

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Meeting Room, San Juan Island Library
October 8, 2013

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: none

Call to Order: President Barry Jacobson called the meeting to order at 3:02 p.m.

Agenda Approval

Laurie added under new business discussion regarding Adina Cunningham, Library Attorney, and FOL agreement.

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

Minutes

Approval of Board Minutes of September 10, 2013 regular meeting

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the minutes of the September 10, 2013 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Glenna Hall agreed to attend the November 6, 2013 FOL meeting. Mark will be backup if Glenna can't attend.

Laurie reported that at October meeting, FOL spent time discussing a Thanksgiving basket raffle; a ticket table will be at Market Place on three upcoming Saturdays, one in October and two in November. This will be a raffle for a ready-to-go Thanksgiving dinner. FOL also reported that they would need to have a financial meeting to discuss their annual budget. Laurie will be setting up a meeting with FOL President Birgit Kriete to discuss their process.

Approval of Bills:

MSC Glenna Hall moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 09-24-2013 in the amount of \$7,011.44. Carried.

MSC Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 09-17-2013 with warrant numbers 131042 – 131057** in the amount of \$3,625.72. Carried.

MSC Glenna Hall moved and Fred Henley seconded to approve the payment of **Bills Due Period Ending 10-01-2013 with warrant numbers 131583 – 131595** in the amount of \$4,750.95. Carried.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 10-08-2013** in the amount of \$11,340.94. Carried.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to affirm the **September 2013 Payroll** dated 09-23-2013 in the amount of \$42,337.54. Carried.

Reports

Director Report (Laurie Orton)

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

- Whole Island Network: The SJI Library could be promoting this as the Library or on the WIN website. Laurie checked in with the Board to see if any concerns or questions of going forward with supporting this and the Board consensus was to go ahead.
- New cash handling procedures: A list of procedures had been developed and Laurie had planned to go forward with implementing and give an update at the next Board meeting. Laurie emphasized that these would be procedural changes but not policy changes. These procedures would be introduced to staff later this month. The new procedures were designed to address four major issues:
 - Volunteers should not be handling money.
 - A tally sheet should not be used to record transactions.
 - Transactions should be receipted.
 - Fewer people should be dealing with the money.
- Lynn Weber/Roochvarg was pleased to see all the Affordable Care Act support the Library had been providing. Laurie noted there had not been a lot of inquiries.
- The high amount of King's receipts received by Friends of the Library was noted.
- The successful banned book blind date display and column were noted.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported that she had been focusing on finishing up with inventory follow through. She and Jen had just finished up a second search of inventoried items for the children, teen, and parenting collections.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Glenna Hall noted the proposed 2014 technology budget amount seemed modest. Laurie explained that this would be raised; did not include ILS costs; and may also be increased for adding mobile devices for in-Library use by patrons. A new server was included in Floyd's proposed budget.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Carrie noted the P&L was late in being presented because financial reports had just been received from the County. Some tax revenue had been received during September and Carrie expected enough funds to be available to cover expenses for October but she would keep an eye on it.

OLD BUSINESS

Executive Session

At 3:30 p.m., Barry Jacobson called an Executive Session for a period of 30 minutes for the purpose of continuation of a six-month performance review of the director (RCW 42.30.110 g). Public session resumed at 3:55 pm.

Levy Update

Mark reported that the Library had received the provisional property tax assessment value from the County Assessor and he was happy to report that the Library should not be capped on its levy rate. The total assessed value the County was expected to be using was \$2.53B, \$19M in property value below the Library's levy cap. Hopefully, this would be the lowest valuation the County would see and, there was an expected upward trend on valuations as 2013 was the third year of the original 3-year valuation cycle. This year, the Library would be very close to the cap, likely around 49 cents/thousand but Laurie was given the go ahead by the County Assessor to build the 2014 budget that would be presented at the next board meeting for review and approval.

NEW BUSINESS

Discussion of FOL Agreement

Laurie reported that she has been reviewing the FOL agreement. Glenna and Barbara Sharp wrote the original agreement. Laurie had some questions about how FOL was making its annual contribution to the Library. Adina felt there were a few legal issues with the Memo of Understanding. Laurie recommended that the Library enlist the aid of Adina in revising the FOL agreement. Laurie thought this would help clarify the relationship with FOL. Discussion ensued. Board agreed to go forward with exploring Adina's proposed changes. Glenna offered to meet with Adina to discuss further. The next step would be to present these proposed revisions to FOL. This might be a good example of how the Board should be willing to invest funds into Attorney consultant services to ensure proper procedures and policies.

Limited Signing Authority Resolution

Laurie clarified that while Adina did provide input on the Limited Signing Authority Resolution from the Orcas Island Library that was presented at an earlier board meeting it was their director who actually wrote it. Therefore, Laurie recommended having Adina review the proposed resolution before approving and the Board agreed. At Laurie's request, the Board also agreed to go ahead with the proposed heater and related electrical work. Laurie will bring back a revised resolution at next meeting.

Contract Review

Contracts for cleaning and landscaping services were included in the Board packet. Laurie noted that neither vendor had raised their prices in many years so Laurie suggested the Board consider doing that for them next time the contracts were reviewed. Both Naturescapes and CMS had been providing these services to the Library for over 20 years.

MSC Mark Madsen moved and Fred Henley seconded to approve the contract with Naturescapes Landscaping to provide landscape maintenance services. Carried.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the contract with CMS (Complete Maintenance Service) to provide cleaning services. Carried.

MSC Mark Madsen moved and Fred Henley seconded to authorize the Guard Electrical estimate for electrical projects as presented. Carried.

2014 BUDGET DRAFT

Laurie presented a budget draft for 2014 noting there was still work to be done. The new property tax revenue number Mark had mentioned had been included. Laurie pointed out several highlighted items that indicated either amounts that still needed updating or items that required input from the Board. At the very end of the draft budget were some recommended items that Laurie was seeking feedback from the Board.

Laurie led the Board in a review and discussion of the proposed 2014 budget. Items discussed included:

- Revenue
 - Amount of the anticipated FOL gift was unknown, amount used was equal to 2013
 - \$13,000 from Stuby Fund for ELL teacher and 2 family literacy leaders. Teacher expense was \$7000 for full program, but Laurie recommended increasing this amount. Beth had recommended paying the co-leaders at the same level (currently at different levels). Discussion developed regarding use of the remaining Stuby funds, how to accommodate waiting list for ELL programs, how to regularize cost of ELL classes that would help it become a fundamental part of the mission of the Library rather than an “add” on. Board recommended going forward for one more year as is. Board agreed they would support a contract increase for lead ELL teacher.
- Expenditures
 - Salary and wage changes had not yet been prepared.
 - Consulting services: Board recommended increasing to \$37,500
 - Reference non-print: Laurie needed to study this line more.
 - CD-Roms: probably a left over budget item; could be zeroed out.
 - Large Print, Spanish, Bindery: Laurie moved some items out of the adult collection budget and added new lines for these categories. These will be new barcodes.
 - Outreach Services ELL: reflected the suggested increase for teachers.
 - Telephone: won't be changing system during 2014.
 - Online telephone: internet K2 costs had actually gone down.
 - Postage: had been revised down but in light of anticipated postal increase was changed to \$10,000.

- ILS Server: Floyd revised Margie's old spreadsheet developed during the last ILS conversion. Top of the line ILS was about \$85,000. Used this number and added \$10,000 for another six months with Millennium. Laurie got Millennium to agree to a six-month service contract so Library can move to a new ILS when ready but can also renew for another six months.
- Miscellaneous Equipment: this amount was raised due to the contract for the staff printer/copier that was installed in early 2013.
- Insurance Property: Laurie would check with Enduris.
- Repairs & Maintenance: Equipment (added 5% to last year's budget plus additional \$1500 for an automated external defibrillator). Board was very supportive of the proposed portable defibrillator purchase.
- Building & Grounds – increased by 5%.
- Improvements: This was a mini-budget that Laurie needed to review so had not been determined.
- Computer equipment: Laurie used Floyd's suggested budget included in the Board packet and added \$10,000 for mobile devices for in-Library use by patrons.
- Special Budget Items:
 - Personnel: Laurie had calculated various scenarios and had also spoken with staff about changes in duties/hours. Laurie prioritized these requests and costs as to what she thought could be feasible. Laurie recommended a special meeting to further discuss the proposed personnel changes. Mark noted there was a 1% increase of revenues and the budget as proposed was an increase of 6.2% in expenditures, which was not inconsistent with increases in the past but would require some review and discussion. Laurie noted that some of the proposed personnel changes were additional hours for current staff and not adding new staff.
 - Vehicle idea: Laurie explained that a number of staff do a lot of outreach. For example, Beth visits several places in the community; Melina and Kathy also do a lot of outreach. Lots of things also need to be transported. Beth informed Laurie that she was shopping for a new personal vehicle and was basing her decision on what she needed for work so asked that the Library consider acquiring a vehicle for Library use. Laurie thought this could be a good idea but has not done much research on this possible acquisition. Fred suggested working through a local vendor to see if there would be less expensive options. Laurie's estimate included all the extras like insurance, maintenance, and fuel.
 - Generator: Laurie explained that this proposed acquisition had to do with the Library becoming a community warming spot. Beth had suggested to Laurie a Library goal of working more closely with the San Juan County Department of Emergency Management for the Library to become a spot where people would shelter in case of emergency. Lynn suggested getting more information from DEM and seeking grants from the SJI Community Foundation.


Special Meeting

Since the next regular meeting of the Board was not until November 12th, it was agreed to hold a Special Meeting on Monday, October 21st from 9 to 11 am for the purpose of further budget discussion.

ADJOURNMENT

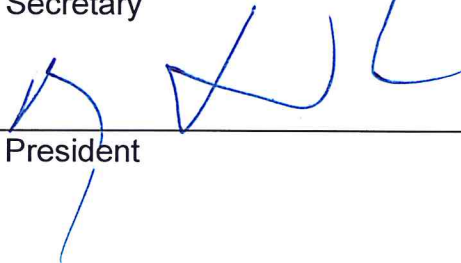
MSC Glenna Hall moved and Fred Henley seconded to adjourn the meeting at 5:13 p.m. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President