

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

February 9, 2016

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

Staff Present: Laurie Orton, Heidi Lewis

FOL Present: Louise Lelevich

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

Public Access: None

Agenda Approval

MSC Barry Jacobson moved and Fred Henley seconded to approve the agenda as amended to include in the Executive Session a discussion of the qualifications of an applicant for public employment and to add to New Business the item of a letter the Board received regarding disposition of an estate. Carried.

Approval of Board Minutes of January 12, 2016 regular meeting

MSC Fred Henley moved and Glenna Hall seconded to approve the minutes of the January 12, 2016 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Barry Jacobson agreed to attend the March 2nd meeting at 3:00 pm in the Library meeting room.

Louise Lelevich, FOL Board member, noted that the last FOL meeting was short. The membership committee had been working towards redrafting the letter sent out to encourage business supporters. FOL has also been considering a logo designed specifically for FOL as they do not currently have one. The FOL annual meeting was being planned for April 20th in conjunction with a special event. A Mother's Day raffle was being planned. The FOL Board retreat date had not yet been set, but they were shooting for a date in March. Sales at Treasure Cove have been brisk and FOL has been considering selling more of the more popular items such as jewelry.

Approval of Bills:

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 01-19-2016 with warrant numbers 165530 & 165531** in the amount of \$1,292.54. Carried.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 01-22-2016 with warrant number 165532-165544** in the amount of \$6,771.43. Carried.

- MSC** Barry Jacobson moved and Glenna Hall seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 01-22-2016** in the amount of \$7,303.30. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment for **Bills Due Period Ending 01-29-2016 with warrant numbers 165810-165824** in the amount of \$9,878.54. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 02-05-2016** in the amount of \$10,982.78. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 02-08-2016** in the amount of \$3,559.66 pending Director Approval. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **January 2016 Payroll** dated 01-25-2016 in the amount of \$49,195.35. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also alerted the board that Overdrive recently released an update to its App that seemed to be causing issues for some patrons. Libraries across the state had notified Overdrive and the App had subsequently been updated. This information was posted to the website. In addition, Laurie reported that she and Melina had recently attended a program at the Anacortes Public Library called "Gaining STEAM – Lego Mindstorms" and Laurie thought it to be a very fun program with great ideas for teaching basic computer programming. She thanked the Board for supporting their attendance. Barry asked to verify the date of the Facilities Work Session #4. Laurie did confirm that the session was scheduled for June 21st and that facilitator Lynne Hobbs was available and now booked.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted. Glenna also noted that Floyd had been very helpful during the February 9th Tech Tuesday session. Even though Floyd was working on another project, he took the time to help patrons with their tech questions. Laurie noted that Floyd does enjoy helping patrons one-on-one with their tech questions.

Financial Report (Carrie Lacher)

A final January 2016 Profit & Loss statement was emailed to Board members and distributed at the Board meeting.

OLD BUSINESS

Basement Update and Proposal

Laurie read a brief memo from Carrie explaining that Peter Schmidt had reviewed the Boundary Water analysis. The memo noted that Peter explained he could do the repairs but gave a caution that there were a lot of unknowns with the stormwater pipe at the back of the property. His estimate for the recommended work was therefore \$6000 to

budget in running into complicated issues such as blockage, collapse of the existing pipe, and possibly easement issues.

MOTION: Fred Henley moved and Glenna Hall seconded granting the Director authority to work with Peter Schmidt on the recommended repairs to the stormwater pipes and not spend in excess of \$6000. That motion was amended by Fred Henley and seconded by Glenna Hall that the Director could spend up to \$10,000, if that became necessary. Carried.

Executive Session – RCW 42.30.110(1)(g) – Director’s Annual Performance Review and Qualifications of an Applicant for Public Employment

At 3:30 pm, Mark Madsen called an Executive Session per RCW 42.30.110(1)(g) for the purpose of the Director’s Annual Performance Review and discussion of qualifications of an applicant for public employment. The session was expected to last 30 minutes. At 4:00 pm, Mark Madsen extended the executive session to 4:30 pm. At 4:30 pm, the Executive Session ended and the Board returned to the regular meeting.

NEW BUSINESS

Director’s Annual Performance Review

Barry Jacobson reported that the Board discussed with Laurie her annual review. Mark Madsen and Laurie Orton signed Laurie’s annual review after the passing of the related motions.

MOTION: Fred Henley moved and Barry Jacobson seconded to accept the Director’s annual review with objectives for 2016. These objectives are: 1) Improve teen area and public computing area, 2) Hire and train Assistant Director/Adult Services Manager and new Adult Programs Associate, 3) Move the Facility Needs Project forward, 4) Continue revising policies with the Board, and 5) Improve staff areas. Carried.

MOTION: Lynn Weber/Roochvarg moved and Glenna Hall seconded the Director to instruct the bookkeeper to increase the Director’s salary to Step 5. Carried.

San Juan County Community Network

Lynn Weber/Roochvarg noted that she had read Melina’s report on the San Juan County Community Network. Lynn met with Joyce Sobel regarding this group to ascertain if the Library Board needed to send a representative. Lynn relayed that Joyce was particularly complimentary of Melina as a representative of the Library and also as a contributor to this group. Lynn felt that Melina was doing a fine job as a member of this group and representing the Library and therefore did not feel it was necessary for a Board member to become involved at this point in time. Joyce agreed to keep Lynn updated and at some point, a Board member may decide to become more directly involved.

Attorney's Letter

Mark Madsen shared a letter received from GodduLanglie Lawyers & Advisors concerning a creditor's claim on the estate of Jan Osborn. After some discussion the Board directed the Director to consult the Library's attorney and report back.

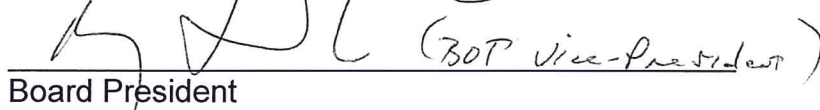
ADJOURNMENT

MSC Fred Henley moved and Barry Jacobson seconded to adjourn at 4:35 pm.
Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President (BOT Vice-President)