

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Meeting Room, San Juan Island Library
September 13, 2016

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Louise Lelevich

Call to Order: President Mark Madsen called the meeting to order at 3:01 p.m.

Public Access: none

Agenda Approval:

Mark proposed an additional item under New Business: Dates for special meetings for interviewing trustee applicants.

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

Approval of Board Minutes of August 9, 2016 regular meeting

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the August 9, 2016 regular meeting as presented. Carried.

Approval of Board Minutes of August 31, 2016 special meeting

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the minutes of the August 31, 2016 special meeting as presented. Carried.

Approval of Board Minutes of September 7, 2016 Work Session #4

Fred noted a correction on page 4, last paragraph: changing "Library was currently overdue..." to "Library *may* be overdue."

MSC Barry Jacobson moved and Fred Henley seconded to approve the minutes of the September 7, 2016 Work Session #4 as amended. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen agreed to attend the October 5th meeting at 4:00 pm in the Library meeting room.

FOL Board Member Louise Lelevich reported on the following items:

- The August Book Fair went well raising about \$2400 and everyone seemed to have lots of fun though it was hard work.
- Meeting time for monthly FOL Board meeting has been permanently changed from 3 pm to 4 pm.
- Working on National Friends of the Library Week beginning October 16th.
- Expecting to receive about \$1000 from King's Receipts rebates.

Approval of Bills:

- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 08-16-2016 with warrant numbers 174013 - 174040** in the amount of \$29,116.52. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 08-24-2016** in the amount of \$8,188.40. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 08-30-2016 with warrant numbers 174437 - 174453** in the amount of \$12,510.44. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 09-12-2016 with warrant numbers 174976 - 175005** in the amount of \$18,874.70. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **August 2016 Payroll** dated 08-26-2016 in the amount of \$53,249.70. Carried.

Director Report (Laurie Orton)

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

- Two packets were received in the mail from the Estate of Jan Osborne. One packet contained a check for the distribution of \$20,000. The second packet contained the Estate closing packet requiring signatures and that also included a list of all distributions. Laurie believed the Library should receive an additional \$7,710.
- An upgrade to Polaris was expected to take place on September 21st. Floyd was anticipating the system would be offline for only a few hours.
- The new Washington State Librarian, Cindy Aden, was expected to pay a visit later in September.
- Laurie reviewed the ongoing patron incidents that had been taking place both inside and outside the building.
- New shelving had arrived and had been installed in the adult fiction area and in the young adult area.

Additionally, Mark asked for a review of the K20 internet service agreement with a comparison to the local fiberoptic internet service provider. It was pointed out that such a change could also affect the videoconferencing services the Library currently offers in conjunction with the other island libraries. The Board noted that the Director's annual review was pending. Barry and Lynn would be working on the process and timeline.

Assistant Director/Adult Services Manager Report (Leslie Baker)

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

- The highlight of the August programs was the *Know Your Islander* talk from Liza Michaelson on hiking through Europe.
- *This Victorian Life* program was scheduled for September 21st. The presenters were to demonstrate their "immersive" Victorian lifestyle and are well-known for their talks and presentations.

- Leslie was continuing to work on an updated Library website. It was acknowledged that this in-progress website may be pressed into service sooner rather than later if the current website issues could not be resolved.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also noted that she has been pleased with the changes being made to the children's programs both in the number of attendees and the oversight by other staff. The Board wanted to make sure to commend Kathy on her contribution to the Library and the community through her ten years of organizing and leading the very popular After School Read-Aloud Program, with much of that time being contributed by Kathy as a volunteer.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie also mentioned that the policy for 3-D printing was moving forward as Floyd worked to get these special printers ready for public use.

Circulation Report (Sue Vulgares)

Sue's written report was noted. The Board expressed their appreciation regarding the circulation stats and ongoing circulation work. Laurie reported that Sue had also been working hard to get new circulation volunteers trained.

Financial Report (Carrie Lacher)

The updated August 2016 Profit and Loss Statement was distributed and reviewed. Carrie explained that she and Laurie had been working with the County regarding beginning cash issues including petty cash, cash box monies, and the Flex 125 account. Once these issues have been resolved with the County, the Library's 2016 budget could be formally amended.

Carrie also explained that the Flex 125 benefit available to eligible Library staff had been offered by the County to the Library for many years and the County had therefore managed the related Islanders Bank account that acted as the "flow-through" account for Flex 125 payroll deposits and withdrawals. When the Library assumed the Flex 125 benefit and related bank account a few years ago when the County benefit was discontinued, the bank account came with a balance of close to \$5000 in past Flex 125 forfeitures. On advice of County Auditor Milene Henley, the Library was now planning to transfer the overage into the General Operating Fund as revenue and leave a "float" of approximately \$1500 in the Flex 125 account. An update will be given at the next Board meeting regarding this transaction.

Laurie also noted the issue of increasing late fees on certain bill payments due to what appears to be an accounts payable processing and timing issue with the County Auditor's Office. The Board authorized Mark to issue a letter of concern to the Auditor on behalf of the Board.

NEW BUSINESS

Policy 5.1 – Rules of Conduct

Laurie provided some suggested changes to address use of Library property including prohibiting sleeping or camping on Library property, prohibiting parking overnight in the parking lot or parking for longer than posted limits, and prohibiting parking by other than staff or Library patrons. The Library Director was further authorized to develop guidelines for parking limits. After discussion, it was agreed these suggested changes to the code of conduct were a good place to start to address increasing issues on Library property. Laurie would also plan to post relevant signage.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve Policy 5.1 – Rules of Conduct as amended. Carried.

Policy 5.6.2 – 3-D Printing

Laurie reviewed the new proposed policy with the Board. Discussion developed about 3-D printing services at the Library. Several word changes, sentence order, and edits were suggested. Laurie also provided a draft of the Patron 3-D Printing Agreement that would be revised to be consistent with the policy as amended during the meeting. It was agreed to not limit the new 3-D Printing service to only Library patrons at this point in time but to revisit the issue if needed. Floyd was currently looking for an appropriate location for the printer and this was to be discussed further at the next staff meeting.

MSC Fred Henley moved and Barry Jacobson seconded to approve to adopt proposed Policy 5.6.2 – 3-D Printing as amended.

Review Work Session #4 and Action Items

Laurie noted that she updated the Action Item list provided by Facilitator Lynne Hobbs and distributed this to the Board:

1. Develop visual timeline of Library history related to new services, facility changes, improvements, repairs, Library events, etc. Barry, mid-October.
2. Create focus groups and logistics. Laurie, Mark, Leslie; late September.
3. Create background summary for focus group survey test. Lynn; mid-October
4. Hold separate focus groups to test survey; one group being given a background summary and one group without. Staff/Board Members; end of October. It was agreed to have one staff person and one board member lead each focus group to be determined once a schedule has been developed.
- #. *Added item: Design postcard by December 1st.*
5. Refine survey and process based on Focus Group input. Lynn/Barry; December 15th.
6. Add timeline of facility exploration onto new website. Leslie; timing should coordinate with timing of postcard.
7. Upload minutes of Library Facility Work Sessions to new website. Leslie; by time of postcard mailing. Leslie noted that she had already been working on this.
8. Provide surveys to community in several ways (e.g., bulk mailing, online, tables in public locations, Library newsletter, email blasts, etc.) with four weeks to return by mid-February. Laurie agreed to work to reserve tables at MarketPlace in January.
9. Finish analysis of survey results and develop report for public posting. End of March.
10. Special board meeting to review survey analysis. April.

11. Hold public meeting to take public response. By mid-May
12. Board decision about next steps. June.
13. Data from school district. Mark was to continue to work on getting this information.

Laurie also reviewed with the Board the groups of community members suggested for the focus groups invitation. Laurie also noted that she would email out an updated Action Item list.

Schedule Special Meetings for Trustee Interviews

Laurie and the Board selected several potential dates and times for special meetings. The purpose of these meetings would be for interviewing Trustee applicants in order to determine a recommendation to be made to the San Juan County Council for appointment.

ADJOURNMENT

MSC Barry Jacobson moved and Fred Henley seconded to adjourn at 4:45 pm.
Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President