

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

Meeting Room, San Juan Island Library

October 14, 2014

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

**Members Absent:** none

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

**FOL Present:** none

**Call to Order:** President Fred Henley called the meeting to order at 3:00 p.m.

### **Agenda Approval**

**MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the agenda as presented. Carried.

### **Minutes**

#### **Approval of Board Minutes of September 9, 2014 regular meeting**

**MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the minutes of the September 9, 2014 regular meeting as submitted. Carried.

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

Delegate to next meeting: Fred Henley agreed to attend the November 5, 2014 FOL meeting from 4 to 6 p.m.

### **Approval of Bills:**

**MSC** Mark Madsen moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 09-16-2014 with warrant numbers 145961-145973, 146106** in the amount of \$8,671.33. Carried.

**MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 09-22-2014 in the amount of \$7,314.13. Carried.

**MSC** Glenna Hall moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 09-30-2014 with warrant numbers 146340—146356** in the amount of \$7,275.56. Carried.

**MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 10-07-2014 with warrant numbers 146668—146692** in the amount of \$13,961.78. Carried.

**MSC** Glenna Hall moved and Barry Jacobson seconded to approve the payment of **Bills Due Period Ending 10-13-2014** in the amount of \$11,558.29 pending director approval. Carried.

**MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to affirm the **September 2014 Payroll** dated 09-29-2014 in the amount of \$45,774.53. Carried.

## **Reports**

### **Director Report (Laurie Orton)**

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

- Laurie gave a brief update on health issues regarding a couple of staff people that impacted their ability to be at the Library. Laurie also reported that a couple of substitute staff had recently become engaged.
- Laurie reported that Trustees Lynn Weber/Roochvarg and Mark Madsen and Library staffers Beth Helstien and Carrie Lacher had been working on an application for a National Medal for Library Services following a nomination by the Mayor.
- The next issue of the Library's community newsletter was set to go out at the first of November.
- Washington State Ferries had a public meeting on Saturday, October 11<sup>th</sup> in the Library's Meeting Room regarding the upcoming ferry reservation system. Although the meeting was overcrowded and spilled out from the meeting room into Library public spaces, Laurie reported that she had gotten positive feedback on how well Library staff handled the overflow.
- All the newly acquired databases will be showing up in the online list of databases at the Library's website. On November 1<sup>st</sup>, icons with links will be added to the Library's homepage of the website. These databases were mentioned in the Director's message on the first page of the newsletter.

### **Youth Services Librarian Report (Melina Lagios)**

Kathy Babbitt's written report submitted in Melina's absence was noted. In addition, Laurie noted that everyone has really stepped in to fill the gap during Melina's absence.

### **Technology Specialist Report (Floyd Bourne)**

Floyd's written report was noted. Laurie also reported that the other ILS companies that were not selected had been contacted by Floyd. One company requested copies of the ILS score sheets and those had been sent as well. Laurie agreed to email to the Board a list of libraries that are using Polaris, the ILS that was selected.

### **Financial Report (Carrie Lacher)**

The profit and loss statement was noted. Carrie gave a quick update on various minor facilities projects that were completed including that the flag had been installed in its new location in the atrium.

## **OLD BUSINESS**

### **Registration Policy 4.1**

Laurie presented a rewritten version of this policy that included suggested changes discussed at September's Board meeting as well as some minor editing revisions.



**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the revised Registration Policy 4.1 as presented. Carried.

**Longevity 6.03 and Vacations 8.02, Personnel Policies; Salary Scales**

Laurie distributed a packet of Longevity and Pay Scale Comparison spreadsheets and reviewed her conclusions and recommendation with the Board. Compared were continuing longevity pay per the current policy as well as other scenarios such as doubling and tripling current longevity pay, no longevity but expanding to ten salary steps from the current five; and no longevity after 5 steps but instead every year after 5 steps add 1% increase in salary. Laurie proposed adopting the last scenario as this would address issues such as proration, equitability, ease of applicability, and would offer staff an incentive to stay by giving a reasonable increase after 5 years (the salary step ceiling). Costs per year would increase over time but would also go down as people retire/leave. The proposed 1% increase would also be based on a "satisfactory" or "meets expectations" performance review. Laurie also suggested to modify the personnel policy manual to better refer to the new 1% salary increases after 5 years and remove references to "longevity pay."

Laurie also introduced a revision of the vacation accrual policy so that vacation accruals increases would occur faster, though not a greater rate, than currently being awarded. Laurie recommended that the two policies together would be a good package to present to staff as staff improvements.

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to adopt the Longevity and Pay Scale Plan 8 as the District's compensation plan and adopt the modified vacation accrual plan schedule as presented to the Board. Carried.

Laurie reported that she had spoken with the Library's attorney about removing the pay scale appendix from the personnel policy manual. Laurie noted that the pay scales were not specifically an adopted policy and the scale is subject to regular changes. The scale chart could be made available, if requested.

**MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to remove Appendix A Salary Scale from the personnel policy manual. Carried.

Laurie also reported that it had come to her attention that the current pay scale steps do not have uniform percent increases between steps. Laurie recommended keeping all current staff on current staff scales but with new hires, would like to add new salary scales so that there would be a uniform 5% between steps. During the discussion, a concern was expressed about the ramification of having two different people doing similar duties having different pay scales. Laurie agreed to review her proposal with attorney before proceeding.

Laurie stated she would bring the revised pertinent chapters of the personnel policy manual to the next Board meeting for approval in its entirety.



## **NEW BUSINESS**

### **2015 Library Budget First Draft**

Laurie presented a first draft of the 2015 budget. Laurie reviewed revenue sources including levy amounts. The Board discussed the challenges to the revenue should the levy rate be capped due to low property appraisals. Laurie noted the levy certification forms had already been prepared and they would be included in the next Board packet for approval at the November meeting. Laurie then reviewed each line item of the proposed 2015 budget with the Board. Of note:

- Increase in transfer from Stuby Fund to operating fund for ELL due to increases in ELL staff costs. It was noted that the reserve in the Stuby Fund remains healthy for future funding of ELL. The Board further agreed the ELL program was a good use of these funds.
- COLA: Laurie recommended a 2% increase based on the CPI-W increase of 2.1% over 2014. Laurie noted she would double-check with other island libraries as to COLA for 2015.
- Increase in children's programs of \$1000 each from the Library and FOL.
- Increase in Adult Videos: Laurie was expecting to implement a change to interlibrary loan requests that eliminated borrowing feature film DVDs through ILL as locating DVDs from other libraries has become very time consuming. In response to this change, Laurie was planning to beef up DVD purchases and add an online streaming service, Indieflix. The budget line for adult books was reduced to accommodate part of the budget increase for DVDs and also because the Library is running out of shelving space.
- New Playaway collection: This special collection, funded by FOL's Camilla Woodbury Memorial Fund, was expected to go out later in November. Laurie was also planning on adding to this collection in 2015.
- New telephone system: \$10,000 projected for a new phone system. Also under consideration: data plans for portable devices used by staff.
- Projected \$10,000 for annual ILS maintenance.
- Laurie distributed a Technology Plan draft that she developed in collaboration with Floyd. Laurie noted that many of the suggestions resulted from the Association of Rural & Small Libraries conference and from site-visits to other libraries during the ILS process.
- Improvements: Laurie noted that the entire 2014 budgeted amount had not yet been spent. At the next Board meeting, Laurie would bring a list of anticipated projects for 2015 and the remainder of 2014.
- Total expected budget came to \$1.6 million with a projected surplus of about \$57,000. The Board suggested developing a plan to put the surplus to reserves until the final tax revenue numbers were received from the Assessor.
- Mark Madsen noted that such a modest budget would help to extend the positive impact of the levy lid lift passed in 2011. When the final levy for 2015 is determined, Mark and Laurie agreed to work on updating the long term budget projections. The original model presumed a 6% annual increase in expenditures. Mark noted that Laurie's proposed budget was much more modest, potentially

- coming in at under 4%. He further noted that it could be helpful to have a flat budget for a few years to help address being near the 50 cent levy rate cap.
- Another concern Laurie noted regarded staffing. She pointed out that adding four substitutes during 2014 made for a very positive difference. At this point, Laurie felt it was most important to add the planned circulation assistants to help stabilize the front desk staffing. However, Laurie noted she was holding off on other planned new staff because of developing needs in other areas such as tech support, website support and coordination of public relations. Laurie had not yet made any decisions but noted she may recommend reallocating planned staffing expenditures.
  - Laurie expected to email a revised proposed budget to the Board in a few weeks.

**EXECUTIVE SESSION: RCW 42.30.110(b), Real Estate Discussion**

Fred called for the Executive Session to begin at 5:00 pm for ten minutes. No action was anticipated. At 5:10 pm, the session was extended for an additional 10 minutes. The Executive Session ended at 5:23 pm. The Board resumed the public session.

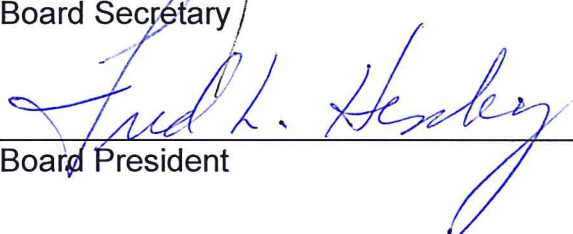
**ADJOURNMENT**

**MSC** Mark Madsen moved and Barry Jacobson seconded to adjourn at 5:25 pm. Carried.

Respectfully submitted:

  
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Board Secretary

Approved:

  
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Board President