

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

October 11, 2016

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Margaret Barker

Guest: Gay Graham

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

Public Access: none

Agenda Approval:

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

Approval of Board Minutes of September 13, 2016 regular meeting

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the minutes of the September 13, 2016 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson agreed to attend the November 2nd meeting at 4:00 pm in the Library meeting room.

FOL Board President Margaret Barker reported on the following items:

- Annual Friends of the Library Week was coming up starting October 16th. A "Taste of India" presentation was scheduled for Wednesday night and an "Edible Book Contest" was planned for Saturday afternoon. Barry Jacobson had agreed to be on the contest judging panel. There was also to be a silent auction of a hand-painted table donated by a local artist.
- A \$100 gift certificate and an FOL book bag was to be included in a drawing as part of the 2017 FOL membership drive.
- The annual Thanksgiving Raffle Basket was also coming up. Diana Pieples would be coordinating the FOL membership drive table and the raffle basket.
- Elena Thoms had resigned from the FOL Board. FOL was working on filling that position and also recruiting a couple more board members.
- FOL Board was working on its 2017 budget.
- FOL had recently received a matching donation of \$250 for the capital fund.
- FOL had invited all Friends and Directors from the Orcas, Lopez, and Shaw libraries to a luncheon before the SJI Library FOL meeting in November.

Approval of Bills:

- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 09-26-2016** in the amount of \$8,203.38. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 09-27-2016 with warrant numbers 175550 - 175565** in the amount of \$9,960.90. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 10-04-2016 with warrant numbers 175766 - 175785** in the amount of \$12,882.36. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 10-10-2016 with warrant numbers 176189 - 176199** in the amount of \$5,337.59. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **3rd Quarter Use Tax dated 10-10-2016** in the amount of \$989.99. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to affirm the **September 2016 Payroll** dated 09-23-2016 in the amount of \$53,747.56. Carried.

NEW BUSINESS

Resource Directory, Community Foundation

Gay Graham, community volunteer, appeared before the Board seeking support and authorization from both the San Juan Island Community Foundation and from the Library to develop a Community Resource Guide. This guide was last put together into a print binder by Joyce Sobel in 1998. Gay explained that she would like to fully update this resource with a focus on local 501(c)(3)s. This guide would be a cross-referenced online listing to help those needing services, wanting to donate, and also wanting to volunteer. Gay distributed her goal statement and contact information and also discussed her vision for the process of gathering information from the community and collating this into a guide. She was hoping for January 2017 as a completion date.

The past history of other efforts to maintain a relevant guide of this sort was noted. Gay explained that Peace Health was developing a guide for health services resources and she intended the focus of this guide to be on other non-profits. Also noted was the volunteer efforts of Library Assistant Director Leslie Baker in developing a potential digital template for the guide. Carrie Unpingco, SJICF Executive Director, had also offered the Foundation's support. The SJI Library Board agreed that it was supportive of this current effort as described and presented by Gay.

Public Hearing – 2016 Budget Amendments & Resolution #2-2016

Mark opened the public hearing at 3:49 pm. Laurie reviewed with the Board the explanatory spreadsheet with the proposed changes to the 2016 Budget that was included in the Board packet. Laurie also distributed a page of 2015 budget carryover amounts although it was noted that some changes had been made to these amounts in the proposed amended 2016 budget. No public comment was presented or received. The Public Hearing closed at 4:01 pm. There was no further discussion by the Board.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the amended 2016 Budget as presented. Carried.

Director Report (Laurie Orton)

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

- A second distribution check had been received by the Library from the Estate of Jan Osborn in the amount \$15,362.55. This was to be transferred to the Dedicated Reserve Fund.
- Laurie had shared a draft of an invitation letter to identified members of the public to participate in the Library's facility needs survey testing groups. After a brief review, the Board agreed to the version presented. The testing group meetings had been scheduled for October 24 at 1 pm (Barry, Laurie), October 26 at 7 pm (Laurie, Lynn) and October 29 at 11 am (Leslie, Mark). The Board noted it was important to make sure the three groups were asked the same questions about evaluating the survey. The Board was asked to email any additional suggestions to Laurie. The Library was planning to provide refreshments, and pens and pencils. The Board agreed to use a similar process for each meeting.
- Barry agreed to reformat the survey questions and also coordinate the online version in Survey Monkey. Lynn has provided the Library background information that was to be shared with certain test groups. Laurie was to email the background information draft to Board members for suggestions/additions.
- Mark noted the information included in the Director's Report regarding the K-20 Network. According to Laurie's report, the Library would be assessed a prohibitive early termination fee should the service be cancelled before the end of the contract.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. It was noted that program attendance has increased over the past several months. Leslie reported that she continues to make progress on the Library's updated website.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. The start of the new Steamsters Club had been delayed for about a month. Laurie reported that the recent Campfire Storytime was very successful with 75 people in attendance. Laurie also noted that the furniture and design of the Teen Area had been revamped and that had changed the dynamics of the use in that the area. This change was thanks to ideas, planning, and work from Melina, Jen, Kathy, and local volunteers.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie noted that the policy regarding the newly formed Event Equipment Collection was in development. This policy should be ready for Board review at the November meeting.

Circulation Report (Sue Vulgares)

Sue's written report was noted.

Financial Report (Carrie Lacher)

Carrie noted that the September revenue reported on the Profit & Loss statement included the Section 125 Forfeitures as mentioned at the September 13th Board meeting. The total amount transferred from the Section 125 bank account to the General Operating Fund came to \$3,526.00 leaving a "float" of \$1,500 in the Section 125 account.

NEW BUSINESS

Flex 125 Account Resolution #3-2016

This resolution removed past staff members Laura Tretter and Margie Harrison from the Section 125 bank account and added Laurie Orton as the current Director.

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve Resolution 3-2016 Modifying the Authorized Users of the Flex 125 bank account. Carried.

Election of 2017 Officers

Slate: Barry Jacobson, President; Fred Henley, Vice President; Mark Madsen, Secretary.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to elect the slate of officers for the San Juan Island Library Board of Trustees for 2016 as presented. Carried.

2017 Budget Draft

Laurie distributed the most current version of the draft of the 2017 Budget. This was reviewed by the Board. It was noted that the \$300,000 in beginning cash continued to be a workable amount for the first quarter of the year. Mark noted that during the upcoming financial long range planning, it might be helpful to look at if this amount would continue to be satisfactory over time. Laurie noted that the draft 2017 budget had not yet been reviewed by staff and was to be discussed at the next staff meeting.

Laurie had provided an initial draft 2017 budget to the Board last week. The updated version distributed at the Board meeting had changes to bring the budget more in balance.

- Mark noted that the draft included a column for no COLA and a column for a 2% COLA. The Board expressed support for the 2% increase if possible.
- Property tax revenue information showed a 1% increase but Laurie had not yet received 2017 tax information from the County Assessor. Mark suggested using a factor of 1.1% in the absence of concrete numbers.
- Laurie reviewed each of the changes in the budget line items. Of particular note:
 - The transfer in from the Dedicated Fund for English Language Learning was for only half of the total cost for this program.
 - A transfer in from the General Reserve would be required; the actual amount would depend on the final budget.
 - Medical benefit costs increased about 6.5% (set by the State).
 - Short term disability benefit increased about 20%.
 - Operating supplies increased based on current expenditures.

- Long range planning supplies increased to address potential upcoming Facility Needs public meetings and any related printed materials.
- Consulting services reduced since this expenditure line had not been used as much as anticipated in the past couple of years. If substantial facility work were to be undertaken, this budget line may need to be increased during a budget amendment in 2017.
- Audit costs were reduced because the current audit by the State Auditor's Office should be finished by the end of 2016. The Library is on a 3-year audit cycle with the State.
- Legal/paid ads line was increased to account for notices regarding the Facility Needs process.
- The hourly wage for Library Pages (Summer Assistants) remained at \$12.
- Substitute staff line was increased.
- Processing supplies line was increased.
- Use tax added to each expenditure line as required by the County Auditor.
- Adult audio line increased in order to expand the increasingly popular PlayAway collection.
- Adult books and other collection lines increased to make sure the Library continues to have a robust collection for the public's use.
- Increase to newsletter line due to increasing printing costs. This cost is funded by the Friends of the Library.
- Laurie distributed a list of budget reductions that had been included in her first draft budget:
 - Faxing services for the public eliminated – faxing is an aging technology with other, less expensive options available for the public such as scanning/emailing.
 - New telephone system eliminated – Library's current system is aging but not a priority; other options could be available to address staff needs.
 - Coin taker eliminated – this was intended for faxing but faxing has been eliminated.
 - Small equipment budget reduced.
- Postage expenditure line increased based on current costs.
- Online telephone line increased to account for Verizon mobile hotspots for staff use.
- OCLC increased annual costs.
- Floyd working on getting refined Polaris annual maintenance fee for 2017.
- Miscellaneous equipment:
 - New refrigerator in the staff area to accommodate increased program use.
 - Maintenance cost for copier increased due to color copying services.
- Recycling stays same based on current expenditures.
- Equipment: Laurie would like to add color copying services for the public.
- Building and Grounds: increased based on current expenditures.
- Landscaping line increased as new landscaping contractors were anticipated for next year. Current, long-term contractors have given notice that they will be retiring at the end of 2016.

- Building service contractors line increased based on current expenditures.
- Proposed improvements eliminated:
 - New carpeting for remainder of the Library
 - Staff bathroom improvements
 - Building exterior painting
- Technology Budget – added Envisionware e-commerce for paying fines, making donations online (not at the front desk; patron would access this service online through the Library's website).
- Possible Budget Reductions that could be considered for elimination but were included in the current draft of the 2017 budget:
 - Color copying
 - Express computer
 - Envisionware e-commerce
 - Furniture
 - Self-checkout station at children's desk – Laurie noted that in her experience, kids usually are the first to embrace this technology; would also change the configuration of the Children's Library desk.
- Board discussed the various 2017 budget changes and proposals. Lynn noted that the presentation was very clear and Laurie worked hard to be fully explanatory. Lynn additionally noted that Laurie was planning to further improve the Budget with input from the Board and staff. Mark noted and the Board agreed a budget increase of about 1.8% increase was outstanding and Laurie was to be commended.
- Mark raised the issue of the specifics of the funding of the English Language Learning program and suggested funding it fully from the Dedicated Fund. Mark also suggested reducing the consultant line further from \$30,000 to \$25,000.
- Utilizing a simple graph, Mark then gave an illustration to the Board of a long term projection over the next several years of the status of the balance in the Reserve Fund. Assuming a continued annual expense growth rate of 1.8%, the Library reserves would be effectively exhausted at the end of 2022. Mark also explained for the Board that if property valuations were not to increase enough to allow for a possible levy lid lift in the next few years, the Library would need to try and hold the annual expenditure growth to only 1.2%, which may not be feasible without significant reduction in services.


ADJOURNMENT

MSC Fred Henley moved and Barry Jacobson seconded to adjourn at 4:53 pm. Carried.

Respectfully submitted:


 Board Secretary

Approved:


 Board President