

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

December 10, 2013

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

FOL Present: Raymond Hailey

Call to Order: President Barry Jacobson called the meeting to order at 3:00 p.m.

Agenda Approval

Under New Business item C, Laurie added the item of county small works roster interlocal agreement.

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

Minutes

Approval of Board Minutes of November 12, 2013 regular meeting

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the minutes of the November 12, 2013 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Glenna agreed to attend the January 8, 2014 FOL meeting from 4 to 6 p.m.

Raymond Hailey reported that FOL had adopted their 2014 budget copies of which he distributed to the Board members. The holiday book sale was scheduled for Saturday December 13th from 10 a.m. to 2 p.m. in the Library's meeting room. Raymond noted that FOL was planning books sales in December, April, and August 2014 instead of one large sale in the summer. The recent Thanksgiving Dinner raffle was fairly successful. FOL was planning three raffles for 2014: Mother's Day, Father's Day, and Thanksgiving.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 11-19-2013 with warrant numbers** 133706 - 133717 in the amount of \$2,806.47. Carried.

MSC Glenna Hall moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 11-20-2013 in the amount of \$7,011.44. Carried.

MSC Mark Madsen moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 12-03-2013 with warrant numbers** 134147 – 134165 in the amount of \$15,280.75. Carried.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the payment of **Bills Due Period Ending 12-09-2013** in the amount of \$14,073.79. Carried.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to affirm the **November 2013 Payroll** dated 11-20-2013 in the amount of \$42,268.87. Carried.

Reports

Director Report (Laurie Orton)

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

- Laurie reported that she attended the Chamber of Commerce awards celebration. The "True Grit" award presented to the Library for support during the telecommunications outage had been framed and was hanging behind the front desk.
- Laurie noted the reupholstery project was completed and looked wonderful. She encouraged the Board to take a look.
- Lynn commented that she was pleased with the number of people who had applied for the substitute staff position.
- Laurie reminded the Board they were welcome to attend the volunteer holiday party.

Youth Services Librarian Report (Melina)

Melina's written report was noted. Melina also reported that she was starting to plan for spring and summer and was working on getting performers secured for the Summer Reading Program.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Laurie reported that the mobile app funded by the State library had gone live. Lots of PR would be going out about this app at the beginning of January. Laurie attended a webinar on this topic right before the Board meeting. A lot could be customized but the app was functional as is. Laurie explained how to use the app: find "Library Now" in the app store; download and give permission to access location; select SJI Library from the list of libraries the app provides. Laurie noted that so far staff has been looking at some smaller ILS products that do not necessarily provide all the services needed by the SJI Library.

Financial Report (Carrie Lacher)

The profit and loss statement was noted. Carrie noted that tax revenue was only at 98% as of the end of November.

NEW BUSINESS

Board Presidential Succession

Laurie distributed an updated spreadsheet of Board of Trustees term information. Fred was scheduled to be the next president but will be unavailable during January and February. Lynn agreed to substitute for Fred in her capacity as Vice President. Board clarified that bylaws were changed so that officers would be elected from appointed

members at the December regular meeting of the Board. Discussion developed regarding the updates to bylaws and the policy manual. Barry asked that Laurie verify his reappointment to the Board by the SJ County Council. This led to a discussion about the process for reappointment. The Board thanked Barry for his year as president. It was noted that all current Board members had served a term as president.

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded that recommendation be made to the SJC Council for appointment of Barry Jacobson for his first full 5 year term to the SJI Library Board of Trustees. Carried.

MSC Mark Madsen moved and Glenna Hall seconded to approve the slate of officers for 2014 as Fred Henley, President, Lynn Weber/Roochvarg, Vice President, and Barry Jacobson, Secretary (contingent on reappointment). Carried.

Amendment to K-20 Agreement

Laurie noted that the Library would be paying less for the coming year than last year by about two to three thousand dollars. Mark explained there was a variable rate for usage and a flat rate for the circuit payment that had been paid in quarterly chunks. The interlocal agreement would adjust the circuit payment rate to one annual charge resulting in the savings. The circuit charge was based on the distance between the Library and the other end of the fiber.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to authorize Laurie Orton as Library Director to approve the revision to the K-20 Agreement 11/066. Carried.

Interlocal Agreement for Small Works Roster

Laurie distributed a copy of the Interlocal Agreement and noted that Enduris and MRSC had both reviewed it. Laurie also noted that the Agreement did not involve any monetary actions. Laurie explained that the purchasing limit of \$25,000 referred to in the 4th whereas clause of the Agreement was a limit used by counties. Adina has recommended modifying this limit to city guidelines which are lower. This may therefore be a point of discussion at a future Board meeting. Mark noted this interlocal agreement would give the Library the ability to utilize the County's small works roster but not necessitate such action.

MSC Glenna Hall moved and Fred Henley seconded to approve the Interlocal Agreement to share the SJI County small work rosters, vendor list, and architectural and engineering roster. Carried.

OLD BUSINESS

New Cash Handling Procedures

Laurie reported that staff had been using these new procedures for about two months. The procedures had been reworked somewhat. While not quite perfect, Laurie suggested waiting for input from the State Auditors before making any additional changes. Discussion developed about impacts of the new procedures. Discussion

developed about the possibility of accepting debit/credit cards and how to handle such transactions in the future.

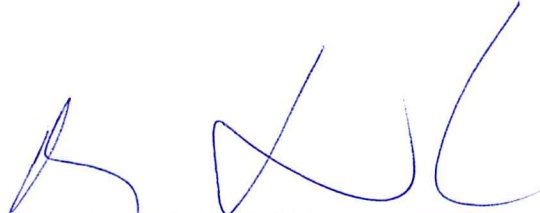
Consent Agenda

At the request of the Board, Laurie had provided some information regarding consent agendas. Laurie noted the Board would need to pass a resolution agreeing to a consent agenda process and then develop a relevant policy. This policy would include topics such as what gets added to a consent agenda, what happens if a question develops regarding items on the consent agenda, and how the consent agenda gets adopted. Discussion developed about the use of a consent agenda. In the interest of more financial oversight, Carrie agreed to try and provide a summary spreadsheet of the bill totals to the Board in advance of the Board meeting, perhaps with the Board packet, although the Board was sympathetic to staff time issues. It was the will of the Board to set aside the consent agenda topic in order to assess the impacts to the bookkeeper of providing bill summaries to the Board.

ADJOURNMENTS

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to adjourn at 4:22 p.m. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President