

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

February 14, 2017

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Judy Bentzen

Call to Order: President Barry Jacobson called the meeting to order at 3:03 p.m.

Public Access: none

Agenda Approval:

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the agenda as submitted. Carried.

Approval of Board Minutes of January 10, 2017 regular meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the January 10, 2017 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson agreed to attend the March 1, 2017 meeting at 4:00 pm in the Library meeting room.

FOL Board Treasurer Judy Bentzen reported on the following:

- FOL joined United for Libraries, the American Library Association's organization of library trustees, advocates, Friends, and foundations. FOL opted not to renew their membership with the local Chamber of Commerce
- The Treasure Cove has been looking wonderful and fresh thanks to the hard work of FOL Vice President Louise Lelevich; sales at the Treasure Cove have been doing well.
- FOL was planning on sending out renewal reminders to lapsed members.
- Mother's Day basket raffle was being organized with the table reserved at Market Place for multiple dates.
- FOL was starting to plan for its annual meeting in April.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 01-17-2017 with warrant numbers 180269-180282** in the amount of \$22,417.41. Carried.

MSC Fred Henley moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 01-24-2017** in the amount of \$9,818.41. Carried.

- MSC** Mark Madsen moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 01-31-2017 with warrant numbers 180736-180749** in the amount of \$23,056.93. Carried.
- MSC** Fred Henley moved and Katie Loring seconded to approve payment of **2017 Bills Due Period Ending 02-14-2017 with warrant numbers 181447-181477** in the amount of \$20,680.88. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to affirm the **January 2017 Payroll** dated 01-24-2017 in the amount of \$54,660.17. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie reported on the following items:

- The Library had two closures recently: one closure was all day on Saturday, February 4th due to water leaking into the main entry way from the roof. On Wednesday, February 8th, the Library closed at 3 pm due to deteriorating weather conditions. All local schools were contacted at about 1:45 pm. Leslie stayed after the closure to ensure no children were left unattended at the Library. In conjunction with the building closures, two evening programs were cancelled: one on Saturday, February 4th (Astronomy 101); one on Monday, February 8th (Know Your Islanders). Both programs were expected to be rescheduled.
- Laurie noted that the long overdue policy (items more than 90 days old) had recently been implemented. During the transition period, the Director would like to soften the procedure a bit to allow for waiving of costs on items on children cards that are past the 90 days if items are returned. Laurie explained that this would allow the opportunity for a conversation with the patron. Laurie noted she would like to try this for a period of about six months and monitor the results. Four authorized staff can waive such fines and would also put notes into the patron record explaining why fines were waived.
- Laurie noted there was a letter on the San Juan Update from Rob Simpson (who had been organizing the Conscientious Projector series at the Library) objecting to the Library no longer sponsoring this program. Laurie noted that she had heard from patrons with complaints about the quality of the recent documentary that had been shown under the sponsorship of the Library. Laurie drafted a proposed response but asked for the Board's input. After discussion, the Board agreed to the response but suggested some revisions. Barry offered to assist.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. In addition, Leslie noted:

- The hiring process for increasing the substitute staff pool was underway. 13 applicants were being vetted.
- Beth had been very busy lately with the addition of three new programs: Tax Time Assistance, Tech Classes in conjunction with Rock Island, and an Aids for Better Living collection through the Washington Assistive Technology Act Program.

- Leslie proposed a staff in-service training day for April 26th to be held in conjunction with Orcas Island Library. A proposed agenda had been provided in the Board Report. The Board was very supportive of this proposal.
MSC Mark Madsen moved and Katie Loring seconded to authorize the Director to close the San Juan Island Library on Wednesday, April 26th for the purpose of a staff in-service training day. Carried

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also reported that new work tables for the Youth Services areas that had been crafted by Mark Cunningham had been installed. Floyd has also been working on acquiring eight new computers for the Youth Services areas. It was also noted that long time staffer and volunteer Jeanne Lee was moving away and a good-bye event was to be held for her on the afternoon of Wednesday, February 15th.

Circulation Report (Sue Vulgares)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The January 2017 Profit & Loss statement was noted. The final 2016 Profit & Loss statement had been emailed to Board members earlier. Carrie provided a brief update on the ongoing State Audit which was nearly done and so far was reported to be looking very good. Laurie touched on some expenditure items of note in the current Profit & Loss statement including propane, electrical, and the roof replacement project. Laurie noted she was keeping track of necessary budget amendments for later this year.

NEW BUSINESS

Art Donation

Laurie noted that she had described a recent donation of an item of artwork in her Director's report. Unfortunately, the current location was causing a great deal of reflection onto the artwork so it may need to be moved. The Board took a brief trip into the Library to view the piece, *Island Colors*, by former local artist Whitney Peckman. Laurie and the Library Art Committee recommended accepting the donation.

MSC Mark Madsen moved and Fred Henley seconded to accept the donation from Christopher and Joyce Clarke of the artwork *Island Colors* for the Library's permanent art collection. Carried.

Emergency Declaration for Roof Leaks

Laurie reported that beginning on Friday, February 3rd, leaks from the ceiling into the entry area, display case, and book drop were noted by Library staff. These leaks increased over the course of the afternoon and the next morning. Esary was contacted immediately but their crew was unable to return until late Saturday afternoon due to weather conditions on the mainland. More leaks were reported on Sunday and Esary

addressed these issues. Laurie notified Enduris, the Library's insurance company and an insurance adjuster was sent to assess the damage. A representative from Esary also assessed the damage. The Enduris insurance adjuster was to correspond with Esary about necessary repairs. The Board agreed it was prudent to work through Enduris. Laurie had contacted Barry as the Board President to declare an emergency so that Laurie could work to address the water and possible mold situation as soon as possible. Barry did authorize that on February 13th.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to ratify the declaration of the Emergency due to the roof leak. The Board further authorized the Director to select a contractor, if and as necessary, for emergency repairs, by-passing the ordinary procurement process. Carried.

Landscaping/Grounds Maintenance Contract

Laurie had emailed out a copy of the contract with Green Man Landscape & Design. This had been the only response to the landscape maintenance RFP. Laurie had contacted two of the references and messaged with the third. All references were "glowing." A couple of items that Laurie was working to clarify with Green Man: contingency item and "time and materials" basis. Laurie recommended approving up to a set amount for a one year contract.

MSC Lynn Weber/Roochvarg moved and Katie Loring seconded to authorize the Director to sign the contract with Green Man Landscape & Design for an amount not to exceed \$7,164.73 per year and subject to the noted clarifications. Carried

EXECUTIVE SESSION – RCS 42.30.110(1)(g)

Director's Annual Performance Review

Barry called an Executive Session to begin at 4:26 pm for a period of 15 minutes for the purpose of the Director's Annual Performance Review. The Board returned to public session at 4:45 pm. No action was taken during the session.

Director's Annual Performance Review

Barry noted that the Board commended and thanked Laurie for her outstanding performance during the past year. Based on this performance review, the Board agreed to sign Laurie's evaluation and recommended approval of a longevity pay increase, per Library policy.

MSC Katie Loring moved and Lynn Weber/Roochvarg seconded to approve the Director's Annual Performance Review and further authorized a 1% longevity pay increase. Carried

ADJOURNMENT

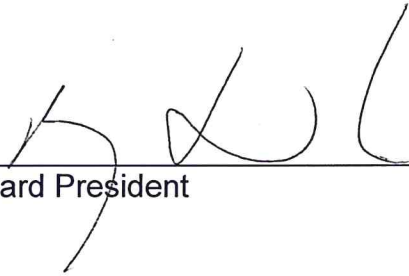
MSC Lynn Weber/Roochvarg moved and Katie Loring seconded to adjourn at 4:48 pm. Carried

Respectfully submitted:



Board Secretary

Approved:



Board President