

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library
January 12, 2016

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

Staff Present: Laurie Orton, Carrie Lacher, Melina Lagios

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 asked to add two agenda items: approval of the December work session minutes and Current Building Issues Update under Old Business.

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

Approval of Board Minutes of December 8, 2015 regular meeting

MSC Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the minutes of the December 8, 2015 regular meeting as submitted. Carried.

Approval of Board Minutes of December 15, 2015 work session

MSC Glenna Hall moved and Barry Jacobson seconded to approve the minutes of the December 15, 2015 work session as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Lynn Weber/Roochvarg agreed to attend the February 3rd meeting at 3:00 pm in the Library meeting room.

Louise Lelevich noted that she was new to the FOL Board and she left their last board meeting feeling very hopeful for positive changes and planning. Stan Mayhew recently joined the FOL board as the 10th board member. FOL did very well at the recent holiday book sale. FOL plans to continue to use Discovery Books for disposition of surplus books. Louise also noted that FOL had received some generous donations including a \$5,000 donation. All the dates for FOL events in 2016 had been set. Treasure Cove remained a good money maker. Laurie also noted the FOL board had moved its monthly meeting times on the first Wednesday of each month from 4:00-6:00 pm to 3:00-5:00 pm. Laurie recently met with an FOL membership committee to brainstorm new ideas. FOL President Margaret Barker was planning a board retreat for January and had asked for recommendations of a pro-bono facilitator.

Approval of Bills:

- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 12-14-2015 with warrant numbers 164244-164253** in the amount of \$3,015.62. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 12-21-2015 with warrant number 164405** in the amount of \$1,247.53. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 12-21-2015** in the amount of \$7,303.38. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment for **Bills Due Period Ending 12-31-2015 (warrant numbers included in 01-08-2016 transmittal)** in the amount of \$12,219.76. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 01-08-2016 with warrant numbers 164740-164775** in the amount of \$25,310.74. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the electronic funds transfer for **4th Quarter 2015 Use Tax** in the amount of \$962.43. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 01-16-2016 for budget year 2016** in the amount of \$7,826.51. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **December 2015 Payroll** dated 12-21-2015 in the amount of \$48,234.60. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also raised the issue of Board participation in the hiring process for the Assistant Director. It was agreed that two Board members would participate in a "meet and greet" with candidates. Laurie agreed to email dates for these meetings. Laurie reported that Fred Henley's reappointment to the Board for his second term as a Trustee through 2020 had been approved by the County Council and received by the Library. Laurie distributed an updated sheet with Board of Trustees information. At Laurie's inquiry, it was also agreed that Laurie would provide to the Board quarterly report of donations to the Library.

Youth Services Librarian Report (Melina Lagios)

Melina's written report was noted. Melina also reported that things were busy but going well in the Youth Services Department. Melina noted that she had recently attended another community meeting about developing a Teen Center and felt it was important for the Library to continue to have a seat at the table and participate in the discussion.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

A draft December 2015 profit and loss statement was distributed. Carrie noted that due to some transitions in the County Auditor's office, payment of bills seemed to be somewhat delayed. The Auditor's office was hoping to have a schedule and plan in place soon. If this remained an issue by February, this may need to be broached with the County Auditor. However, Carrie also reported that the County had taken on the detailed task of meeting the Affordable Care Act reporting requirements for the Library and other junior taxing districts.

Laurie also noted an unexpected increase in Washington Digital Consortium costs due to increasing usage. However, the invoice from the State did not come out in time for any participating library's 2016 budget planning. Based on feedback to the State, the service was therefore adjusted in order to lower the price although it still reflected a substantial 32% increase. Laurie did note that Washington Anytime Library was running behind in digital services being offered (eBooks and eAudiobooks) to patrons in comparison to other districts and consortia. It is expected that the 2017 invoice would arrive earlier in the year so that it can be budgeted for appropriately.

OLD BUSINESS

Current Building Issues Update

- A copy of the report from Boundary Water regarding water incursion issues in the basement had been emailed to the Board and hard copies were also distributed at the meeting. The Board discussed the information contained in the report and the concluding recommendations. The Board directed staff to pursue an estimate for the recommended repair work. Louise Lelevich also offered that her husband may be able to provide some pro-bono geotechnical advice. It was suggested that he could contact Laurie for further discussion.
- San Juan Pest control has been monitoring the Library for silverfish. The Library was informed that the most recent check of the interior monitoring devices had shown evidence of silverfish in the back NW corner. Carrie was working with SJ Pest Control to schedule a time to spray the interior of the building. This must be done when the Library is closed and unoccupied.
- A timeline for replacing the Library roof this year was discussed. The Board agreed to direct staff to proceed with starting the process for contracting for this work so that the replacement could be accomplished during the dry season.

NEW BUSINESS

Facility Needs Workshop #3 Evaluation and Review

Laurie distributed and reviewed a list of action items from work session Facilitator Lynne Hobbs. The Board agreed to schedule Work Session #4 for Tuesday, June 21st to follow up on the following topics and actions:

1. Develop actions list for facility exploration not related directly to public input process:
 - a. Cost projections for possible facility scenarios (current facility, new facility, renovated facility): Mark Madsen had developed a spreadsheet of potential building costs (estimated range of \$500 to \$900 per square foot exclusive of property acquisition) that he agreed to email to Board

members. Laurie would also speak with Orcas Island Library Director Phil Heikkinen. *Library Journal* and the American Library Association website might also have relevant information.

- b. Foundation development – Mark Madsen agreed to follow up with Executive Director of the SJI Community Foundation. Laurie would gather information on the difference between Library Foundations and Library Friends groups.
 - c. Possible bond campaign.
2. Develop statement or visual graph depiction of building cost trends and impact on library service delivery – Fred Henley was working on this.
 3. Monitor EMS election date – Mark Madsen may have this information for the February Board meeting.
 4. Send Laurie additional names for first Advisory Group list, particularly for balanced community representation. Laurie reported she had added names to the list presented at the work session.
 5. Present data from school district (work session #4) – Mark Madsen.
 6. Gather data re meeting requests received by staff, computer class space, etc. Laurie was working on collecting this information from staff.
 7. Report population trends impacting Library services and tax revenue – Mark Madsen, Work session #4.
 8. Invitations to all on list to attend of one of three Focus Group dates (sent early December 2016).
 9. Focus Groups meetings and actions (second week January 2017).
 10. Refine survey based on Focus Group input (March 31, 2017).
 11. Send out surveys (April 5, 2017).
 12. Complete analysis of survey (May 21, 2017).
 13. Public hearing to take official responses (early June 2017).
 14. Board Decision (June-July 2017).
 15. *If* filing for Bond election is an outcome of the public input, determine timeline and Actions for that process.

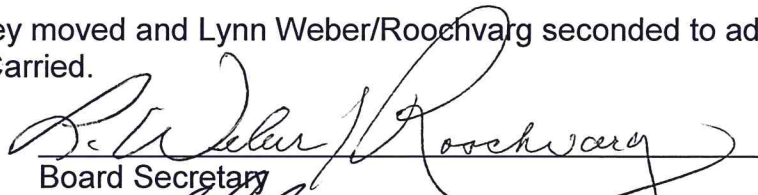
Executive Session – RCW 42.30.110(1)(g) – Director’s Annual Performance Review

At 4:05 pm, Mark Madsen called an Executive Session per RCW 42.30.110(1)(g) for the purpose of the Director’s Annual Performance Review. The session was expected to last 20 minutes. At 4:25 pm, the Executive Session ended with no action having been taken and the Board returned to the regular meeting.

ADJOURNMENT

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to adjourn at 4:28 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President