

1 ORCAS ISLAND LIBRARY DISTRICT



3 Re-Scheduled Board Meeting

4 January 23, 2003

5 Scheduled Time 4:30 P.M.

6 President Audrey Stupke convened the meeting at 4:30 P.M. in the meeting room of the  
7 library. Attending were Board members Paige McCormick, Lynn Richards, Robert  
8 Henigson, Library Director Victoria Parker and staff member Carol Gilliland. Guests in  
9 attendance included San Juan County Auditor Si Stephens and several community  
10 members.

11 **NEW BUSINESS**

12 Introductions: Audrey Stupke welcomed everyone to the meeting.

13 Election of Officers: Paige nominated a list of Board choices for 2003 Officers  
14 beginning with Lynn Richard for Chair, Robert Henigson as Vice-Chair and George  
15 Garrels remaining as Secretary. Paige moved to accept and appoint those nominations,  
16 Robert seconded and the Motion was carried unanimously. At this time, Audrey turned  
17 the meeting over to new Board President Lynn Richards.

18 Additions or Modifications to the Agenda: Lynn’s first order of business as  
19 President was to present a resolution to Audrey describing appreciation for service not  
20 only as 2002 President but also as a long-term advocate and contributor to the Orcas  
21 Island Library District. He read aloud a proclamation detailing her service and  
22 commitment and all attending Board members signed. George will sign upon his return.  
23 Paige moved that the proclamation be adopted as Resolution #01-2003, Robert seconded  
24 and the Motion carried.

25 Library Visits: There were no personal visits to report but Victoria distributed  
26 newspaper articles describing the grand opening of the new Anacortes Library and plans  
27 for the new library scheduled for Seattle.

28 Director’s Report: Victoria’s report mentioned the Library building’s upcoming  
29 10<sup>th</sup> birthday party on January 30<sup>th</sup>, the “Stay-At-Home-Tea” on February 14<sup>th</sup> and  
30 various LifeLong Learning updates. Verbal reporting included current information on  
31 maintenance areas such as lighting in the interior of the building, areas of roof repair due  
32 to water damage and window refurbishing and/or upgrade in the technology office space.  
33 At the Board’s request Victoria agreed to obtain bids and data regarding the windows and  
34 prepare a report for consideration. She also announced a visit with community members  
35 Andrea Hendrick and Mary Poletti, who are encouraging discussion of the library’s  
36 existing floor plan arrangement. In an effort to utilize available space without immediate  
37 expansion the Director recommended an Open House for community input on March 8<sup>th</sup>.  
38 The Board agreed to proceed and a definite time will be determined. Victoria also  
39 announced a grant opportunity with an application deadline of March 31, 2003. Funding

1 would support laptop computer acquisition and a wireless network, applicable to the  
2 LifeLong Learning Plan. The Board was in favor and directed Victoria to proceed.

3 Friends of the Library: President Larry Lindberg announced the receipt of  
4 OILD's second 2003 grant proposal presented at their January 14, 2003 meeting. The  
5 Friends will formulate the response at their next scheduled meeting on February 11,  
6 2003. He also warmly thanked December's Holiday Tea organizers, Barbara Wheeler,  
7 Glenna Richards and Victoria Parker for their hard work at the successful function. Larry  
8 then read a letter from the Friends to Audrey Stupke in appreciation of her training,  
9 leadership skills and stamina during her years of service.

## 10 **CONTINUING BUSINESS**

11 Long Range Plan: As mentioned in the December meeting, it has been  
12 determined that the Long Range Plan will be revisited in order to review its  
13 timeliness and successes. Doug Bechtel, facilitator of the original committee, has agreed  
14 to lead the discussion at the reunion. February 27<sup>th</sup> has tentatively been selected as the  
15 date but will be verified at a later time.

16 Community Connections: In order to clarify budget procedures and format a  
17 work session has been scheduled for Tuesday, January 28<sup>th</sup> at 10:00 A.M. in the library's  
18 meeting room for Orcas Island's Port, Fire, Cemetery and Library Districts. County  
19 Auditor Si Stephens will conduct the meeting to discuss consistent formatting and other  
20 ideas. The public is invited to attend. Victoria will handle logistics.

21 Roses Bakery: The anticipated legal document regarding the Bakery's request to  
22 install a propane tank on the shared property line was not ready for this date. The  
23 document will be prepared by the Trumbulls and submitted at the February 11<sup>th</sup> meeting  
24 for the Board's review.

25 Architect: The Library is investigating the ability of a future library expansion  
26 footprint to the north. This alternative would require the vacation of Pine Street.

## 27 **COMMITTEE REPORTS**

28 Appointments: New 2003 Committee appointments include Robert Henigson in  
29 Community Relations and Audrey Stupke in Technology. George in Finance and Paige  
30 in Policy & Personnel will remain the same as 2002.

31 Policy & Personnel: Due to the anonymous donation received specifically for  
32 salary study, plans are under way to contract with Milliman USA, a firm specializing in  
33 classification and salary studies. Pertinent data will be assimilated, documented and  
34 presented to the Board and anticipated completion of this project is approximately two to  
35 three months. Paige will oversee the project.

36 Community Relations: The Q & A format, both in the lobby and on the library  
37 website, is firmly in place and being utilized by some community members. The Board  
38 encouraged additional public participation.

39 Technology: There was no report.

40 Finance: At this time Si Stephens of the County Auditor's Office in Friday Harbor  
41 took the floor. To begin proceedings he introduced himself, his qualifications and job  
42 duties. He explained the timeline involved in budget preparation for junior taxing

1 districts and the County from anticipating the next year's needs, which begin in August.  
2 Budget preparation carries through into September and October, when numbers are  
3 finalized and in November the budget document is presented to the respective Board for  
4 approval and then submitted to the County. He explained that as property taxes are  
5 collected in bulk generally in April and October of each year, each district's "cash  
6 forward" balance goal from the year end balance should be enough to sustain expenses  
7 for the first three months of the new year. This cash forward goal would be in addition to  
8 and separate from funds dedicated for other purposes, such as gifts or accrual reserves.  
9 This led to the emphasis he placed on the importance and need of reserve funding. Due  
10 to his busy schedule he answered a few questions from the public, encouraged attendance  
11 at the January 28<sup>th</sup> meeting and stressed the fact that he and his office were always ready  
12 to provide answers to the public

### 13 **BOARD PRESIDENT'S MOMENT**

14 There was no additional comment at this time.

### 15 **ROUTINE MATTERS**

16 Finance: In George's absence Victoria presented payroll for January in the  
17 amount of \$17,416.02. Robert made a Motion to approve, Audrey seconded and the  
18 Motion carried. A voucher was presented for final 2002 General Fund expenditures  
19 totaling \$7,660.92 and final 2002 Building Fund expenditures totaling \$1,836.40. A  
20 second voucher was presented for 2003 General Fund expenses totaling \$3,818.74.  
21 Audrey made a Motion to approve, Paige seconded and the Motion carried.

22 Correspondence: Letters and faxes had been received from Mr. Lou Wallenberg  
23 regarding requests for public information. The documents requested were made available  
24 for copy.

25 Minutes: It was noted that in the December 10, 2002 Minutes the word "solving"  
26 was missing before the phrase "...the problem..." in line 25 of page two. Paige moved  
27 that the Minutes of December 10, 2002 be approved with the correction, Robert seconded  
28 and the Motion carried.

29 Public Comment: Community members signed up to speak included Babette  
30 Stewart, Marilyn Anderson, Jeffrey Coleman, Savvy Sanders, Larry Lindberg, Lorraine  
31 Kanis, Richard Fralic, Barbara Wheeler, Lou Wallenberg, Steve Garrison, Nanae  
32 Nogaoka, Leith Templin, Andrea Hendrick and Mary Poletti. Several topics were  
33 mentioned such as concerns regarding the budget and its present and possible future  
34 format, revenue, savings accounts, the Long Range Plan and effective community input.

35 Other: There being no additional business Audrey moved to adjourn the meeting,  
36 Paige seconded and the meeting was adjourned at 6:18 P.M.

37 Submitted by: Carol Gilliland

38 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 January 28, 2003

5 Scheduled Time 10:00 A.M.

6 President Lynn Richards convened the meeting at 10:00 A.M. in the meeting room of the  
7 library. Attending were Board members Audrey Stupke, Paige McCormick, George  
8 Garrels, Robert Henigson, Library Director Victoria Parker and staff member Carol  
9 Gilliland. Guests in attendance included Si Stephens and LouAnne Spendiff of the San  
10 Juan County Auditor’s Office, Paul Dossett of the County Assessor’s Office.  
11 Representatives for the Fire District were Gary Bennett and Bob Phalan, for the Port of  
12 Orcas Ulanah McCoy and Bea Von Tobel and for the Cemetery District Calvin  
13 MacLachlan and Tim White. There were three community members also in attendance.

14 **NEW BUSINESS**

15 Introductions: Lynn welcomed everyone to the meeting.

16 San Juan County Auditor/Assessor Offices: Paul Dossett of the Assessor’s Office  
17 opened discussion and his topics included property taxes, calculations used to determine  
18 highest allowable levy, RCW compliance and documents required in order to complete  
19 yearly budget procedures.

20 Si Stephens, the San Juan County Auditor, began with a list that formatted  
21 information applicable to all taxing districts. This list included agency objectives,  
22 revenue and expenditure estimates, reserve fund needs and the diverse changes to be  
23 expected in all categories. Ideally, the information gathered should then proceed through  
24 a budget process with a format consistent for all districts, something not available at this  
25 time. Si encouraged suggestions from the districts and the public in an effort to simplify  
26 and coordinate this process, deliver uncomplicated information to the public and still  
27 meet the required deadlines set forth by the County.

28 The County has been attempting to link data between the Auditor’s and  
29 Treasurer’s offices for some time. This would allow the issue of “real time” to be  
30 realized, thereby allowing immediate access to information by separate districts. It was  
31 recommended that the districts contact the Board of Commissioners and urge the need to  
32 revisit the situation that has remained dormant for a time.

33 Other: There being no additional business Lynn moved to adjourn the meeting,  
34 George seconded and the meeting was adjourned at 11:53 A.M.

35 Submitted by: Carol Gilliland

36 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 11, 2003

5 Scheduled Time 9:00 A.M.

6 President Lynn Richards convened the meeting at 9:01 A.M. in the meeting room of the  
7 library. Attending were Board members Paige McCormick, Audrey Stupke, Robert  
8 Henigson, George Garrels, Library Director Victoria Parker and staff member Carol  
9 Gilliland. Guests in attendance included several community members.

10 **NEW BUSINESS**

11 Introductions: Lynn welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: With Board support Lynn included an  
13 additional Public Comment space in the agenda format thereby enabling community  
14 members to raise issues at the beginning of the meeting as well as comments at the end of  
15 each meeting. This new format began at this Board meeting.

16 Library Visits: Victoria visited the Maple Falls, Washington Library on her way  
17 to Mount Baker recently. This is a branch of the Whatcom County Library System and  
18 currently opens from 10:00 A.M. to 7:00 P.M. on Wednesdays and Saturdays. There is  
19 one Internet station in the 1,200 square foot area.

20 Director’s Report: Simmonds Glass of Anacortes has agreed to submit a bid for  
21 repair of leaking window seals and poor frames on the south side of the building, an issue  
22 raised at the January 23<sup>rd</sup> meeting.

23 Victoria met with the Library Directors from San Juan Island and Lopez Island on  
24 February 6<sup>th</sup> for a work session. One topic of discussion was the proposed book sale  
25 agreement pursuant to RCW 27.12.300 between libraries and Friends of the Library  
26 groups. This is currently a work in progress between Washington State libraries, the  
27 State Auditor and the State Attorney General. A draft of a contract was enclosed in  
28 Board packets for review. Another item was the beginning of an inventory of the OILD  
29 collection materials.

30 The Director distributed an update of new meetings and events for February  
31 through April to the Board and guests and reminded all of the “Stay-At-Home-Tea” and  
32 Open House on Friday, February 14<sup>th</sup>. This is the partnership with the Historical Museum  
33 supporting the indexing of past newspaper content.

34 Victoria raised the question of an additional OILD hosted non-profit brunch.  
35 After discussion, the Board agreed for the Director to contact non-profit groups for  
36 feedback and interest and report at the March meeting. One of the events added to the  
37 OILD calendar is the Open House and Building Tour on Saturday, March 8<sup>th</sup> between  
38 10:00 A.M. and 4:00 P.M. Work sheets and current floor plan are currently available at

1 the front desk and lobby for ideas from the community on how to utilize the existing  
2 footprint.

3 Friends of the Library: Leonard Wood represented the Friends in President Larry  
4 Lindberg's absence. He reminded all of the Winter Book Sale at the Orcas School.  
5 Friday, February 21<sup>st</sup> is the date for set-up and preview sale to current and new members;  
6 Saturday, February 22<sup>nd</sup> is the sale to the public from 10:00 A.M. to 4:00 P.M. Audrey  
7 will represent the Orcas Island Library District Board at the Friends meeting this date at  
8 3:30 P.M. in the library Community Room.

9 Public Comment: Speakers for the first public comment session included  
10 Pierrette Guimond, Joan Haslett, Mary Poletti and Lorraine Kanis-Wallenberg. Topics  
11 covered were the approval of community involvement in the floor plan project.  
12 Reservations were verbalized regarding the Friends' distribution of book sale funds to  
13 OILD over the past few years. Victoria offered a history of the use of the proceeds of the  
14 book sales.

## 15 **CONTINUING BUSINESS**

16 Architect: According to Jerry Rasmussen of Public Works, the vacation of Pine  
17 Street as referenced at the January 23<sup>rd</sup> meeting is still in progress. This would enable  
18 future library expansion plans to include growth northward, the current location of the  
19 circular drive area.

20 Lewis Architecture's Ross Jamieson will be attending the March 11<sup>th</sup> Board  
21 meeting to receive possibilities provided by community input after the March 8<sup>th</sup> Open  
22 House. The contract amount, separate from the expansion schematics contract, would be  
23 a maximum of \$5,000.00. After discussion by the Board, Audrey moved to authorize the  
24 cost not to exceed \$5,000.00 to be funded from the Library Building Fund, Robert  
25 seconded and the Motion passed. A Resolution amending the Building Fund budget will  
26 be created for the Board meeting in March.

## 27 **COMMITTEE REPORTS**

28 Policy & Personnel: As reported in January, Paige compiled data for Board  
29 distribution, which included a format for study. Areas highlighted were nine general  
30 overview goals, status of those goals and action recommended by the Board. The study  
31 will be conducted by Milliman USA, funded by donation.

32 Community Relations: Robert re-emphasized the invitation for public attendance  
33 to Community Connection coffee hours, the Open House and upcoming meetings.

34 The Long Range Plan reunion has been scheduled for Thursday, February 27<sup>th</sup>  
35 from 4:00 to 6:00 P.M. in the Community Room with members of the original planning  
36 committee in attendance and the public again invited to attend.

37 Robert invited Mary Poletti to speak and she reiterated the Open House date and  
38 time, emphasizing the event would enable community members to voice opinion and  
39 address the building's current collection space, ADA regulation compliance and other  
40 related ideas.

1 The annual Library Park Spring cleanup does not yet have a specific date but will  
2 be forthcoming.

3 John Trumbull of Roses Bread and Specialties was asked for status on his  
4 easement agreement draft for Board review. This document is necessary for proposed  
5 installation of a propane tank on the property line shared by OILD and the Trumbulls,  
6 new owners of the property formerly owned by the Fire District. He submitted one copy  
7 to the Board and asked that OILD attorneys review at the Trumbulls' expense. The  
8 Board agreed to this with a goal to reply by the March 11<sup>th</sup> meeting.

9 Technology: Audrey reported that Victoria was at work on the grant for laptop  
10 computer acquisition. The deadline date is March 31, 2003 to the Beaumont Foundation.  
11 The Director would be reporting on status at the March Board meeting.

12 Finance: George took this opportunity to describe items in the January 28<sup>th</sup> work  
13 session open to the public with County Auditor Si Stephens. Additionally, there were  
14 representatives from the Port, Fire and Cemetery Districts. The main topic was an effort  
15 to develop a streamlined, consistent format for all junior taxing district budgets and  
16 processes involved. Supplementary information is expected from the County.

17 Resolution #14-2002 was introduced as an amendment to the 2002 Building Fund  
18 budget for \$1,464.00 due to a 2002 expense. Robert moved to accept Resolution #14-  
19 2002, Audrey seconded and the Motion passed.

20 Resolution #2-2003 was introduced as an amendment to the same Building Fund  
21 but for the 2003 budget. This is required in order to reflect the total contractual  
22 expenditures for the schematic phase according to the services description package from  
23 Lewis Architecture dated August 19, 2002. Audrey moved to adopt Resolution #2-2003,  
24 Robert seconded and the Motion passed.

## 25 **BOARD PRESIDENT'S MOMENT**

26 Lynn took this opportunity to issue a reminder for the upcoming social dinner  
27 with Board members and their spouses on Thursday, February 13<sup>th</sup> at Sean Paul's  
28 Restaurant. Additionally, he stressed attendance of community members to the library's  
29 first Community Connection on Friday, February 21<sup>st</sup> at 4:00 P.M.

## 30 **ROUTINE MATTERS**

31 Finance: George presented payroll for February in the amount of \$17,421.21.  
32 Paige made a Motion to approve, Audrey seconded and the Motion carried. A voucher  
33 was presented for General Fund early January expenditures totaling \$4,858.23. Audrey  
34 moved to accept the voucher, Robert seconded and the Motion passed. The same  
35 voucher also documented regular January expenditures totaling \$7,130.24. Audrey made  
36 a Motion to approve, Paige seconded and the Motion carried.

37 Correspondence: Robert reported a letter received at his personal mailing address  
38 regarding desires for public comment sessions.

39 Minutes: The Board reviewed the Minutes of January 23, 2003. Audrey moved  
40 that the Minutes be approved, Robert seconded, George abstained and the Motion carried.

1           Public Comment: Speakers for the second public comment session included  
2 Leonard Wood, Barbara Wheeler, Wayne and Joan Haslett, Leith Templin and Pierrette  
3 Guimond. Friends representative Leonard Wood began by offering an alternative to the  
4 additional architectural expense of the possible floor plan revision. He suggested that  
5 rather than accessing donor funding that supplemental support might be obtained from  
6 the Friends via a separate request in grant form. At the Board's direction, Victoria will  
7 submit an additional grant request to the Friends at the 3:30 P.M. meeting this date.  
8 Other topics included again the fund distribution between the Friends of the Library and  
9 OILD, and concerns regarding hours offered for the Community Connection, the laptop  
10 grant, the salary survey project, the proposed easement agreement with Roses Bread and  
11 Specialties, the Winter Book Sale preview sale practices and the current cost of living  
12 increase procedure.

13           Other: There being no additional business George moved to adjourn the meeting,  
14 Audrey seconded and the meeting was adjourned at 11:11 A.M.

15 Submitted by: Carol Gilliland

16 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 11, 2003

5 Scheduled Time 9:00 A.M.

6 President Lynn Richards convened the meeting at 9:04 A.M. in the Community Room of  
7 the library. Attending were Board members Paige McCormick, Audrey Stupke, Robert  
8 Henigson, Library Director Victoria Parker and staff member Carol Gilliland. Guests in  
9 attendance included Ross Jamieson of Lewis Architecture and community members.  
10 Robert left the meeting at approximately 12:15 to catch a flight.

11 **NEW BUSINESS**

12 Introductions: Lynn welcomed everyone to the meeting.

13 Additions or Modifications to the Agenda: Lynn requested inclusion of an  
14 additional topic under **CONTINUING BUSINESS** to address an update from the  
15 Trumbulls in reference to their easement request.

16 Library Visits: Audrey visited the Edmonds Library, part of the Sno-Isle Regional  
17 Library System while attending a WLA workshop. Edmonds has provided ample spaces  
18 for staff in the work area and patrons in the public section. She also noted that the  
19 reference collection was placed in lower shelving, thereby providing additional counter  
20 space for immediate research needs.

21 Director’s Report: The March 8<sup>th</sup> Open House and Building Tour attracted many  
22 people and several floor plan designs were collected. Discussion with Ross Jamieson of  
23 Lewis Architecture will follow at the end of the regular meeting.

24 The Spring Quarterly was mailed detailing regular LifeLong Learning  
25 programming activities such as classes, workshops, writing groups and activities for  
26 children throughout March and April. The publication also highlights the Library’s  
27 March feature of Women’s History Month.

28 As reported at the February meeting, the expected bid from Simmonds Glass of  
29 Anacortes arrived. The cost for replacement of leaking window seals and poor frames on  
30 the south side of the building (restroom and staff room windows) has been estimated at  
31 \$1,800.00. Additional research will clarify both product and timeline.

32 As directed by the Board at the February meeting, Victoria contacted non-profit  
33 groups for feedback and interest in another OILD hosted non-profit brunch. The  
34 responses received as of this date have been positive and Victoria will continue to  
35 monitor the possibilities for this event.

36 Friends of the Library: Chairman Larry Lindberg reported on the success of the  
37 Open House and Building Tour and reiterated the offer of funding for the architect’s  
38 review as a “not to exceed \$5,000” gift from the Friends. He also reported the revenue

1 data of the Winter Book Preview and Sale held at the Orcas School February 21<sup>st</sup> and  
2 22<sup>nd</sup>. The Friends received \$1,363.00 from book sales, \$365.00 in memberships and a  
3 \$100.00 donation for a total of \$1,828.00.

4 Larry presented Board President Lynn Richards with a check for \$5,600.00 in  
5 response to Library's second grant request for 2003 for the purpose of covering the 2002  
6 cost of new carpet installation in the Community Room. The gift was received with  
7 applause.

8 Public Comment: Speakers for the first public comment session included and  
9 Lorraine Kanis-Wallenberg, Joan Haslett, Mary Poletti and Pierrette Guimond. Topics  
10 covered were the choice of windows available in the Simmonds Glass bid, issues of  
11 individuals from either Friends or Library District Board contributing to the "Letters To  
12 The Editor" section of the *Islands' Sounder* and confusion of perceived representation.

### 13 **CONTINUING BUSINESS**

14 Pine Street: Approval of the Pine Street vacation was received from the Board of  
15 Commissioners. Public Works is in the process of preparing the formal documents for  
16 signatures. This approved vacation of Pine Street enables future library expansion plans  
17 to include growth northward if necessary.

18 Long Range Plan: On February 27<sup>th</sup> original members of the initial Committee,  
19 the Library Board and eight community members met to review the Plan adopted in  
20 January of 2000. The Vision and Mission Statements were evaluated and each of the five  
21 goals was reviewed. After discussion by the Planning Committee, the Plan received full  
22 and unanimous endorsement as written.

23 Propane Tank Easement: The Library's attorney did not recommend the approval  
24 of the proposed easement requested by John and Joni Trumbull, Rose's Bakery property  
25 owners who share a property line with the Orcas Island Library District. The Trumbulls  
26 thanked the Board for their consideration and announced that installation of the tank  
27 would be on their property and would not impact Library land in any manner. The  
28 attorney review was the Trumbulls' expenditure, not OILD.

### 30 **COMMITTEE REPORTS**

31 Policy & Personnel: Paige presented a draft of the Book Sale Agreement created  
32 and approved jointly by the Washington Library Association and the Washington State  
33 Auditor's Office. Paige moved to accept and adopt the agreement as written, Audrey  
34 seconded and open discussion ensued. Robert expressed concern regarding the WLA  
35 approved agreement citing incorrect assumptions. He offered his own draft version for  
36 consideration. Lynn moved to amend the original motion adding that we accept the  
37 WLA drafted agreement only after review by OILD attorneys. Audrey withdrew her  
38 second of the original motion. Therefore both the original motion and amendment failed  
39 for lack of a second. Paige then made a new motion that the Board accepts the WLA  
40 draft. It was seconded by Audrey. Audrey and Paige approved. Robert opposed, and  
41 Lynn abstained. The motion was passed.

1 The firm conducting the salary survey, Milliman USA, is compiling data for  
2 review. Paige proposed that at the conclusion of the project that findings be adopted as  
3 part of the official Orcas Island Library District policy manual.

4 Community Relations: Robert deferred comments on the Open House and  
5 Building Tour to Mary Poletti and Andrea Hendrick for the discussion time with Ross  
6 Jamieson from 11:00 A.M. to 1:00 P.M.

7 The annual Library Park Spring cleanup is planned for Saturday, April 19<sup>th</sup> and  
8 will be an opportunity to combine the regular “Weed-Out” and a Birthday Party for the  
9 Park’s fifth anniversary.

10 Robert announced important dates as follows:

- 11 ○ Friday, March 21<sup>st</sup>-second Community Connection date from 4:00 P.M. to  
12 6:00 P.M. in Community Room at the Library with the Long Range Plan  
13 as the focus topic;
- 14 ○ Tuesday, April 8<sup>th</sup>-regular OILD Board Meeting at 9:00 A.M. in  
15 Community Room at the Library;
- 16 ○ Tuesday, April 8<sup>th</sup>-regular Friends of the Library Meeting at 3:30 P.M. in  
17 Community Room at the Library;
- 18 ○ Tuesday, April 29<sup>th</sup>-third Community Connection date from 7:00 P.M. to  
19 9:00 P.M. in Community Room at the Library. This date has been  
20 changed from Friday, April 18<sup>th</sup>.

21 Technology: Audrey reported on Victoria’s continuing work to submit the grant  
22 for a 10 unit Mobile Laptop Lab available through the Beaumont Foundation. Further  
23 information on submission status will be reported at the April Board meeting as the grant  
24 deadline is March 31<sup>st</sup>.

25 Finance: As Finance Chair, George Garrels, was not in attendance at this meeting,  
26 consideration for the draft of Resolution #03-2003, an amendment to 2003 General Fund  
27 budget, was tabled until the April 11<sup>th</sup> Board Meeting.

## 28 **BOARD PRESIDENT’S MOMENT**

29 There was no report.

## 30 **ROUTINE MATTERS**

31 Finance: In George’s absence Audrey presented payroll for March in the amount  
32 of \$16,811.98. Paige made a Motion to approve, Robert seconded and the Motion carried.  
33 A voucher was presented for General Fund early March expenditures totaling \$2,125.78.  
34 Paige moved to accept the voucher, Robert seconded and the Motion passed. The same  
35 voucher also documented regular March expenditures totaling \$9,852.05. Paige made a  
36 Motion to approve, Robert seconded and the Motion carried.

37 Correspondence: There was none to report.

1           Minutes: The Board reviewed the Minutes of February 11, 2003 and Paige and  
2 Robert noted punctuation and spelling errors. Audrey moved that the Minutes be  
3 approved as corrected, Paige seconded and the Motion carried.

4           Public Comment: Speakers for the second Public Comment session included  
5 Leith Templin, Mary Poletti, Steve Garrison, Leonard Wood, Nanae Nagaoka, Lou  
6 Wallenberg, Pierrette Guimond and Wayne Haslett. Topics included the proposed Book  
7 Sale Agreement between the Friends of the Library and OILD, the laptop grant,  
8 procedure for introduction of agenda matters and the status of the Q & A Forum on the  
9 library's website.

10          Other: At the end of public discussion, Lynn invited all attendees to take a break  
11 from 11:00 A.M. to 11:10 A.M., at which time the open discussion with architect Ross  
12 Jamieson continued until 12:30 P.M.

13          Following discussion of the Open House Event, Audrey made a Motion to submit  
14 both Book Sale Agreements, the WLA and state endorsed draft and Robert's personal  
15 draft, to OILD attorneys for review and recommendation. Paige seconded the Motion  
16 and the Motion passed with Audrey and Paige voting for it. Robert did not vote as he had  
17 already left the meeting.

18          There being no additional business Lynn adjourned the meeting at 12:32 P.M.

19 Recorded by: Carol Gilliland

20 Submitted by: Victoria Parker

21  
22 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 April 8, 2003

5 Scheduled Time 9:00 A.M.

6 President Lynn Richards convened the meeting at 9:00 A.M. in the Community Room of  
7 the Library. Attending were Board members Paige McCormick, Audrey Stupke, George  
8 Garrels, Robert Henigson, Library Director Victoria Parker and staff member Mary Pugh.  
9 Community members were also in attendance.

10 **NEW BUSINESS**

11 Introductions: Lynn welcomed everyone to the meeting and introduced Board  
12 member Paige McCormick as Parliamentarian.

13 Additions or Modifications to the Agenda: Victoria informed the Board that the  
14 resolution listed under Reports from Active Board Committees – Finance was no longer  
15 necessary.

16 Library Visits: Lynn described a brief Sunday visit to the Anacortes Library. He  
17 felt they had a beautiful new building and was jealous of the amount of space for stacks  
18 that they had. He said the stair ascent was breath stealing, however the building did have  
19 an elevator. The community room has a lobby and 2 separate entrances.

20 Director’s Report: The USA Patriot Act will be a topic of concern at this weeks  
21 WLA conference and Victoria felt that the Board would benefit from additional  
22 information. Evergreen State College has developed a very good website for information  
23 and is available at [www.evergreen.edu/library/govdocs/hotopics/usapatriotact/index.html](http://www.evergreen.edu/library/govdocs/hotopics/usapatriotact/index.html)  
24 Victoria described that the records that the Orcas Library has on circulation are only for  
25 current patron inventory and are not historical. Once the computers are brought down in  
26 the evening all temporary records are flushed from the cache. The same is true for  
27 internet usage; all information stored in any cache is flushed at the end of the day.  
28 Victoria stressed that in accordance with District policy, no patron information would be  
29 made available without a court ordered subpoena. Audrey mentioned that the Patriot Act  
30 is also a topic at the upcoming WILL conference in the Fall.

31 George will attend the upcoming meeting of the San Juan County Planning  
32 Commission on the Library’s behalf. County Commissioners have given initial approval  
33 of the vacation documents for the vacation will be available. This approved vacation of  
34 Pine Street enables future library expansion plans to include growth northward if  
35 necessary

36 As a result of the March 22<sup>nd</sup> Community Connection Coffee discussion on  
37 collection space, Victoria determined that some modifications could be made without  
38 incurring additional costs. As a result, she has made some changes in the location of  
39 reference material, paperbacks and furniture to better utilize floor space.

40 Victoria has asked Barbara Pitney of the King County Library staff to help review  
41 OILD's reference material. Victoria will provide a list of the collection and Ms. Pitney  
42 will overlay that with what they use for ready reference. She will also offer Ms. Pitney a  
43 meeting with our collection committee to review reference acquisitions. In addition  
44 Victoria mentioned that Holly has started an inventory of the Library's collection. At the  
45 Board's request, Victoria described the acquisition process and review procedure. Robert  
46 asked what information was available from the inventory records and what the next steps  
47 would be. Victoria explained the steps in a collection assessment.

48 Friends of the Library: Chairman Larry Lindberg congratulated Victoria on  
49 taking steps to provide room for the wonderful exhibit on Saudi Arabia. Two positions  
50 are still open for the Library Fair, the Beer Garden and Auction committees. Larry said  
51 the new library quilt, designed and constructed by Monique Gingic is now displayed. She  
52 and husband Bill, will be finalizing the quilt display and ticket sales schedule soon.  
53 Margaret Doyle will have a new edition of the *Bookworm* out soon. She continues to  
54 improve each edition since becoming editor. Orcas FOTL will be hosting the joint  
55 Friends' meeting with Lopez and San Juan this year. The date is yet to be determined.

56 Public Comment: Speakers for the first public comment session included Phyllis  
57 Carney, Robert Harrup and Pierrette Guimond. Topics covered were the long range plan,  
58 availability of budget information, budget report format, review of decision making  
59 process and architect contract information.

## 60 CONTINUING BUSINESS

61 Long Range Plan: The Board reviewed the original Long Range Planning  
62 Committee's endorsement and public comment. Lynn asked for discussion on the Vision  
63 Statement, the Mission Statement and each Goal. A final consensus for approval or  
64 change would follow the discussion. After all discussion Audrey Moved, that the  
65 following changes to the Long Range Plan be made:

- 66 • That in the Vision Statement the text be changed to read, "Provides for  
67 lifelong learning for all ages and generations,"
- 68 • That the Mission Statement remain unchanged;
- 69 • That Goal #1 text be changed to read, "The people of Orcas Island will  
70 have access to ideas and information in a variety of formats, balancing  
71 print and electronic resources, with a focus on the most appropriate  
72 methods and mediums";
- 73 • That Goal #2 remain unchanged;
- 74 • That Goal #3 remain unchanged;
- 75 • That Goal #4 remain unchanged;
- 76 • That Goal #5 text be changed to read, "The people of Orcas Island will  
77 benefit from partnerships, jointly and equitably supported, which augment  
78 quality library services in our community."

79 Paige seconded the Motion and all Board Members approved with Lynn abstaining.  
80 Victoria asked if she should proceed with having the document reprinted with the  
81 changes. Lynn said yes.

82 Floor Plan Project: Lynn asked Victoria to inform Ross Jamieson as soon as  
83 possible that no changes were made to the Long Range Plan that would affect any floor  
84 plan work he is undertaking. Lynn thanked Mary Poletti and Andrea Hendrick for their  
85 hard work. Mary asked that she be kept up to date on the expenses for the project and  
86 Victoria said the information is of public record. Robert said that he reviewed the binder  
87 of comments and was impressed by the interest of the participants and intrigued by some  
88 of the suggestions for change. He also commended Mary and Andrea. Mary thanked the  
89 public, the Board and the Friends for their participation in the project.

90 South Facing Windows: George met with representatives from Simmons Glass  
91 and requested bids on both aluminum-clad windows and vinyl windows. When both bids  
92 have are received, he will present them to the Board.  
93

## 94 **COMMITTEE REPORTS**

95 Policy & Personnel: Paige stated that final comment on the Book Sale Agreement  
96 has been received from the Library's attorney, Mark Berry of Davis, Wright, Tremaine,  
97 LLP, and final approval of the agreement needs to be made. She read into the minutes  
98 the text of the agreement and the letter from the attorney. Paige made a Motion that the  
99 Library adopt the Washington Library Association's Book Sale Agreement as read into  
100 the minutes (copy attached and incorporated herein as originally read). Audrey seconded  
101 the Motion. Lynn asked for discussion and Robert asked if the agreement was the same as  
102 previously distributed. Paige stated that the agreement incorporated language  
103 recommended by Mark Berry. She then read Mr. Berry's letter into the record (copy  
104 attached and incorporated herein as originally read). Robert believes that Mr. Berry is in  
105 error because the WLA agreement does not address the issue of funds held in trust  
106 adequately. However he is prepared to proceed with the Motion. Paige and George felt  
107 that Robert's agreement was more concise and appreciated his input. Lynn called for the  
108 vote. George, Audrey and Paige voted to adopt the agreement as revised by Mr. Berry.  
109 Robert abstained from the vote. The Motion passed.

110 Paige stated that the salary survey is proceeding as planned. The position  
111 descriptions, market and the hiring philosophy of the Library have been given to the  
112 consulting firm, Milliman USA for review. Final survey documents will be submitted for  
113 approval before the start of the survey. She estimated that the survey completion date is  
114 four to six weeks out. The results will be made public and used by the Board in adopting  
115 personnel policy and reviewing salary structure.

116 During the Boards discussion of the Long Range Plan, the Board agreed that  
117 having library policies and financial data on the Library's website is important and  
118 something that will happen. Eight of the 18 existing policies are already available on the  
119 website. Victoria and staff will proceed with the task as soon as possible.

120 Community Relations: Robert reminded everyone of the Library Park Birthday  
121 festivities, April 19<sup>th</sup>, 10:00 AM to Noon. Jon and Joni Trumbull will supply a special  
122 cake for the event.

123 Tuesday, April 29th-third Community Connection date from 7:00 P.M. to 9:00  
124 P.M. in Community Room at the Library.

125 Audrey said that the entire community is invited to join the Friends in hosting a  
126 Library staff recognition celebration on April 28<sup>th</sup>, 4:00 to 6:00 PM.

127 Technology: Audrey reported that the grant for a 10 unit Mobile Laptop Lab  
128 available through the Beaumont Foundation has been submitted. Grant awards will be  
129 announced at the end of May. In response to public comment, the Grant was amended to  
130 focus on reference training for the community. Bob asked if there were any additional  
131 costs involved with the grant. Audrey and Victoria both said the Grant was all-inclusive.

132 Finance: George reminded the Board that the routine financial activity will be  
133 addressed at the continued Board meeting on April 21<sup>st</sup> at 12:00 PM.

### 134 **BOARD PRESIDENT'S MOMENT**

135 Lynn commented that the participation of the public in the operation of the  
136 Library allowed it to be more effective. The Library may not be perfect, however it is  
137 outstanding in the State as recognized by the Washington Library Association. We have a  
138 hallmark Friends' group that is recognized by the Friends' Association.

### 139 **ROUTINE MATTERS**

140 Finance: Continued until April 21<sup>st</sup>.

141 Correspondence: Letter from Mark Berry recognized under Policy.

142 Minutes: The Board reviewed the Minutes of March 11, 2003. Lynn noted that  
143 line 40 needed clarification of who seconded the motion. Audrey stated that she was the  
144 second. Lynn asked for consent without objection to the Minutes. The Minutes were  
145 approved as corrected.

146 Public Comment: Speakers for the second Public Comment session included Bob  
147 Distler, Leith Templin, Mary Poletti, Lou Wallenberg, Pierrette Guimond and Wayne  
148 Haslett. Topics included procedures for Trustee selection, the Long Range Plan, the  
149 continuation of the financial matters, the term of Board positions, and the laptop grant.

150 Other: There were no additional items.

151 There being no additional business Lynn continued the meeting until April 21, 2003 at  
152 12:00 PM in the meeting room of the Library. The Board then met in executive session to  
153 discuss the performance of a library employee.

154 Submitted by: Mary Pugh

155 Approved:

156 \_\_\_\_\_



1 ORCAS ISLAND LIBRARY DISTRICT



3 Continuation of the April 8, 2003

4 Regular Board Meeting

5 April 21, 2003

6 Scheduled Time 12:00 P.M.

7 President Lynn Richards convened the meeting at 12:00 P.M. in the Community Room of  
8 the Library. Attending were Board members Paige McCormick, George Garrels, Robert  
9 Henigson, Library Director Victoria Parker and staff member Mary Pugh. Community  
10 members were also in attendance.

11 **ROUTINE MATTERS**

12 Finance: The March 31, 2003 Budget Status for the General Fund and the  
13 Building Fund were made available. Victoria stated that the Budget Status does not  
14 reflect monies that will be included in the amendment. Lynn commented that the line for  
15 legal fees was over budget and Victoria said it would be addressed in the budget  
16 amendment.

17 George presented invoices and vouchers for February, March and April for  
18 General Fund totaling \$12,412.103. Paige asked about the heat pump contract and  
19 Victoria explained the difference between the maintenance and repair services provided  
20 by Andgar Corp. Paige moved to pay all voucher, George seconded and the Motion  
21 passed.

22 George presented payroll for April in the amount of \$17,437.25. Robert made a  
23 Motion to approve, Paige seconded and the Motion carried.

24 The 2003 Investment Report for the General Fund was presented. Paige asked the  
25 timing sequence of the Library's investment. Mary explained that the investments were  
26 generally made in a rotating cycle 3 times a month to correspond to payment dates within  
27 the month.

28 Lynn asked the status of financial template from the Auditor's Office and Victoria  
29 said that she has not received anything to date. She will be meeting with George and  
30 Mary to develop our own. Bob commented that the community needed to be involved  
31 and to make sure we have information available for them. Paige asked about having the  
32 information available on the Library's website and Victoria said it is a project that staff is  
33 working on.

34 There being no additional business Lynn adjourned the meeting at 12:30 P.M.

35 Submitted by: Mary Pugh

36 Approved:

37 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 13, 2003

5 Scheduled Time 9:00 A.M.

6 President Lynn Richards convened the meeting at 9:04 A.M. in the Community Room of  
7 the Library. Attending were Board members Audrey Stupke, George Garrels, Robert  
8 Henigson, Library Director Victoria Parker and staff member Mary Pugh. Community  
9 members were also in attendance.

10 **NEW BUSINESS**

11 Introductions: Lynn welcomed everyone to the meeting and encouraged them to  
12 stay for the floor plan project presentation.

13 Additions or Modifications to the Agenda: Robert requested that a discussion of  
14 procedures for public comment during Board meetings be added to his report from the  
15 Community Relations Committee.

16 Library Visits: Mary had a drive-by sighting of the downtown Issaquah Library,  
17 which is part of the King County Library System. She noted that it is a new building  
18 similar in concept to OILD with lots of wood and steel supports and lots of windows  
19 letting in substantial natural light. The property has its own two story parking garage that  
20 is partially submerged and landscaped to relieve the institutional look normally  
21 associated with parking garages.

22 Director's Report: Victoria described the visit of Barbara Pitney of the King  
23 County Library (KCLS). Ms. Pitney met with our staff and discussed OILD's reference  
24 collection. She also met with the collection committee and several community members  
25 to review reference acquisitions. Ms. Pitney stated that her staff will be weeding up to  
26 20% of the collection in the entire KCLS system to make more people space and allow  
27 space for new collection items.

28 Victoria stated that because of concerns over The USA Patriot Act, patron privacy  
29 and identity theft, the Library has purchased a paper shredder. Staff will implement a  
30 policy of destroying anything that has patron personal information on it. In addition  
31 anything that has Library account information or Library staff information will be  
32 destroyed. Audrey said that the upcoming Workshop in Library Leadership (WILL)  
33 Conference would have several sessions on the Patriot Act. WILL is scheduled for  
34 October 1 – 3, 2003 in Yakima.

35 Robert asked Victoria if it were possible to increase the Library's purchasing  
36 power by joining with other libraries in purchasing acquisitions. Victoria said it would  
37 require an inter-local agreement with the other libraries. She also stated that the Library  
38 currently receives purchasing discounts of 20% and 40% from vendors.

39 Lynn asked if the Long Range Plan was set for reprinting and Victoria said that  
40 Chris Ledgerwood is reworking the design and should have a proof back soon. She is  
41 requesting that the Board utilize an anonymous gift of \$2,000.00 to offset the printing  
42 expense. The gift is designated for the general support of the Library.

43 George mentioned that he and Victoria would be going to Friday Harbor next  
44 week for the BOCC meeting on the vacation of Pine Street.

45 Friends of the Library: Chairman Larry Lindberg said the Friends' meeting  
46 would concentrate on finalizing the Library Fair plans and the countywide Friends'  
47 meeting to be hosted on Orcas. The auction is in need of donations and Larry asks that  
48 everyone make an effort to get the word out to the community. The Friends will also be  
49 discussing plans for a Friends' website. Audrey will be the June Friends' meeting Board  
50 delegate.

51 Public Comment: Speakers for the first public comment session included  
52 Pierrette Guimond, Leith Templin, Lou Wallenberg, Mary Poletti and Sharon Heller.  
53 Topics covered were the Patriot Act, the budget for databases, gifts to the Library, and  
54 gifts to OICF to benefit the Library.

## 55 **CONTINUING BUSINESS**

56 Floor Plan Project: Lynn asked Mary and Andrea to describe the upcoming  
57 meeting. Mary stated that Ross Jamieson would be showing a range of floor plans based  
58 on public input. They are looking for feedback and brainstorming from the community.  
59 She thanked everyone who has participated so far especially the Board and the Friends.

## 60 **COMMITTEE REPORTS**

61 Policy & Personnel: In Paige's absence, Audrey read the following report:

62 Milliman USA has distributed the salary survey, received some completed  
63 reports, and is in contact with libraries whose response is still due. All data should be  
64 collected by next week. Milliman will compile the data, follow-up with respondents as  
65 needed regarding completeness and clarity of their data and submit the salary report to us  
66 by mid June. Milliman's lead consultant on this project, Don Rooks, will probably be  
67 available to come to Orcas for our July board meeting to discuss the salary report.

68 Community Relations: Robert would like to address the community request that  
69 the Board be more flexible in allowing public comment throughout the meeting in efforts  
70 to aid the Board in deliberations. Robert proposes that the Board formalize the public  
71 comment sections of the agenda, possibly by resolution. Lynn felt that it was not  
72 necessary to address the matter by resolution but to have the presiding officer responsible  
73 for ensuring that public comment is facilitated throughout the meeting and that future  
74 meetings, including continuances, include time for public comment. George and Audrey  
75 agreed that the matter should be procedural and established by the presiding officer.

76 Robert gave the date of the next Non-Profit Brunch as May 30<sup>th</sup> from 9 to 11 AM.

77 Lynn again thanked John and Joni Trumbull for providing the spectacular  
78 refreshments at the Library Park Weed-Out.

79           Technology: Audrey reported that Beaumont Foundation has received over 8,000  
80 applications and will delay the grant award until the end of June.

81           Finance: George reported that the staff is working on the mid-year budget  
82 amendment. He also reported that Mary is working on a format to provide the financial  
83 report on the Library's website.

84           George has finished the review of the Simmons Glass bid for replacing the three  
85 south windows. It is his recommendation that the windows be replaced with an aluminum  
86 wood combination what will not require outside maintenance. The cost will be \$2,087.00  
87 from the Building Maintenance line item. The overage to this line item will be addressed  
88 at the budget amendment. Audrey made a Motion to replace the south windows with the  
89 recommended wood aluminum combination. Robert seconded the Motion. Lynn asked if  
90 there was any discussion and Robert questioned the fair bidding sequence. Victoria said  
91 that she believed there was a \$5,000.00 minimum bid requirement. Mary thought it was  
92 \$2,500.00. Victoria will check with the Auditors office and make sure the Library is in  
93 compliance. Lynn called the Motion and the Motion passed unanimously.

#### 94   **BOARD PRESIDENT'S MOMENT**

95           Lynn announced that the staff has completed the process of providing internet  
96 access to all of the Library policies. All 18 policies are now on the Library's website  
97 under LibraryLand. In addition, the Agenda for the March, April and May meetings are  
98 on the website. The approved minutes of the March meeting are available and upon  
99 approval all additional minutes will be added to the website. The LibraryLand page will  
100 also have the Library's financial information once a format has been approved. The  
101 Booksale Agreement between the Friends and the Library is on the Library's Friends'  
102 web page and will be added to the LibraryLand page.

#### 103   **ROUTINE MATTERS**

104           Finance: George reported that he has reviewed the Budget Status. He notes that  
105 the budget line for legal fees is high and the line will be adjusted in the budget  
106 amendment. All other line items are within year to date estimates.

107           There is no change in the Investment Report because the investments had not  
108 matured by the end of April.

109           George presented payroll in the amount of \$16,244.42. Robert made a Motion to  
110 approve payroll. George seconded and the Motion passed unanimously.

111           George presented a voucher for the Building Fund in the amount of \$229.55. In  
112 addition vouchers for the General Fund were presented. The late April invoices totaled  
113 \$4,182.94, early May invoices totaled \$5,035.36 and all remaining vouchers and invoices  
114 totaled \$10,379.91. Audrey made a Motion to approve all vouchers and invoices for  
115 payment. Robert seconded and the Motion passed unanimously.

116           Correspondence: Victoria read a letter from a visitor who was given a tour by  
117 Library volunteer Lou Falb and in appreciation donated a children's book to the Library.

118           Minutes: The Board reviewed the Minutes of the April 8 and 21, 2003 meetings.  
119 Robert noted that on line 54 the word "addition" should be "edition" and line 152 should

120 include “to discuss the performance of a library employee” after “executive session.”  
121 Robert made a Motion to approve the Minutes of April 8, 2003 as corrected and the  
122 Minutes of April 21, 2003. George second and the Motion passed unanimously.

123 Public Comment: Speakers for the second Public Comment session included  
124 Sharon Heller, Leith Templin, Mary Poletti, Lou Wallenberg, Pierrette Guimond and  
125 Larry Lindberg. Topics included the public meetings act, public comment at Board  
126 Meetings, questions on the Budget Status and the Library Staff Celebration.

127 Other: There were no additional items.

128 There being no additional business Lynn recessed the meeting at 10:40 a.m.

129 Submitted by: Mary Pugh

130 Approved:

131 \_\_\_\_\_

# Orcas Island Library District



Report of Open Discussion on Floor Plan Project with Architect Ross Jamieson

May 13, 2003

11:00 A.M.

Lynn reconvened the meeting at 11:00 am and introduced Ross Jamieson, library architect. He then invited Mary Poletti and Andrea Hendrick to facilitate the discussion.

Mary briefly described the project process to date after which Ross described each of the several options that reflect the community suggestions provided to him.

## Furniture Refinement

The Library's footprint remains the same. Shelving added to allow approximately 5000 more books at a cost of \$12,000. Concerns included the loss of floor space in the Children's area, reduction or need for replacing the soft seating in sunroom, loss of display space, loss of central common area for gatherings and events, reduction of the center isle to 3' or 6'. Refinement suggestions included moving or storing the Moran table, adding shelves on end panels, place book return in lobby, shift circulation desk north.

## Rotating central shelving

There is no net gain in shelving, so this option will not be pursued.

## Mezzanine

Shelving on mezzanine would allow approximately 5,400 more books, however there is a loss of shelving on the main floor due to need to place two stairwells and an elevator plus additional support columns. The cost is estimated to be \$155,000 of which the elevator is estimated to be \$50-60,000. A platform elevator would cost \$10-12,000. Concerns included substantial change in the character and ambiance of the library, high cost compared to net gain for shelving, and low ceiling heights in both the mezzanine and under same. Ideas included attaching the elevator to the outside of the building, placing offices up there and then filling current office area with public activities, have closed stacks upstairs.

## Trellis Infill

While this, in fact, expands the foot print which was not part of the intent of the discussion, the suggestion did appear in the Floor Plan binder. Approximately 625 square feet could be gained by extending the roofline to the south and west outlined by the existing trellis. An estimate of what might be gained in shelving – depending on the furniture configuration –

would add 4200 books at a cost of \$78,000. The Ribbon Garden would be eliminated resulting in landscaping costs not incorporated in the base figure.

#### Combination Expansion

Again, an extension of the existing footprint, but an idea if the south and west walls are opened up. Do both the trellis infill and extend the Sun Room out for a combined square foot gain of 1200 square feet. The potential for shelving would allow approximately 8400 books at a cost of \$145,000.

At this point it was mentioned that it would be advisable to finish the schematics for the expansion project to see how any of the above modifications to the existing building would fit with future plans.

Motion to adjourn made at 1:00 pm by Audrey Stupke and seconded by George Garrels. Motion passed unanimously.

Notes recorded by Victoria Parker

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 10, 2003

5 President Lynn Richards convened the meeting at 9:00 A.M. in the Community Room of  
6 the Library. Attending were Board members Audrey Stupke, George Garrels, Paige  
7 McCormick, Library Director Victoria Parker and staff member Mary Pugh. Community  
8 members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: There were no changes to the Agenda.

12 Library Visits: George visited the San Juan Island Library with Victoria in May.  
13 They were given a personal tour by Library Director Lauren Stara. George was very  
14 impressed with the facility. It has a second floor that houses administrative offices. The  
15 ample seating in the collection areas was impressive and the displays enlightening.

16 Director's Report: Victoria has asked Paige and Audrey to help proofread the  
17 new Long Range Plan brochure. There are not design changes, only wording updates. It  
18 will be printed using a different color scheme with a revision date noted.

19 After the Board approved the purchase of replacement windows for the south  
20 wall of the staff area, George interviewed contractors for a quote on the installation. The  
21 contractors explained that the procedure to replace the windows had the potential to  
22 damage the existing siding. The contractors felt that the window frames could be resealed  
23 and the trim varnished for a satisfactory repair. The windows are clouded but not leaking,  
24 they are not in a public area and the repair is more feasible than the replacement. Paige  
25 stated that a motion was required to rescind the previous motion for the purchase of the  
26 windows. George moved to repeal the motion of May 13, 2003 authorizing the purchase  
27 of replacement windows. Audrey seconded, and the Motion passed unanimously. Paige  
28 suggested that in the future procedural matters should proceed without the necessity of a  
29 Board motion.

30 Victoria has received a follow-up memo from Barbara Pitney of King County  
31 Library Systems on her visit to OILD. Ms. Pitney feels that we have achieved a balance  
32 between print reference and the circulating collection. Barbara mentions that she is seeing  
33 a reduction in print reference material throughout the library field. Victoria will share the  
34 memo with the acquisitions committee. Victoria also stated that we are in the process of  
35 updating selected editions of the current print reference materials.

36 Victoria reported that the non-profit brunch had a small turnout. All attending  
37 found it interesting to discuss the common issues and concerns.



38 Ross Jameison has sent a follow-up memo from the May 13, 2003 meeting  
39 discussion of the floor plan, updating pricing. Victoria thanked George for his help in  
40 creating a visual representation of one of the floor plan ideas. Victoria asked the Board's  
41 opinion of the mock-up. Audrey and Paige both liked providing a different perspective  
42 for those of the community who are more visual learners. George felt it gave the staff and  
43 volunteers a chance to get a real feel for how additional shelving might impact their  
44 work.

45 Victoria outlined the sequence of events beginning with the Long Range Plan  
46 meetings from 2000. Based on the Plan, the Library has conducted a facilities study and a  
47 needs survey. The survey, concluded in 2001 determined that the community identified  
48 three major issues: more hours, more parking, and more books. The hours were increased  
49 in 2001, the parking was addressed in 2002 and the Library is currently studying the best  
50 way to add additional books.

51 Victoria announced the offering of a new collection for the Library. The 2003  
52 Friends' grant included \$500.00 for the beginning of a music CD collection representing  
53 the Orcas Chamber Performances. In addition Victoria is hoping the Board will approve  
54 an additional \$500.00 to add to this collection in the upcoming budget amendment.

55 Lynn asked when the proof of the Long Range Plan would go to the printers and  
56 Victoria responded that it should be as soon as Audrey and Paige have finished proofing  
57 the copy.

58 Friends of the Library: Tom Carroll, representing the Friends, stated that he also  
59 attended the non-profit brunch. He agreed that the groups are all in the same boat  
60 competing for the same volunteers, funds and community support. He said that the Fair is  
61 proceeding but there is still a lot of work to do. He requests that everyone consider  
62 helping with the book sale and spreading the word for additional helpers. Quilt and car  
63 raffle tickets are going strong. George will be the July Friends' meeting Board delegate.

64 Leonard Wood gave the Board the 2003 Poetry distribution from the John  
65 Chantiny Poetry gift held in trust by the Friends.

66 OICF: Chuck Armstrong and Kathy Whele made a presentation to the Board  
67 concerning the funds held in trust at OICF for the benefit of the Library. Chuck stated  
68 that the decline in the market of the last few years has caused several of the funds to lose  
69 valuation. OICF is asking whether the Board would take the customary distribution or  
70 consider declining distribution in order to preserve principle.

71 The Board asked questions including:

- 72 \* Would OICF make a specific recommendation? At it's next committee  
73 meeting OICF would take a look at the modeling estimates.
- 74 \* Could the Library take anywhere between 0 and 5%? Yes.
- 75 \* Does any fund specifically instruct OICF to preserve principle? OICF is in the  
76 process of reviewing all funds to ascertain specific instructions.
- 77 \* How are funds distributed to the Library and when? Regular distribution is in  
78 the Spring, however funds may be requested in writing before the end of the  
79 year.

80 \* Was it possible for the Library's budget to do without a distribution this year?  
81 Victoria stated that the distribution is used augment the annual acquisition  
82 budget. She encouraged the Board to honor the intent of the endowment, plan  
83 for the long term and preserve principle.

84 Public Comment: Speakers for the first public comment session included  
85 Pierrette Guimond and Leith Templin. Topics discussed were the Floor Plan Project and  
86 public comments.

## 87 **CONTINUING BUSINESS**

88 Pine Street Vacation: George stated that the Board of County Commissioners has  
89 finalized the vacation of Pine Street and that the property now belongs to the Library.

90 Library Board Member Appointment Process: Steve Garrison has been appointed  
91 by Commissioner John Evans to make a recommendation regarding a nomination process  
92 for the Board appointment that expires in December 2003.

93 Floor Plan Project: Lynn presented certificates of appreciation to Mary and  
94 Andrea for their work on the Floor Plan Project. Mary and Andrea presented an  
95 additional floor plan design for the Board to consider and asked that visual representation  
96 of the new design be added to the existing mock-up. Audrey and Paige felt that changing  
97 the current demonstration would be confusing for the public. Victoria will meet with  
98 Mary and Andrea to discuss their concerns.

## 99 **COMMITTEE REPORTS**

100 Policy & Personnel: Paige reported that a draft of the consultant's report will be  
101 available at the July meeting.

102 Victoria reported that she has 5 candidates for the Network Administration  
103 position and that interviews will begin next week.

104 Community Relations: There was no report.

105 Technology: There was no report.

106 Finance: George delivered copies of the draft mid-year budget amendment. He  
107 will chair a special meeting one week before the July Board meeting to present the draft  
108 amendment to the public. Public comment will be welcomed. Copies of the draft budget  
109 amendment were given to the community present.

## 110 **BOARD PRESIDENT'S MOMENT**

111 Lynn reaffirmed the Board's deliberation process re: the Floor Plan Project.

## 112 **ROUTINE MATTERS**

113 Finance: George reported that he has reviewed the Budget Status. He notes that  
114 several budget lines would be adjusted in the budget amendment.

115 The Investment Report will be provided at the next meeting when figures are  
116 received from the County.

117 George presented payroll in the amount of \$17,677.64. Audrey made a Motion to  
118 approve payroll. Paige seconded and the Motion passed unanimously.

119 George presented vouchers for the General Fund. The early May invoices totaled  
120 \$2,945.63 and all remaining vouchers and invoices totaled \$14,982.71. Paige made a  
121 Motion to approve all vouchers and invoices for payment. Audrey seconded and the  
122 Motion passed unanimously.

123 Correspondence: Lynn has received a letter of comment from Ruth Newman.  
124 Lynn asked that Victoria read the letter to the Board and community members.

125 Minutes: The Board reviewed the Minutes of the May 13, 2003 meeting. Audrey  
126 made a Motion to approve the Minutes. George second and the Motion passed. Paige was  
127 not present at the May meeting and abstained from voting.

128 Public Comment: Speakers for the second Public Comment session included  
129 Leith Templin, Mary Poletti, Lou Wallenberg, and Pierrette Guimond. Topics included  
130 the public comment at Board Meetings, and questions on the budget amendment. Mary  
131 Poletti read an article from the Seattle Times on the Vashon Library.

132 Other: There were no additional items.

133 There being no additional business Audrey made a Motion to adjourn the meeting. Paige  
134 seconded and the Motion passed unanimously. The meeting was adjourned at 11:40 a.m.

135 Submitted by: Mary Pugh

136 Approved:

137 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 8, 2003

5 President Lynn Richards convened the meeting at 9:00 A.M. in the Community Room of  
6 the Library. Attending were Board members Robert Henigson, Audrey Stupke, George  
7 Garrels, Library Director Victoria Parker and staff member Mary Pugh. Board Member  
8 Paige McCormick and Don Rooks of Milliman, USA arrived at 9:20 A.M. Community  
9 members were also in attendance.

10 **NEW BUSINESS**

11 Introductions: Lynn welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: Lynn adjusted the start time of the  
13 presentation of the salary survey to accommodate the travel schedule of Mr. Rooks.

14 Library Visits: Audrey visited to the Capital Hill branch of the Seattle Public  
15 Library. An architectural feature of the building is columns covered with wire mesh on  
16 which vines will grow. The building has a small mezzanine that holds the director's  
17 office and a community service office. The library has 16 computers. They have a small  
18 print reference section with more reference available online. There is an extensive  
19 audio/visual and music collection. The children's and young adult collection are on  
20 moveable shelving. The building has paid parking.

21 Robert revisited the Ashland, Oregon library, which completed an extensive  
22 building campaign last year. The new building has extraordinary light with wonderful  
23 views of the valley to the north. The library serves a 20,000-population base. The old  
24 Carnegie building has been converted into the children's library.

25 Director's Report: Victoria reported on the Supreme Court ruling concerning the  
26 Child Internet Protection Act and that the Washington Library Association and the  
27 American Library Association suggest that libraries not rush into purchasing filtering  
28 software. The Act ties filtering to the receipt and use of federal dollars in the form of  
29 grants administered through the State Library. The Library has received federal  
30 technology, continuing education and E-Rate grants.

31 Friends of the Library: Larry Lindberg, President of the Friends, stated that the  
32 Friends were busy getting ready for the Fair. Donations are still needed for the Auction.  
33 Larry invited everyone to participate.

34 Salary Survey Report: Paige introduced Don Rooks of Milliman, USA. Don gave  
35 a brief introduction of his firm and described the basis of the OILD survey. He presented  
36 graphs of the data collected and answered questions. Paige stated that she and Victoria  
37 will review the report and make recommendations at the August meeting.

38 **PUBLIC COMMENT**

39 Speakers for the first public comment session included Pierrette Guimond, Alan  
40 Lichter, John Greever, Joan Haslett, Lorraine Wallenberg, Tim White, Lou Wallenberg  
41 and Leith Templin. Topics discussed were the budget amendment, Friends' car raffle,  
42 collection development, and Internet filtering.

43 **CONTINUING BUSINESS**

44 Floor Plan Project: Victoria reported that after reviewing all the public comments,  
45 re-examining the architects designs and discussions with staff, the Library will be able to  
46 add space for approximately 4,600 books to the collection. It will require the purchase of  
47 some additional shelving and furniture. The Board asked Victoria to proceed using as  
48 much of the shelving currently in storage as possible and provide estimates on additional  
49 costs at the August meeting.

50 **COMMITTEE REPORTS**

51 Policy & Personnel: Victoria reported that the new Network Administrator for the  
52 Library is Tony Ghazel.

53 Community Relations: Robert asked the Board to lead the way in signing up to  
54 help at the Library Fair. The sign-up sheet was passed to Board members and to the  
55 audience.

56 Technology: Audrey reported that the Library was not awarded a Beaumont  
57 Foundation grant. The Foundation received over 8,500 applicants and made 1,600  
58 awards. In Washington State, the awards were made to Boys & Girls Clubs.

59 Finance: George reviewed the reasons the Library does a mid-year Budget  
60 Amendment. Victoria and Mary answered the questions from the July 1, 2003 public  
61 meeting and questions from the above public comment. George stated that the Board  
62 would address the policies on reserves during the fall budget process. George made a  
63 Motion to adopt the mid-year revision to the 2003 budget, including the allocation of  
64 \$18,308.00 to Contingency. Audrey seconded and the Motion passed unanimously.

65 **BOARD PRESIDENT'S MOMENT**

66 Lynn and Robert talked about the need to plan five to ten years down the road for  
67 an increase in patrons and services.

68 **ROUTINE MATTERS**

69 Finance: George reported that the Investment Report reflects a return on  
70 investment from 1.6% down to 1.2% and that the current rate is only .95%.

71 George presented payroll in the amount of \$18,667.23. Audrey made a Motion to  
72 approve payroll. Paige seconded and the Motion passed unanimously.

73 George presented vouchers for the General Fund. The early May invoices totaled  
74 \$1,433.19 and all remaining vouchers and invoices totaled \$18,533.81. Audrey made a  
75 Motion to approve all vouchers and invoices for payment. George seconded and the  
76 Motion passed unanimously.

77            Correspondence: Victoria has received a letter from the Washington State Liquor  
78 Board on the application of Roses Café. No action is required unless the Library opposes  
79 the application.

80            The Library has received a copy of a letter sent to the Friends from the Orcas  
81 Island Chamber Music Festival thanking the Friends for their support with a gift to the  
82 Library for the purchase of chamber music on CDs.

83            Minutes: The Board reviewed the Minutes of the June 10, 2003 meeting. Robert  
84 noted two misspellings on lines 70 and 75 correcting the word “principle” to “principal”.  
85 George made a Motion to approve the Minutes as corrected. Paige second and the Motion  
86 passed. Robert was not present at the June meeting and abstained from voting.

87            Other: There were no additional items.

88            **PUBLIC COMMENT**

89            Speakers for the second Public Comment session included, Mary Poletti, Marilyn  
90 Anderson, Andera Hendricks, John Greever, and Ruth Newman. Topics included the  
91 Floor Plan Project, the 2002 tax levy, the budget amendment and collection development.  
92 There being no additional business the meeting was adjourned at 12:25 P.M.

93            Submitted by: Mary Pugh

94            Approved:

95            \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 12, 2003

5 President Lynn Richards convened the meeting at 9:00 A.M. in the Community Room of  
6 the Library. Attending were Board members Audrey Stupke and Paige McCormick,  
7 Library Director Victoria Parker and staff members Mary Pugh and Tony Ghazel.  
8 Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: There were no changes to the agenda.

12 Library Visits: There were no library visits.

13 Director’s Report: Victoria reported that a suggestion of the community was to  
14 compare OILD’s collection to that of a national list of 100 of the best fiction titles. She is  
15 pleased that all but three titles are in the collection. She will continue with a comparison  
16 of the non-fiction.

17 Victoria had a good meeting with the acquisitions committee and community  
18 members who have an interest in a special focus area of the collection. These members  
19 will make up a focus group of the acquisitions committee and after reviewing selected  
20 areas of the collection will make recommendations on additions to or deletions from the  
21 collection.

22 The latest Skagit Valley College flyer has been mailed. It lists the classes in  
23 partnership with OILD. Paige asked what the Library’s commitment included. Victoria  
24 stated that it consists of use of the meeting room, advertising, and staff assistance in  
25 student registration.

26 Victoria has asked Yard Works Plus to assess the Library’s irrigation system. The  
27 current system is ten years old and there have been several large breaks in the last two  
28 years, resulting in high water bills. Victoria will report back with estimates.

29 Pursuant to Board instruction, Victoria has asked Ross Jamieson to continue to  
30 develop proposals for expanding the Library. Victoria suggested that any expansion be  
31 considered in three phases: main and children’s reading room, community space and staff  
32 area. She expects it will be October before she hears back from Mr. Jamieson. She will  
33 keep the Board informed

34 Upcoming travel: Holly will be attending a digital imaging workshop and PNLA  
35 conference and Victoria will attend a CIPA workshop in November.

36 Victoria presented a visual display of the Floor Plan Project showing shelving and  
37 furnishing reconfiguration and community room display panels. She estimates the cost to  
38 be \$8,000.00 and would like a 15% cushion. Audrey made a Motion and Paige seconded,

39 to proceed with the Floor Plan Project as described, using funds from the Contingency  
40 budget line and not to exceed \$10,000.00 in cost. Discussion included the use and benefit  
41 of the display panels, the configuration of the computer furniture and the option that no  
42 change in the computer area be considered. Lynn directed that Victoria and staff be  
43 allowed to make the determination of computer furniture configuration. Lynn called the  
44 Motion and it passed unanimously.

45 Friends of the Library: Tom Carrol presented the Board with a Friends Of The  
46 Library Service Award Plaque. The first honoree on the plaque is Bill Muse.

47 Tom, as Library Fair Co-Chair, stated that the Fair was a great success, despite  
48 the rain, because it brought out community support for the Library. Tom praised all the  
49 volunteers for their hard work in the face of the weather adversity. Larry Lindberg,  
50 Friends' President, announced that the preliminary gross receipts for the Fair is over  
51 \$20,000.00. The September Friends' meeting is their Annual Meeting to be held at  
52 Rosario Resort's Music Room, 7:00 PM September 11<sup>th</sup>. He invites all Friends, Library  
53 Board and staff and the entire community to attend.

#### 54 **CONTINUING BUSINESS**

55 There were no agenda items.

#### 56 **COMMITTEE REPORTS**

57 Policy & Personnel: Salary Survey Report: Paige reported that she and Victoria  
58 have studied the Milliman compensation survey report. It is their belief that the Board  
59 should accept the recommendations of the consultant and realign the mid-point of certain  
60 staff positions. They also recommend combining category I and II of the Library  
61 Associate and Public Service Librarian positions into a single category respectively,  
62 allowing for more options within the combined categories.

63 Public comment on the report included questions on what libraries were included  
64 in the survey, what goal was desired in applying a change in the compensation, adopting  
65 a new range only if having trouble filling a position, quality of life on Orcas as additional  
66 job benefit, consideration of other benefits in compensation package and using only San  
67 Juan, Lopez and Anacortes in the survey.

68 Paige stressed that the salary compensation review is a planning document. It  
69 does not affect staff compensation in the 2004 budget. It does allow more options in  
70 addressing future staffing needs. She also stated that additional information is being  
71 gathered on compensation benefits of the survey libraries.

72 Community Relations: Audrey reported that the Board is invited to attend the  
73 Washington State Library's Workshop In Library Leadership Conference, WILL,  
74 October 1,2 and 3, in Yakima. She and Victoria will be part of a community relation's  
75 panel with the title "It's All About People."

76 Technology: There was no report.

77 Finance: As part of the annual budget discussion, Victoria would like the Board to  
78 review two reserve fund studies produced for Orcas Center and Crane Island Association,  
79 by Reserve Consultants of Kirkland, Washington. The studies forecast future needs of an



80 entity based on all aspects of a facility. Marilyn Anderson, formerly of Crane Island and  
81 past Board Member of Orcas Center spoke on the decision to initiate the studies. She also  
82 stressed the benefit of the completed studies to both organizations. Victoria feels it will  
83 be a valuable tool for the Board in determining goals for the District's reserve funds. She  
84 has received an estimate of \$3,800.00 to \$4,000.00 for the study plus additional expense  
85 if the Board wishes a public presentation. Lynn felt it is a necessity to initiate such a  
86 study and would like Victoria to pursue the possibility of a private donor for the project.  
87 Audrey and Paige felt the study should be paid for out of the District's budget.

88 George and Victoria would like the Board to consider two special meetings to  
89 prepare the 2004 budget and to reschedule the November regular Board Meeting because  
90 of the Veteran's Day holiday. After discussion and community input the dates are:

91	September 25 <sup>th</sup>	2-5 PM	Budget Meeting
92	November 6 <sup>th</sup>	7-9 PM	Budget Meeting
93	November 10 <sup>th</sup>	7-9PM	Regular Board Meeting

#### 94 **PUBLIC COMMENT**

95 Speakers for the public comment session included Pierrette Guimond, John  
96 Greever, Wayne Haslett, Lorraine Wallenberg, Lou Wallenberg and Leith Templin.  
97 Topics discussed were the design for the computer use space, the salary survey,  
98 expansion of the building, continued increase in the administrative area of the budget and  
99 drought tolerant plants.

#### 100 **BOARD PRESIDENT'S MOMENT**

101 Lynn expressed thanks to the community and the Friends for the unbelievable job  
102 accomplished at the Fair under such difficult circumstances. Lynn also mentioned the  
103 Board vacancy and asked anyone interested to contact the Search Committee headed by  
104 Steve Garrison, and to attend the committee's August meeting.

#### 105 **ROUTINE MATTERS**

106 Finance: Lynn, in George's absence, reviewed the budget status report and the  
107 investment report.

108 Lynn presented vouchers for the General Fund. The late June invoices totaled  
109 \$4,975.80 for vendors AT&T, Cambridge Service Group, Century Tel, Washington  
110 Secretary of State, Proquest, OCLC, Washington Department of Revenue, Showcases,  
111 and Islands' Sounder as submitted July 24, 2003. Vouchers and invoices for July for all  
112 vendors totaled \$16,643.46. Audrey made a Motion to approve all vouchers and invoices  
113 for payment. Paige seconded and the Motion passed unanimously.

114 Lynn presented payroll in the amount of \$19,204.27. Audrey made a Motion to  
115 approve payroll. Paige seconded and the Motion passed unanimously.

116 Correspondence: Victoria has received a thank you note from a patron who  
117 expressed appreciation for help received in researching a subject.

118            Minutes: The Board reviewed the Minutes of the July 8, 2003 meeting. Paige  
119 noted that “Rose’s” on line 78 should not have an apostrophe. Audrey made a Motion to  
120 approve the Minutes as corrected. Paige second and the Motion passed unanimously.

121            Other: There were no additional items.

122 There being no additional business the meeting was adjourned at 11:23 A.M.

123 Submitted by: Mary Pugh

124 Approved:

125 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 9, 2003

5 President Lynn Richards convened the meeting at 9:00 A.M. in the Community Room of  
6 the Library. Attending were Board members Paige McCormick, George Garrels and  
7 Robert Henigson, Library Director Victoria Parker and staff member Mary Pugh.  
8 Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: There were no changes to the agenda.

12 Library Visits: Robert described a visit to the library in Sitka, Alaska, located in  
13 the southeast area of the state close to Juneau. The library is on the waterfront facing the  
14 harbor. It is a one story stone and glass structure consisting of two connected buildings of  
15 approximately 5,500 square feet each. The children's area is about 2,500 square feet. The  
16 open shelving holds a collection of about 62,000 items. They have utilized their old card  
17 catalog drawers to house their CD collection. The library is open 7 days a week. Lynn  
18 asked if they had a public meeting room. Robert did not recall seeing one.

19 Director's Report: Victoria was called by Linda Lambert, a former Washington  
20 Library Commissioner, about an exchange program with Russian librarians. Linda is  
21 hoping that OILD would host the visiting librarians for a day. Victoria will let the Board  
22 know the final details.

23 Victoria reported that Holly has developed an information binder for the Classical  
24 Music Collection called "Simply Classical." A donation of 75 music CDs has been  
25 received and Holly will review the items and make recommendations on whether to add  
26 some to the collection. Paige asked about the donation policy on CDs. Victoria stated that  
27 the policy covered all items in the collection regardless of medium.

28 Citizens interested in the collection have been invited to meet with Victoria to  
29 discuss their specific collection suggestions. Purchases for both circulating nonfiction and  
30 reference are proceeding.

31 Victoria received information on Lawyers for Libraries, a conference in San  
32 Francisco offered by ALA. It is hoped that several attorneys in Washington will be  
33 prepared to give legal counsel especially to libraries.

34 Victoria will route a 2-hour video presentation on the Patriot Act to each Board  
35 Member. She also has started on a procedure for response to law enforcement inquiries  
36 and requested that the Board review the first draft.

37 Victoria is scheduled to attend the CIPA conference on November 4<sup>th</sup>. She  
38 outlined the current status of filters in the library. The Internet is considered a resource

39 and access is unrestricted for all patrons and staff. She asked the Board to discuss the  
40 ramification of CIPA to the District. At issue is unrestricted access to materials in an  
41 electronic format for adults and children; the role of parents in monitoring Internet  
42 activity; the role of the library in policing patron activity; the privacy of patrons; the  
43 effectiveness of filters; and financial implications. Board discussions included; decisions  
44 based on finances, whether the Library could start filtering if the need arose for financial  
45 assistance from federal dollars, possible court challenges, the ease of accessing unfiltered  
46 work sessions, having local control over decisions affecting local community. Victoria  
47 noted that the Library's position could be changed if the Board revisits the question in the  
48 future, that the industry is working on improving filters and that currently the federal  
49 funding is very helpful but not essential. The Library receives assistance in E-rate  
50 rebates, technology grants and continuing education grants. The Board would like to get  
51 public input and recommends the issue be discussed when out in the community. Lynn  
52 would like to hear public comment during this and our next meeting, as well as  
53 information from the November 4<sup>th</sup> workshop.

54 Friends of the Library: There was no Friends' representative present. Victoria  
55 invited everyone to attend the Friends' Annual Meeting to be held at Rosario Resort's  
56 Music Room, 7:00 PM September 11<sup>th</sup>. Rosario will generously provide refreshments.

#### 57 **PUBLIC COMMENT**

58 Comment was received from John Greever and Lou Wallenberg. Issues discussed  
59 were collection development and filtering.

#### 60 **CONTINUING BUSINESS**

61 Reserve Study: The Reserve Study would be used to set goals for the District's  
62 Reserve Funds. The Study would assess the physical plant and technology issues. It  
63 would provide a spreadsheet and computer file that could be updated as projects are  
64 completed. It would cost \$3,850.00. Board discussion included the usefulness, how it  
65 would be utilized and how it would facilitate budget planning. Victoria stated that the  
66 building is starting to require additional care and if we had had the study 10 years ago,  
67 more funds might have been allocated into reserves. The Board felt that with the smaller  
68 margins within the budget the study would give statistical information necessary for  
69 planning; that it would provide information on the physical plant. In addition, concern  
70 was expressed that the District could get caught short with no reliable way to measure  
71 what funds may be necessary in the future. The study would be a great asset in long range  
72 planning. Lynn asked Marilyn Anderson if Crane Island and Orcas Center used the  
73 studies they received. Marilyn said that the Crane Island Committee utilized the study as  
74 it was intended. Orcas Center took awhile to work the study into their operation. She felt  
75 in both cases the studies identified needs that the governing boards didn't identify.  
76 George recommended we proceed with the study and pay for it out of the contingency.  
77 He would also like Victoria to continue to solicit contributions to defray the costs.  
78 George made a Motion to contract with Reserve Consultants, Ltd. for a reserve study of  
79 the District to be paid for out of the current budget contingency line. Paige seconded and  
80 the Motion passed unanimously.

81 Budget Work Session Dates: George stated that work has begun on the 2004  
82 budget. There will be two special meetings to present the draft budget to the Board and  
83 public, and receive comment. The first meeting is Thursday September 25<sup>th</sup> 2-5 PM and  
84 the second is Thursday November 6<sup>th</sup> 7-9 PM. These will be a line-by-line discussion  
85 allowing time for public comment.

## 86 **COMMITTEE REPORTS**

87 Policy & Personnel: Salary Survey Report: Paige recommended that the Board  
88 accept the survey recommendations and adjust the salary position midpoints. She  
89 presented the Board with a draft reflecting the survey recommendations. She requested  
90 that the Board review the information and that it be considered for adoption at the  
91 October meeting.

92 Community Relations: Robert reported that the Fall Weed-Out of Library Park is  
93 set for October 18<sup>th</sup> from 10-12 with refreshments served at noon.

94 Technology: Victoria reported that she has authorized the purchase of a wireless  
95 access point that will allow patrons with personal laptops and wireless modems to access  
96 the Library's T-1 line. The unit will cost about \$200.00 and will have a range of 300 feet.

97 Finance: There was nothing additional to report.

## 98 **PUBLIC COMMENT**

99 Speakers for the Public Comment session included John Greever, Lou Wallenberg  
100 and Leith Templin. Topics discussed were the salary survey, concern over personal  
101 laptop use and criminal activity, the reserve study using community donations instead of  
102 the contingency fund, filtering, and health concerns of a wireless network.

## 103 **BOARD PRESIDENT'S MOMENT**

104 Lynn will present the President of the Friends, Larry Lindberg, with a Certificate  
105 of Appreciation from the Library during the Annual Meeting. He stated that Larry has  
106 seen an interesting year with the adoption of the Booksale Agreement and a weather  
107 challenged Fair. He asked that the Board sign the Certificate after the meeting.

## 108 **ROUTINE MATTERS**

109 Finance: George commented that the budget status report includes the changes  
110 from the Budget Amendment.

111 George presented payroll in the amount of \$19,759.76. Robert made a Motion to  
112 approve payroll. Paige seconded and the Motion passed unanimously.

113 George presented vouchers for the General Fund. The late August invoices totaled  
114 \$2,424.10 as submitted August 27, 2003. An early voucher for Ingram in the amount of  
115 \$1,974.95 was submitted September 5, 2003. All remaining vouchers and invoices for  
116 August totaled \$8,158.63. Paige made a Motion to approve all vouchers and invoices for  
117 payment. Robert seconded and the Motion passed unanimously.

118 Correspondence: Victoria received a letter from a visitor praising the Library's  
119 collection.

120           Minutes: The Board reviewed the Minutes of the August meeting. Paige requested  
121 that the last sentence of line 25 be deleted. Robert requested that line 20 read “additions  
122 to or deletions from.” No motion was made when it was determined that a quorum of the  
123 August participants was not present. The minutes will be presented at the October  
124 meeting.

125           Other: There were no additional items.

126 There being no additional business the meeting was adjourned at 11:00 A.M.

127 Submitted by: Mary Pugh

128 Approved:

129 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 September 25, 2003

5 President Lynn Richards convened the meeting at 2:00 P.M. in the meeting room of the  
6 library. Attending were Board members Audrey Stupke, Paige McCormick, George  
7 Garrels, Robert Henigson, Library Director Victoria Parker and staff member Mary Pugh.  
8 There were three community members also in attendance.

9 **Introductions:** Lynn welcomed everyone to the meeting. He stated that the only item on  
10 the agenda was discussion of the 2004 Budget and that public comment would be  
11 welcomed on this item.

12 **Finance**

13 George stated that the discussion on the 2004 Budget would follow the same  
14 format as previous budget discussions. Victoria and Mary would give a line-by-line  
15 presentation. Afterwards, the Board would ask questions and give comment. Then  
16 George would turn the meeting back over to Lynn, to accept public comment.

17 Victoria and Mary presented the proposed budget. Comment and questions from  
18 the Board included:

- 19 \* What percentage of the budget is for personnel?  
20 \* Is it feasible to replace the patron workstations all at once or one at a time?  
21 \* What percentage of the budget is the collection?  
22 \* How does filtering affect the budget?

23 After discussions, George turned the meeting back to Lynn. Lynn asked for public  
24 comment on the budget. Comments and questions included:

- 25 \* Breakdown of the collection materials budget by category i.e. nonfiction,  
26 fiction and reference  
27 \* Verifying the personnel figures.  
28 \* Adjusting the percentage of video vs. DVD dollars.  
29 \* Clarification of Internet access cost with and without E-rate reimbursement.  
30 \* Additional use of volunteers for Sunday openings.  
31 \* Changing microfilm technology to digital technology.  
32 \* Cost of various programs and how they affect the budget.  
33 \* Would be useful to have a sheet showing all funding i.e. Property tax, gifts,  
34 endowments.

1           Lynn thanked everyone for his or her comments. He stated that the staff would  
2 research the questions and provide answers at the October Board Meeting.

3           There being no further discussion, the meeting was adjourned at 4:17 PM.

4 Submitted by: Mary Pugh

5 Approved:

6 \_\_\_\_\_



1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 October 14, 2003

5 President Lynn Richards convened the meeting at 9:00 A.M. in the Community Room of  
6 the Library. Attending were Board members Paige McCormick, Audrey Stupke and  
7 Robert Henigson, Library Director Victoria Parker, and staff member Mary Pugh.  
8 Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: There were no changes to the agenda.

12 Library Visits: Audrey described a visit to the Oxford Library in England. She  
13 said it is a membership only library. The library houses a copy of every book published in  
14 the United Kingdom. There are no loaning privileges for the collection.

15 Director’s Report: Victoria drew attention to the display of quilts in the meeting  
16 room. It is hoped that they will soften the echo in the room.

17 Victoria and George will attend the CIPA seminar on November 4<sup>th</sup> sponsored by  
18 the State Library. In addition Victoria reported that the State Library is offering a non-  
19 competitive grant to help fund filtering for libraries adhering to CIPA standards. Audrey  
20 has copies of the WILL conference brochure available for those interested.

21 Victoria gave the Board copies of the personnel benefits portion of the  
22 Washington State Library Annual Survey for 2002. She will use the information to  
23 develop a questionnaire to be sent to the Salary Survey participants.

24 Paige asked about the origin of the draft policy on access to patron records titled:  
25 Service of Process—Administrative Procedure. Victoria said she included information  
26 from San Juan Library and Kitsap Regional Library District.

27 Friends of the Library: Larry Lindberg thanked everyone for attending the  
28 Friends’ Annual Meeting. He thought there was a great turnout and a wonderful  
29 presentation by keynote speaker Dave Richardson. Larry felt the visiting Russian  
30 librarians left with some valuable information on Friends’ organizations. Audrey will  
31 attend the Friends’ October meeting.

32 **PUBLIC COMMENT**

33 Comment was received from Leith Templin, Bob Distler, John Greever and  
34 Lorraine Wallenberg. Issues discussed were the draft 2004 budget, filtering, the wireless  
35 access, collection development and the salary survey.

36 **CONTINUING BUSINESS**

37 Reserve Study: Victoria stated that Bob Steimer of Reserve Consultants will visit  
38 the Library on November 3<sup>rd</sup> for a tour and discussion with staff. Victoria confirmed that  
39 she has received pledges totaling \$1,500.00 to defray a portion of the cost of the study. It  
40 is expected that the report will be available in mid-December.

41 **COMMITTEE REPORTS**

42 Policy & Personnel: Salary Survey Report: Paige reviewed for the Board the  
43 past discussion and recommendations. She is recommending that the Board set the salary  
44 schedule for the library director position and leave all staff positions to be defined by the  
45 director. Paige restated that the recommendations from the survey do not affect the 2004  
46 budget.

47 Paige made a Motion to adopt the Orcas Island Library District salary range for  
48 the position of library director subject to annual cost of living adjustments. Audrey  
49 seconded the Motion. Lynn felt that the motion should include the dollar figures.

50 Paige amended the Motion: To adopt the Orcas Island Library District salary  
51 range for the position of library director, with a beginning salary of \$28.20 per hour and a  
52 maximum of \$33.40 per hour, and include the Board approved annual cost of living  
53 adjustment. Audrey seconded the amended Motion.

54 Discussion from the Board included the fairness of the salary survey, working on  
55 a total compensation package by adding benefits study. Lynn called for the vote and the  
56 Motion passed unanimously.

57 Community Relations: Audrey expressed her delight for the visiting Russian  
58 librarians. They were able to meet with staff and Friends Thursday night and a breakfast  
59 meeting with the Friends' Friday morning. The visitors were extremely interested in how  
60 to begin a volunteer program and start a Friends group. Audrey felt it was a very  
61 productive exchange.

62 Robert reminded everyone that the Fall Weed-Out of Library Park is set for  
63 October 18<sup>th</sup> from 10-12 with refreshments served at noon.

64 Technology: Audrey stated that the wireless access point is up and running. She is  
65 glad to hear that patrons are using it with their personal laptops.

66 Finance: Lynn stated that the next special meeting to present the draft 2004  
67 budget to the Board and public is Thursday November 6<sup>th</sup> 7-9 PM. Victoria read answers  
68 to the questions received from the September budget meeting. She gave copies to the  
69 Board and the audience. She stated that updated budget worksheets would be available  
70 Monday, November 3<sup>rd</sup>.

71 **PUBLIC COMMENT**

72 Speakers for the Public Comment session included Pierrette Guimond, John  
73 Greever, Lou Wallenberg, Robert Harrup, Lorraine Wallenberg, Roger Adams, and Leith  
74 Templin. Topics discussed were the 2004 budget, collection development, salary  
75 schedule and benefit study, and the role of library trustees.

76 **BOARD PRESIDENT’S MOMENT**

77 Lynn expressed regret that the Board will be losing Audrey in December. He  
78 commended the work of the nominating committee. The committee has narrowed the  
79 field to 5 candidates. Lynn stated that there would be a public meeting on Monday,  
80 October 20<sup>th</sup> for the public to meet and interview the candidates.

81 **ROUTINE MATTERS**

82 Finance: In George’s absence, Lynn presented the financial information. He stated  
83 that the budget status report is within the year to date average of 67%.

84 Lynn presented payroll in the amount of \$18,739.30. Audrey made a Motion to  
85 approve payroll. Paige seconded and the Motion passed unanimously.

86 Lynn presented vouchers for the General Fund. The late September invoices  
87 totaled \$2,763.45 as submitted September 25, 2003. Early invoices and vouchers for  
88 Ingram, Bankers Credit Card Service, Reliable and Mike Larkin totaling \$3,395.06 were  
89 submitted October 5, 2003. All remaining vouchers and invoices for September totaled  
90 \$5,404.12.

91 Lynn presented an invoice for the Building Fund from Lewis Architecture in the  
92 amount of \$2,739.05 Paige made a Motion to approve all vouchers and invoices for  
93 payment. Audrey seconded and the Motion passed unanimously.

94 Correspondence: No correspondence was received.

95 Minutes: The Board reviewed the Minutes of three meetings. Audrey made a  
96 Motion to approve the Minutes of August 12, 2003. Paige seconded and the Motion  
97 passed unanimously, with Lynn voting and Robert abstaining.

98 Paige made a Motion to approve the Minutes of September 9, 2003. Robert  
99 seconded the Motion. Paige asked for corrections as follows: line 33 “council” to  
100 “counsel”, line 35 “inquires” to “inquiries”, line 51 “discuss” to “discussed”, and line 89  
101 “request” to “requested”. Lynn called the vote and the Motion to approve the Minutes as  
102 corrected passed unanimously, with Lynn voting and Audrey abstaining.

103 Robert made a Motion to approve the Minutes of September 25, 2003. Paige  
104 seconded and the Motion passed unanimously.

105 Other: There were no additional items.

106 There being no additional business the regular meeting was adjourned into Executive  
107 Session for an annual evaluation of the Library Director at 10:30 A.M.

108 The Executive Session adjourned at 11:45A.M.

109 Submitted by: Mary Pugh

110 Approved:

111 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 November 6, 2003

5 President Lynn Richards convened the meeting at 7:00 P.M. in the meeting room of the  
6 library. Attending were Board members Audrey Stupke, Paige McCormick, George  
7 Garrels, Robert Henigson, Library Director Victoria Parker and staff member Mary Pugh.  
8 There were community members also in attendance.

9 **Introductions:** Lynn welcomed everyone to the meeting. He stated that this was the  
10 second public meeting for the 2004 Budget and that public comment would be welcomed  
11 only on this agenda item.

12 **Finance:**

13 George stated that the discussion on the 2004 Budget would follow the same format  
14 as previous budget discussions.

15 Victoria read answers to the questions posed at the October budget meeting. Copies  
16 were given to the community and are attached and incorporated herein. Mary gave an  
17 example on the white board of a salary line, detailing the formula and wage calculations for  
18 the Board and public. The information was also included in the written answers given.

19 Mary detailed each section of the budget and asked if the Board had questions.  
20 Comment and questions from the Board included:

- 21 \* What were the projected increases in Department of Labor rates?  
22 \* The cost of adding Sunday hours.

23 George asked for public comment on the budget. Comments and questions included:

- 24 \* The use of contingency funds.  
25 \* Personnel review based on calendar year vs. anniversary date.  
26 \* Labor and industry rates for independent contractors.  
27 \* Use of the Friends' Grant.  
28 \* Explanation of the medical insurance rates.  
29 \* The Friends' Booksale Agreement.

30 Lynn thanked everyone for his or her comments. Robert asked that a discussion of  
31 adding Sunday hours be included in the agenda for the November regular Board meeting.

1           There being no further discussion, the meeting was adjourned at 8:37 PM.

2   Submitted by: Mary Pugh

3   Approved:

4   \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 November 10, 2003

5 President Lynn Richards convened the meeting at 7:00 P.M. in the Community Room of  
6 the Library. Attending were Board members Paige McCormick, George Garrels, Audrey  
7 Stupke and Robert Henigson, Library Director Victoria Parker, and staff member Mary  
8 Pugh. Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Robert requested a discussion of  
12 public funding to be included under Finance.

13 Library Visits: Audrey visited the Friends of the San Juan Island Library's pre-  
14 holiday book sale. It is held in time for holiday gift giving and features gently used books  
15 priced between \$6.00 and \$8.00.

16 Victoria visited the Anacortes library and described the meeting room, lobby and  
17 Friends' store.

18 Director's Report: Victoria met with the Directors of the San Juan Library and  
19 the Lopez Library. It is their hope that the Board will approve a joint meeting of the  
20 Boards on January 29, 2004. Victoria suggested the possibility of including a continuing  
21 education program on the agenda. The meeting date is agreeable to the Board and they  
22 requested including information on CIPA and the Patriot Act.

23 Victoria described a staff-training day at San Juan Library December 12, 2003.  
24 Orcas staff will be joining Lopez and San Juan staff with business skills consultant Pat  
25 Wagner.

26 Victoria attended the State Library workshop on CIPA. She returned with  
27 information on other Washington libraries and the wide area of compliance. Final  
28 decision on compliance is required by July 1, 2004. Lynn asked Paige to be available to  
29 Victoria while she develops issue points for the Board to consider.

30 Friends of the Library: Friends' President Tom Carroll invited everyone to attend  
31 the Friends' Holiday Tea December 6<sup>th</sup> from 1:00 PM to 4:00 PM. He is also looking for  
32 volunteers to bring tea delights of cookies, confections and tea sandwiches. Tom  
33 announced that the Friends approved the 2004 grant request and will be presenting the  
34 check at the Holiday Tea. In addition the Friends approved a request to re-appropriate a  
35 portion of the 2003 grant to the purchase of books for the adult collection.

36 **PUBLIC COMMENT**

37 Comment was received from Pierrette Guimond, Richard Fralick and Lou  
38 Wallenberg, discussing CIPA and filtering.

39 **CONTINUING BUSINESS**

40 Reserve Study: Victoria reported that the meeting with Bob Steimer of Reserve  
41 Consultants on November 3<sup>rd</sup> went smoothly and that they appreciated the preparation of  
42 documents by staff.

43 **COMMITTEE REPORTS**

44 Policy & Personnel: Paige had nothing to report.

45 Community Relations: Robert reported that a small but dedicated contingent of  
46 volunteers worked at the fall weed out for Library Park.

47 Victoria described the LifeLong Learning event co-sponsored with the Orcas Fire  
48 Department and Volunteer Firefighters. It was held October 27<sup>th</sup> and was a tremendous  
49 success.

50 Technology: Audrey had nothing to report.

51 Finance: George presented Resolution 04-2003 establishing the 2004 budget for  
52 the Orcas Island Library District General Fund. Robert made a Motion to adopt  
53 Resolution 04-2003. George seconded and the Motion passed unanimously.

54 George presented Resolution 05-2003 establishing the tax assessment for 2004 at  
55 \$443,202.00. Audrey made a Motion to adopt Resolution 05-2003. George seconded and  
56 the Motion passed unanimously.

57 George presented Resolution 06-2003 establishing the 2004 budget for the Orcas  
58 Island Library Building Fund. Robert made a Motion to adopt Resolution 06-2004.  
59 Audrey seconded and the Motion passed unanimously.

60 Lynn opened a discussion on the question of funding basic library services  
61 through donations or gifts. Victoria presented the Board with a memo outlining some  
62 discussion points. The Board discussed the use of gifts for programs, not being able to  
63 maintain services added through gifts, the history of other community organization  
64 funding services with gifts, education of the public on special projects funded through  
65 grants, and establishing a program when basic service funding is experiencing cutbacks.  
66 The Board tabled the discussion at this time.

67 **PUBLIC COMMENT**

68 Speakers for the Public Comment session included Pierrette Guimond, Lou  
69 Wallenberg, Robert Harrup, Lorraine Wallenberg. Topics discussed were the use of  
70 special funds for services, special interest groups funding basic services, open discussion  
71 of issues by the Board, and allowing public comment as agenda items are discussed.

72 **BOARD PRESIDENT'S MOMENT**

73 Lynn announced Chase Riveland's appointment to the Board beginning January  
74 2004. He thought the process of the nominating committee was a great success and that  
75 any of the five candidates participating in the public interviews, would have been a good  
76 addition to the Board.

77 **ROUTINE MATTERS**

78 Finance: George stated that the budget status report shows the majority of items  
79 under budget. He also reported that the Library's investments with the County continue to  
80 earn less than 1%.

81 George presented payroll in the amount of \$19,200.53. Robert made a Motion to  
82 approve payroll. Audrey seconded and the Motion passed unanimously.

83 George presented an invoice for the Building Fund from Lewis Architects in the  
84 amount of \$3,443.00. Robert made a Motion to approve the invoice for payment. Paige  
85 seconded and the Motion passed unanimously.

86 George presented vouchers for the General Fund. The late October invoices  
87 totaled \$1,194.00 as submitted October 21, 2003. Paige made a Motion to approve the  
88 invoices as submitted. Robert seconded and the Motion passed unanimously.

89 Early invoices and vouchers for Ingram and Bankers Credit Card Service totaling  
90 \$5,573 were submitted November 3, 2003. All remaining vouchers and invoices for  
91 September totaled \$16,476.99. Paige made a Motion to approve all vouchers and invoices  
92 for payment. Audrey seconded and the Motion passed unanimously.

93 Correspondence: No correspondence was received.

94 Minutes: The Board reviewed the Minutes the October 14, 2003 meeting. Paige  
95 made a Motion to approve the Minutes. Audrey seconded and the Motion passed  
96 unanimously, with George abstaining.

97 Other: There were no additional items.

98 There being no additional business the regular meeting was adjourned at 8:55 P.M.

99 Submitted by: Mary Pugh

100 Approved:

101 \_\_\_\_\_



1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 December 9, 2003

5 President Lynn Richards convened the meeting at 9:03 A.M. in the Community Room of  
6 the Library. Attending were Board members Robert Henigson, George Garrels, Paige  
7 McCormick, and Audrey Stupke, Library Director Victoria Parker, and staff member  
8 Mary Pugh. Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: There were no modifications.

12 Library Visits: Lynn described his drive-by viewing of the new Seattle Public  
13 Library. The building is still under construction and his impression was of multi-storied  
14 triangles and glass.

15 Director's Report: There were no questions on Victoria's written report. Victoria  
16 led the Board and interested community members on a walk-about of the implemented  
17 floor plan project. She described added shelving in the new book and fiction area.  
18 Additional shelving was realized in the non-fiction shelving from condensing the multi-  
19 media collection. News magazines and newspapers have been relocated to slat wall  
20 display pockets in the sunroom. New shelving was added in the Young Adult and  
21 Reference areas, courtesy of the carpentry skills of Jim Hamilton and Roy Pringle. The  
22 microfilm reader/printer was relocated to the computer workstations cluster. The  
23 Children's non-fiction and picture books benefited from additional shelving and  
24 relocation of children's multi-media items to spinner racks. A new fish tank under the  
25 window in the Children's Room entertains children and adults, alike. Victoria answered  
26 questions on the back storage and progress of the microfilm indexing project of the  
27 County's newspapers.

28 Friends of the Library: Friends' representative Pierrette Guimond reported that  
29 the check for \$16,525.00 representing the 2004 Grant to the Library was presented at the  
30 Holiday Tea Saturday December 6<sup>th</sup>. She thought the Tea was a wonderful success with a  
31 great turnout and lots of cookies. She stated that the Orcas Kiwanis' Key Club were a  
32 great help. Lynn thanked the Friends for their contribution to LifeLong Learning  
33 programming for 2004.

34 **PUBLIC COMMENT**

35 Mary Poletti read a letter to the Board thanking them for their support and  
36 cooperation in completing the floor plan project.

37 **CONTINUING BUSINESS**

38 Building Schematics: Victoria stated that Ross Jamison continues to work on the  
39 schematic plan. Mr. Jamison met with staff and the Board on December 2<sup>nd</sup> to review the  
40 work to date and receive comments. The Board would like a special meeting in mid-  
41 February to receive public comment. Victoria will arrange a preview of the drawings for  
42 two weeks prior to the meeting on the schematic design with information on what gains  
43 will be realized in seating, shelving, study and reference space. The Board felt that the  
44 community's mandate from the long-range plan and services survey is being met as  
45 progress continues with the design stage.

46 Public Service, Funding & 1% limitation: Lynn asked the Board to review the  
47 November 10<sup>th</sup> operating budget projections for 2004 through 2008. The Board discussed  
48 whether to accept private funds for operating services or to curtail services to balance the  
49 budget in coming years. Discussion ranged from the obligation of taxpayers to support  
50 basic services, the acceptance of monetary gifts without strings, the stability of using gifts  
51 to fund operating expenses, using gifts to supplement services, using gifts for short-term  
52 funding allowing the community to benefit, cutting services or a levy increase. The Board  
53 asked Victoria to provide a memo on issues to consider. Lynn tabled the discussion until  
54 January.

55 **COMMITTEE REPORTS**

56 Policy & Personnel: Paige stated that work is continuing on the procedures for  
57 complying with the Patriot Act. No decision has been reached on compliance with CIPA.

58 Community Relations: Robert received comment from a community member  
59 concerning OILD's search for grant funding. He asked Victoria to prepare a historical  
60 report on grant activity.

61 Technology: Audrey had nothing to report.

62 Finance: George reported on a memo from the County Assessor's office, which  
63 states that tax levies passed by several junior taxing districts, including OILD do not  
64 comply under Referendum 47 and Initiative 747. Language needs to be adopted to  
65 separate the levy from new construction and to include new construction estimates in the  
66 budget. In addition the County Assessor reduced the Library's highest allowable by  
67 \$367.00 representing a decrease based on appeals to 2002 property assessment. George  
68 presented Resolution 04A-2003 amending the 2004 budget for the Orcas Island Library  
69 District General Fund to include \$5,633.00 in additional new construction funding.  
70 Robert made a Motion to adopt Resolution 04A-2003. Audrey seconded and the Motion  
71 passed unanimously.

72 George presented Resolution 05A-2003 establishing the tax assessment for 2004  
73 at \$437,835.00 and in addition new construction estimated at \$11,000.00. Robert made a  
74 Motion to adopt Resolution 05A-2003. Paige seconded and the Motion passed  
75 unanimously.

76 **PUBLIC COMMENT**

77 Speakers for the Public Comment session included Nanae Nagaoka, Lorraine  
78 Wallenberg, John Greever, Mary Poletti, Pierrette Guimond, Lou Wallenberg, Robert  
79 Herrup, and Richard Fralick. Topics discussed were the use of gifts to fund operating  
80 expenses, trimming the budget, using a consistent format in budget documents, increasing  
81 the role of volunteers, controlling personnel costs, creating an endowment, the building  
82 schematics, opening agenda items to public discussion during Board discussion.

83 **BOARD PRESIDENT’S MOMENT**

84 Lynn asked Steve Garrison to speak on the trustee appointment process. Steve felt  
85 that by utilizing a nominating committee it opened the process and allowed for greater  
86 community participation enhancing the level of trust between the community and the  
87 Board.

88 Lynn reinforced Mary Poletti’s comments on the years of dedicated service  
89 Audrey has given to the Library and the Friends. She will be greatly missed. He also had  
90 a great time watching Santa, Mrs. Claus and Elf Happy Daze on Saturday at the Tea. He  
91 feels the Library is blessed to have Children’s Librarian Phyllis Carney.

92 **ROUTINE MATTERS**

93 Finance: George stated that there were a few lines that were over budget, but that  
94 each category as a whole was within limits.

95 George presented payroll in the amount of \$8,676.77. Audrey made a Motion to  
96 approve payroll. George seconded and the Motion passed unanimously.

97 George presented invoices for Ingram \$2,635.64 submitted December 3, 2003.  
98 All remaining vouchers and invoices for October totaled \$5,883.81. Paige made a Motion  
99 to approve all vouchers and invoices for payment. Audrey seconded and the Motion  
100 passed unanimously.

101 Correspondence: Victoria circulated a thank you note from Linda Lambert, the  
102 facilitator for the Russian librarian’s visit.

103 Minutes: The Board reviewed the Minutes of the November 6, 2003 meeting.  
104 Robert had a correction to line 15 changing “poised” to “posed”. Robert made a Motion  
105 to approve the Minutes as corrected. Paige seconded and the Motion passed unanimously.

106 The Board reviewed the Minutes of the November 10, 2003 meeting. Bob had  
107 corrections to line 37 changing “Fralic” to “Fralick”. Paige ask for corrections to line 78  
108 changing “show” to “shows” and changing line 28 to read “Lynn asked Paige to be  
109 available to Victoria while she develops issue points for the Board to consider.” Audrey  
110 made a Motion to approve the Minutes as corrected. George seconded, and the Motion  
111 passed unanimously.

112 Other: Paige asked for clarification on the combined meeting with San Juan and  
113 Lopez Board Trustees. Victoria stated that the meeting is scheduled for January 29<sup>th</sup> and  
114 the regular OILD Board Meeting is January 13<sup>th</sup>. George stated that he will attend the  
115 Friends’ January meeting.

116 There being no additional business the regular meeting was adjourned at 11:10 A.M.

117 Submitted by: Mary Pugh

118 Approved:

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