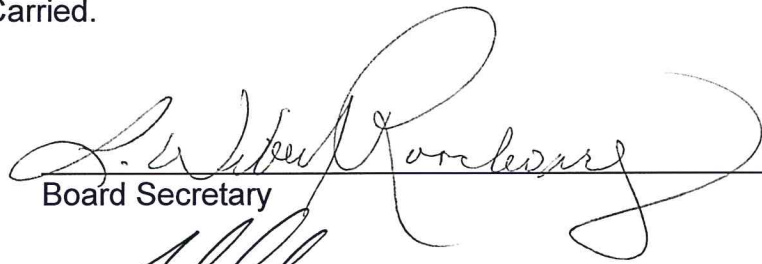
Executive Session: RCW 42.30.110(b) – Real Estate discussion

Mark called an Executive Session at 4:47 pm for a period of 10 minutes. Session concluded at 4:58 pm. No action was taken and public session was resumed.

ADJOURNMENT

MSC Lynn Weber/Roochvarg moved and Katie Loring seconded to adjourn at 4:59 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President