

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

September 8, 2015

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

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Judy Bentzen

Guest Present: Mike Thomas, San Juan County Manager

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:00 p.m.

Public Access: None

Agenda Approval

Lynn Weber/Roochvarg asked to add an executive session regarding a personnel matter, RCW 42.30.110(1)(g) Personnel Qualifications.

MSC Fred Henley moved and Barry Jacobson seconded to approve the agenda as amended. Carried.

Minutes

Approval of Board Minutes of August 11, 2015 regular meeting

MSC Barry Jacobson moved and Mark Madsen seconded to approve the minutes of the August 11, 2015 regular meeting as submitted. Carried.

Approval of Board Minutes of August 17 & 19, 2015 special meetings

MSC Fred Henley moved and Mark Madsen seconded to approve the minutes of the special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Lynn Weber/Roochvarg will attend the October 7th meeting at 4:00 pm in the Library meeting room.

Judy Bentzen reported that the Friends of the Library participated in the annual community Arts Fair on Court Street in June. In August, FOL had a Book Fair on August 22nd including a couple of vendors and music in the Library parking lot, an author's corner, silent auction, books for sale in the main salon and in the meeting room. October 18-24th is National Friends of the Library week and kick off for the annual membership drive. The Holiday Book Sale in the Library Meeting Room has been scheduled for December 11th (set up) and December 12th (book sale and silent auction).

Approval of Bills:

- MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 08-24-2015 in the amount of \$7,286.81. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 08-18-2015 with warrant numbers 159285—159293** in the amount of \$3,716.78. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 08-25-2015 with warrant numbers 159780—159786** in the amount of \$3,238.00. Carried.
- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 09-01-2015 with warrant numbers 159878-159890** in the amount of \$5,545.39. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 09-08-2015** in the amount of \$4,884.05 pending Director review. Carried.
- MSC** Glenna Hall moved and Barry Jacobson seconded to affirm the **September 2015 Payroll** dated 08-24-2015 in the amount of \$49,819.65. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also noted that after a conference call with Polaris and Innovative Interface, the Library was able to secure savings of about \$1800 for the authority control process mentioned at the last Board Meeting. The contract had therefore been signed.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Laurie also noted that Melina was on Orcas Island meeting with the other youth services librarians in the County.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The profit and loss statement was noted as a draft. A finalized report was to be provided at the Board work session.

OLD BUSINESS

September Work Session

The draft agenda was reviewed and finalized. Board members agreed to review the following in preparation:

- Library's mission statement
- Library's core values
- document regarding Mt. Vernon Library future visioning

NEW BUSINESS

ELL FRC Contract

Laurie explained that the new contract with the Family Resource Center was to include employer taxes on the wages for the children's teachers for an additional cost of a little over \$600 a school year. The Board agreed that Laurie would sign the contract with the new amount.

Cash Till Resolution

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution 3-2015 setting the authorized starting cash for the change drawer cash box at the amount of \$51.50. Carried.

ILL Policy & Guidelines

Laurie explained that she and Heidi had been working on revising the interlibrary loan (ILL) guidelines due to a steady increase in ILL requests and the amount of staff time required to process these requests. Heidi and Laurie considered various changes in services offered including eliminating DVD requests of all types and researched ILL policies of other libraries and DVD availability on the island. Based on this research, Laurie proposed eliminating TV series requests. After discussion, it was agreed to a limit of 3 ILL requests in process at any one time. Barry Jacobson did request clarification on the number of ILL requests by item type and how these may be impacted by the policy changes.

MSC Fred Henley moved and Barry Jacobson seconded to approve the proposed changes to the Policy Manual Section 4.3 Interlibrary Loan Requests and the related guidelines as discussed. Carried.

Executive Session

Lynn Weber/Roochvarg called an Executive Session at 3:50 pm for the purpose of RCW 42.30.110(1)(g) Personnel Qualifications for a period 10 minutes. No action was taken. Regular session reconvened at 4:00 pm.

Mike Thomas, County Manager

Mark Madsen introduced the topic of the County owned property next door to the Library. Mike Thomas explained that the County has property on Beaverton Valley Road that is under serious consideration for a relocation of the County Public Works Yard. Such a move would make the property on Guard Street next to the Library available for sale within the next couple of years. Mike noted the school district has expressed some interest in the property as a maintenance facility. Other issues noted included:

- leasing options
- property value; Mike agreed to keep Laurie apprised
- environmental review of property
- timing of County completing its master plan to move the public works yard to the Beaverton Valley property
- timeline could be changed based on a known interest in the property
- short term parking agreement for the Library
- timeline of Library study of parking and facility needs

- future of County facility needs of staff

2016 Budget Discussion

Laurie focused on the personnel parts of the budget and reviewed some proposed restructuring that she believed would help to fix and address some organizational issues. This proposal focused on creating a "managerial level" for those that supervise and evaluate other staff. Discussion topics included:

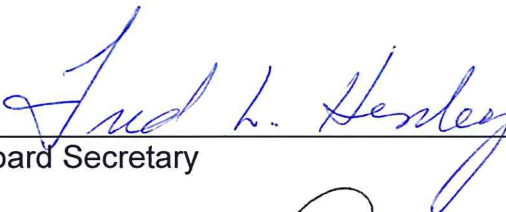
- draft description of an Adult Services Manager position
- potential restructuring of the organizational chart and salary steps
- responsibilities of and need for Assistant Director
- level of confidence in other staff by Board as to who would be second in charge
- qualifications required for new positions
- potential for staff advancement

Board asked that Laurie present a new budget for 2016 including personnel costs for current staff and incorporating new staff structuring as proposed by Laurie, and projected ongoing costs.

ADJOURNMENT

MSC Barry Jacobson moved and Fred Henley seconded to adjourn at 5:28 pm.
Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President