

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 13, 2004

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

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting and introduced new
11 Board Member Chase Riveland.

12 Election of Officers: The Board elects officers at the first meeting of the
13 year. George made a Motion to elect Robert Henigson – Chair; Lynn Richards –
14 Vice Chair; and George Garrels - Secretary. Paige seconded and the Motion passed
15 unanimously.

16 Additions or Modifications to the Agenda: There were no additions to the
17 agenda.

18 Library Visits: Lynn viewed a PBS program on the Library of Congress. He
19 was amazed at the number of displays in addition to the collection of books.

20 Robert described the plans of the Mammoth Lakes Public Library in
21 California to build a new library with a grant from the State of California. The
22 grant will fund 60% of the \$6 million project with the remaining funds supplied
23 from a capital campaign. He was surprised by the optimism of the library staff in
24 accomplishing their goal.

25 Victoria asked the Board and guests to join her in the Children’s Room to
26 acknowledge the hanging of Audrey Stupke’s commemorative stained glass
27 window. The window was given to Audrey to honor her years of service to the
28 Library’s Board of Trustees and Friends of the Library.

29 Director’s Report: Victoria read a letter to the Board announcing her
30 retirement in July 2004. The Board accepted Victoria’s letter. Robert suggested the
31 issue be addressed under Policy and Personnel.

32 There were no questions on Victoria’s written report. In addition Victoria
33 mentioned her work on the annual report for the Library, her attendance at the

34 Public Library Director's meeting at the end of January, the Spokane Public
35 Library's CIPA decision, and a community member's desire to create an umbrella
36 list of all continuing education opportunities being offered on Orcas to be called
37 "Open University". Victoria also mentioned the possibility of a new property tax
38 initiative from Tim Eyman on the November ballot. The Board asked Victoria to
39 gather additional information.

40 Friends of the Library: Victoria also mentioned the Friends' Winter Book
41 Sale on February 21st and 22nd. The pre-sale on the February 21st will be for
42 Friends' members only and the public sale will be February 22nd. George will
43 attend the Friends' January meeting and Paige will attend the Friends' February
44 meeting.

45 **PUBLIC COMMENT**

46 Paige read a letter to the Board from Pierrette Guimond regarding her
47 support for not adding Sunday hours. Robert felt it was appropriate to defer the
48 discussion of Sunday hours until the Fall. In addition the Board was asked to post
49 individual e-mail address.

50 **CONTINUING BUSINESS**

51 Public Service, Funding & 1% limitation: Robert asked the Board to outline
52 their individual position on accepting donations to cover shortfalls in operating
53 costs. The Board has yet to decide between accepting donations for basic
54 operations and relying on taxpayers support for basic operations.

55 Robert asked for public comment on this issue. Community members
56 present felt the District could accept donations for specific areas (i.e. collection)
57 and that could free up tax dollars for other basic services. In addition it was felt
58 that the Library could rely more on volunteers and free up staff and program funds
59 for other services and collection materials.

60 Building Schematics: A model is estimated to cost a maximum of \$2,000.00.
61 The Board agreed on the benefit of a model, however they would like additional
62 comments from staff before proceeding. The Board would also like to know if the
63 model could be revised if the plans change. Public comment received concerned
64 having a plan for an expanded operating budget before proceeding with a public
65 meeting on the schematics.

66 **COMMITTEE REPORTS**

67 Robert announced the Committee Chair appointments. Policy & Personnel –
68 Paige McCormick; Community Relations – Chase Riveland; Technology – George
69 Garrels; and Finance – Lynn Richards.

70 Policy & Personnel: Paige stated that Victoria and Mary have put together a
71 survey on employee benefits. It will be mailed to the original salary survey
72 participants by January 16th.

73 The Board discussed the creation of a recruitment committee for the position
74 of Library Director. Lynn stated that there was a section in the Washington Library
75 Association’s Trustee Manual on recruitment. Paige will put together some
76 thoughts on a process and bring a recommendation to the Board.

77 Community Relations: Victoria stated that she has sent OICF the annual
78 financial report for Library Park. There remains approximately \$1,000.00 from the
79 2003 disbursement and therefore Victoria will delay the 2004 disbursement
80 decision until Fall. Victoria explained about the committee structure, the
81 endowment and the annual disbursement.

82 Technology: Victoria reported that Tony has installed the six new public
83 access workstations and is pleased with the results.

84 Finance: Lynn reported that the Library was within budget.

85 **PUBLIC COMMENT**

86 Speakers for the Public Comment session included Lou Wallenberg,
87 Lorraine Wallenberg, John Greever, and Nannette Simpson. Topics discussed
88 were the building schematics cost estimates, and the “Open University” project.

89 **BOARD PRESIDENT’S MOMENT**

90 Robert acknowledged that the community and the Board have a common
91 objective and purpose in bringing the best possible library to all in the community.
92 He hopes that the public involvement will continue to provide insights and
93 promised that the Board will carefully consider all input.

94 **ROUTINE MATTERS**

95 Finance: Lynn presented an invoice from Lewis Architecture in the amount
96 of \$2,759.68 for the Building Fund. George made a Motion to approve payment of
97 the invoice. Paige seconded and the Motion passed unanimously.

98 Lynn presented end of month invoices for November in the amount of
99 \$1,686.04 as submitted December 26, 2003. George made a Motion to approve
100 payment. Chase seconded and the Motion passed unanimously.

101 Lynn presented invoices for Ingram \$2,062.77 submitted January 8, 2004.
102 All remaining vouchers and invoices for December totaled \$9,708.52. George
103 made a Motion to approve all vouchers and invoices for payment. Paige seconded
104 and the Motion passed unanimously.

105 Lynn presented January 2004 invoices totaling \$8,180.36. Chase made a
106 Motion to approve payment. Paige seconded and the Motion passed unanimously.

107 Lynn presented payroll in the amount of \$18,503.82. Paige made a Motion
108 to approve payroll. George seconded and the Motion passed unanimously.

109 Correspondence: Victoria read a letter from a patron who requested that the
110 Board consider windows that open in any redesign of the meeting room.

111 Minutes: The Board reviewed the Minutes of the December 9, 2003 meeting.
112 Paige had corrections to line 94 changing “were” to “was” and line 113 changing
113 “January 19th” to January 29th. In addition, community member John Greever
114 corrected the spelling of several names. Line 78 correcting “Greaver” to
115 “Greever,” line 79 correcting “Harrup” to “Herrup” and line 90 correcting “Mrs.
116 Clause” to Mrs. Claus.” Lynn made a Motion to approve the Minutes as corrected.
117 Paige seconded and the Motion passed unanimously.

118 Other: Robert announced the creation of a new endowment with OICF in
119 memory of Rosalie Chantiny. Additional information will be available at the
120 February meeting.

121 There being no additional business the regular meeting was adjourned at 11:33 A.M.

122 Submitted by: Mary Pugh

123 Approved:

124 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 10, 2004

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

10 **NEW BUSINESS**

11 Introductions: Robert welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: Victoria asked to add a gift
13 presentation under Policy and Personnel.

14 Library Visits: Robert drove by the new Seattle Public Library main
15 branch. He agreed with Lynn's previous description of an impressive structure.
16 Lynn stated that SPL is grappling with the issue of homeless patrons.

17 Director's Report: Victoria has collected a number of comments from
18 the lobby suggestion box, which she passed to the Board for review.

19 Victoria gave the Board a draft of a summary of grants and gifts the
20 Library has received. The summary is grouped by type and in some categories
21 the amounts are rounded. The total received since the District inception in
22 1988 is approximately \$1.8 million. Robert explained that the summary is in
23 response to a community comment that the Library should seek grant funding.

24 Victoria attended the library director's meeting and reported on a
25 discussion on filtering by libraries in the State.

26 The property tax initiative from Tim Eyman, I-864, has been
27 resubmitted and is in the process of attaining signatures. In response to the
28 initiative, North Central Library System has published a budget handout that
29 illustrates how the initiative would affect their library's collection and services.

30 Robert asked how the review of the collection was progressing. Victoria
31 stated that the review resulted in updating the reference materials. The process
32 is continuing in subject specific areas with input from patron volunteers.

33 Friends of the Library: Pierrette reminded everyone of the Friends'
34 Winter Book Sale on February 20st and 21nd. She mentioned work on some
35 outdoor seating under the fir tree that Friends member Jim Hamilton and she
36 were working on. Robert thanked Pierrette for the extraordinary volunteer
37 work she provides the Friends and the Library. Paige will attend today's
38 Friends' afternoon meeting.

39 **PUBLIC COMMENT**

40 Robert provided a summary of the meeting he had with community
41 members and Chase on January 26th at his home. The meeting focused on
42 reducing costs without decreasing services.

43 Speakers for the Public Comment session included Mary Poletti,
44 Pierrette Guimond, Leith Templin, and Robert Herrup. Topics discussed were
45 the online availability of financial information, the collection, the State Library
46 grant for filtering, and statistical information on the collection and patron
47 usage.

48 **CONTINUING BUSINESS**

49 Building Schematics: Lynn stated that the Board would invite Ross
50 Jamison to attend the March meeting to review the schematics. The Board
51 would like to have cost estimates for construction, collection, and operations
52 available before the meeting for the Board to review.

53 **COMMITTEE REPORTS**

54 Robert called a short recess for Paige to prepare for her presentation.

55 Policy & Personnel: Paige presented a flow chart she has developed to
56 outline a recruitment process. She described the process of announcement,
57 search committee formation, application review, telephone interview,
58 additional review of a short list, invitations for personal interviews and
59 presentation to the Board of final candidates. Paige explained that the plan
60 allowed for continual feedback and adjustments into the process at every step.

61 Public comment was invited at this point. Robert Herrup, Leith Templin,
62 Harvey Himelfarb, Mary Poletti, Pierrette Guimond and Lorraine Wallenberg
63 commented. Comments addressed recruitment process and composition of the
64 search committee. Paige was thanked for her detailed and thoughtful process
65 development.

66 After all discussion, the Board agreed that the search committee would
67 not include a staff member and that the application deadline would be April
68 30th.

69 Robert reordered the Agenda to accommodate the departure of Lynn and Paige.

70 **ROUTINE MATTERS**

71 Finance: Lynn presented an invoice from Lewis Architecture in the
72 amount of \$3,100.76 for the Building Fund. George made a Motion to approve
73 payment of the invoice. Paige seconded and the Motion passed unanimously.

74 Lynn presented Claims Payment Request Nos.

- 75 ▪ 23-00-01 December 31, 2003 \$1,758.56
- 76 ▪ 24-01-01 February 4, 2004 \$2,485.12
- 77 ▪ 24-01-02 February 9, 2004 \$5,516.56.

78 Paige made a Motion to approve all claims for payment. George
79 seconded and the Motion passed unanimously.

80 Lynn presented payroll in the amount of \$19,878.32. George made a
81 Motion to approve payroll. Chase seconded and the Motion passed
82 unanimously.

83 Lynn left the meeting at 11:45 A.M.

84 Minutes: The Board reviewed the Minutes of the January 13, 2004
85 meeting. There were no additions or corrections. Paige made a Motion to
86 approve the Minutes. Chase seconded and the Motion passed unanimously.

87 **COMMITTEE REPORTS**

88 Finance: Robert would like to begin considering the budget allocation
89 process. The Board felt it is their job to provide direction on budget allocation
90 to the Director based on the goals and objectives of the long-range plan and not
91 to micro-manage the Director's job. Victoria commented that the Director does
92 work closely with the Board in order to understand their viewpoints and
93 objectives. She and Mary will work with Lynn to develop a process to help
94 with the discussion of budget allocation and priorities.

95 Paige left the meeting at 11:55 A.M.

96 Robert would like to have information on the impact of Initiative 864
97 and asked Victoria to draft a pamphlet similar to that of North Central Library
98 System.

99 Community Relations: Victoria presented the Board a gift from Mark
100 Chantiny of a limited edition print by Eugene Hunt entitled 'Humming Birds,'
101 in honor of his mother and father's dedication to the Library. Chase made a
102 Motion to accept the gift. George seconded and the Motion passed
103 unanimously.

104 Technology: There was nothing to report.

105 **PUBLIC COMMENT**

106 Speakers for the Public Comment session were Pierrette Guimond and
107 Leith Templin. Topic discussed was the Director's recruitment process.

108 **BOARD PRESIDENT'S MOMENT**

109 Robert had no additional comments.

110 **ROUTINE MATTERS**

111 Correspondence: There was nothing to report.

112 Other: There were no additional items.

113 There being no additional business the regular meeting was adjourned into
114 Executive Session for discussion of a personnel matter at 12:10 P.M.

115 Submitted by: Mary Pugh

116 Approved:

117 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 9, 2004

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

9 **NEW BUSINESS**

10 Introductions: Robert welcomed everyone to the meeting and introduced
11 Ross Jamieson from Lewis Architecture.

12 Additions or Modifications to the Agenda: Robert added a discussion of
13 the schematic design under Community Relations.

14 Schematic Presentation – Ross Jamieson: Ross stated that in a large
15 building project a schematic phase would represent approximately 15% of the
16 total project and would provide an overall scope and general design direction.
17 The process started with target areas based on the Long Range Plan and
18 community surveys. In the Fall we looked at gains versus cost in existing space
19 reorganization and adding a mezzanine. Ross presented a property site overview,
20 floor plan and elevation drawings. He then presented the cost estimates and gains
21 in collection and seating. The Board asked about attic storage space, building
22 code requirements.

23 Public comment was given by Mary Poletti, Pierrette Guimond, Lorraine
24 Wallenberg, Leith Templin, JoAnn Simmons, Nanae Nagaoka, and Robert
25 Herrup. Topics discussed were the calculations in collection increase, use of
26 public space, and consideration of a loft area, collection diversification, parking,
27 height of shelving, obsolescence of new construction, square footage increases
28 and the cost of adding to the collection.

29 Library Visits: Victoria stated that staff member Phyllis Carney recently
30 attended the Public Library Association national conference in Seattle. Phyllis
31 offered to report to the Board in April. Robert said the Board would add her
32 report to the April agenda.

33 Robert visited the Anacortes Public Library and described a simple two-
34 story design. The building has staff offices on both floors, which Robert feels is

35 inefficient. The library has a large meeting room with separate access and a
36 designated Friends' store.

37 Robert also visited the Pitkin County Library in Aspen, Colorado, which
38 services a population of 14,000 with 17,000 cardholders and was made possible
39 by substantial bequests. The library has a small loss rate when compared to the
40 recreational nature of the population in the area. Robert was impressed with the
41 music collection available for circulation and on-site enjoyment with special
42 music carrels. Their Director stated that the community recently passed a levy
43 measure that prevented a reduction in hours due to legislative property-tax
44 constraints.

45 Director's Report: There were no questions on Victoria's report. Victoria
46 distributed a summary of the Long Range Plan and list of accomplishments to
47 date.

48 Friends of the Library: Fair Chairman Toby Hiller stated that the
49 groundwork for this year's Library Fair is 90% complete. As always volunteers
50 are needed for many areas and Toby requests interested parties contact him or
51 any Friends' member. George will attend today's Friends' afternoon meeting.
52 Chase will attend the April meeting and Robert will attend the May meeting.

53 **PUBLIC COMMENT**

54 Speakers for the Public Comment session included Pierrette Guimond and
55 Mary Poletti. Topics discussed were the next step for the schematics, the
56 flexibility of the schematics, shelving height, and technology clustering.

57 **COMMITTEE REPORTS**

58 Policy & Personnel: Paige stated that the benefit survey developed by
59 Victoria and Mary to complement the salary survey has 10 of 15 respondents.
60 (Correction: 14 surveys were mailed.) The raw data is being compiled and will
61 be used to evaluate the Library's benefit package. Robert will work with Victoria
62 on the survey evaluation. Paige felt the Board could continue work on the benefit
63 evaluation during the director's search.

64 Paige stated that a lot of progress has been made on the search for a new
65 library director. A job announcement has been finalized and posted to the
66 Library's website with additional information on the Orcas Island community.
67 The national job listing will be finalized this week and will include the salary
68 range. She feels that a 45-day response window is adequate for applicants.

69 Paige asked the Board for direction in developing the parameters for the
70 evaluation committee and candidate criteria. The Board discussed the length of
71 committee commitment, the size of the committee, and the composition. The
72 Board approved Paige's recommendation of George Garrels, Audrey Stupke,
73 Larry Lindberg, Harvey Himelfarb and Leith Templin with Paige as Facilitator.

74 Paige would like to receive individual lists of candidate criteria from
75 Trustees, staff, and the public. She would then compare the lists and ask the
76 Board to finalize the priorities.

77 Community Relations: Chase announced plans for the Spring Weed-Out.
78 Victoria suggested possible dates and discussed schedules with the Board. She
79 will confer with Robin Kuclick on his schedule and report back to the Board.

80 Robert announced the formation of the Rosalie Chantiny Memorial Fund
81 with an anonymous donation of \$25,000.00 to be held with OICF. The purpose of
82 the fund is to enhance the Library's collection. It is hoped it will attract additional
83 donors.

84 Robert asked if the Board was ready to make a decision on the direction to
85 take with the schematics. He stated that with no history of alacrity, the process
86 has accomplished goals and opened discussion on the next steps. The Board
87 discussed making the plans available for the public, holding public meetings, the
88 implications of I-864 and financial impact. The Board asked Victoria to develop
89 an outline for estimated operational cost if the project were to proceed.

90 Technology: George stated that he met with Victoria and Tony (who joined
91 the meeting) to discuss the Library's computer network. George would like the
92 Board to be aware of the integral function the circulation system has within the
93 Library's networked services. Victoria gave the Board a memo summarizing the
94 Dynix system and the outlook for the next 5 years. The Ameritech Company has
95 plans to phase Dynix into a new product called Horizon and the Board has the
96 opportunity to decide whether to migrate to Horizon in the near future or wait
97 until required to by Ameritech. The Board discussed the longevity of the current
98 system, a possible migration plan, salvage of the existing hardware and a cost
99 analysis. Victoria suggested that the project might be one the Friends' would be
100 interested in supporting. The Board asked her to present the possibility to the
101 Friends.

102 Finance: Victoria received information from San Juan County Assessor
103 Paul Dossett on the impact of Initiative 864. The packet included memos from
104 the Department of Revenue, which has authority over the collection of property
105 taxes and would determine the Initiative's application for local districts. It is

106 estimated that the Initiative's impact on the Orcas Library's 2005 budget would
107 result in a reduction of \$114,000.00 in property tax for that year. Victoria felt a
108 work session on the issue would be appropriate.

109 After a review of schedules the Board set March 16, 2004 at 9:00 A.M. for
110 a special meeting to discuss I-864.

111 Paige left the meeting at 11:53 A.M.

112 **PUBLIC COMMENT**

113 Speakers for the Public Comment session were Andera Hendrick, Harvey
114 Himmelfarb, Lorraine Wallenberg, Lou Wallenberg, Richard Fralick, Mary
115 Poletti, Pierrette Guimond, and Leith Templin. Topics discussed were the
116 expansion project, the Director's search process, the search committee scope and
117 direction, the Director's salary range, the open meetings act, the technology
118 migration, Initiative 864, availability of financial information, posting
119 information on the Library's website.

120 Paige returned to the meeting at 12:45 P.M.

121 **COMMITTEE REPORTS**

122 Policy & Personnel: Robert reopened discussion on the Director's search
123 progress. The Board discussed the posting of a salary range on the job
124 announcement. Chase made a Motion to change the website information
125 changing the salary to be 'based on experience.' George seconded and the
126 Motion passed.

127 **BOARD PRESIDENT'S MOMENT**

128 Robert thanked the Board for their patience, fortitude, and devotion to the
129 Library. The common objective of the Board and the community, to make the
130 Library the best it can be, is challenging. Comments from the community have
131 been helpful and are seen as a body of wisdom to be taped to help the Library.
132 Robert hopes that the community will realize the impact of I-864 to all county
133 services and follow Aspen, Colorado's example.

134 **ROUTINE MATTERS**

135 Finance: George stated that the budget status reflects some annual
136 payments made in the first quarter. However the budget is in good shape.

137 George presented payroll in the amount of \$19,699.87. Chase made a
138 Motion to approve payroll. Paige seconded and the Motion passed unanimously.

139 George presented Claims Payment Request Nos.

- 140 ▪ 2004-01-03 February 17, 2004 \$1,346.47
- 141 ▪ 04-03-01 March 2, 2004 \$3,089.47
- 142 ▪ 04-03-02 March 9, 2004 \$13,028.53.

143 George made a Motion to approve all claims for payment. Paige seconded
144 and the Motion passed unanimously.

145 Minutes: The Board reviewed the Minutes of the February 10, 2004
146 meeting. There were no additions or corrections. George made a Motion to
147 approve the Minutes. Chase seconded and the Motion passed unanimously.

148 Correspondence: There was nothing to report.

149 Other: Chase asked that the Board revisit the salary survey. Robert felt it
150 needed to be an agenda item.

151 Robert would like to decide the nature of the search committee. Should it
152 be a Board sub-committee or an independent advisory committee? The Board
153 discussed the pros and cons of both. Robert made a Motion that the search
154 committee be a sub-committee comprised of five citizens unrelated to Board
155 members, whose object is to screen applicant candidates, rank them and present
156 them to the Board. Paige seconded the Motion. Chase felt the members should be
157 listed. Paige Amended the Motion to designate four of the five members, Leith
158 Templin, Harvey Himmelfarb, Audrey Stupke and Larry Lindberg, upon
159 acceptance. Chase seconded the Amended Motion. George felt strongly that he
160 should be involved with the committee and would abstain from voting. Robert
161 called for a vote on the Amended Motion, which passed unanimously with
162 George abstaining. Robert called for a vote on the main Motion, which passed
163 unanimously with George abstaining.

164 Mary asked for clarification on the March 16th meeting. Robert stated that
165 it would be a Special Meeting with only the Director's search status and Initiative
166 864 on the agenda.

167 There being no additional business the regular meeting was adjourned at 1:30 P.M.

168 Submitted by: Mary Pugh

169 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 March 16, 2004

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

9 **COMMITTEE REPORTS**

10 Policy & Personnel: Robert opened discussion on whether the director
11 search should be handled by a committee or directly by the Board. The Board
12 discussed the legality of delegating authority to a committee, oversight of a
13 committee, time commitments of the search process, placing trust in the committee
14 membership, the advantages of having a Board member on a committee and the
15 Board's ultimate responsibility for final decisions. Robert confirmed the Board
16 desire to have a search committee. Robert tabled the decision on whether to have a
17 Board Trustee as a member of the search committee until a full Board is present.

18 Robert asked for clarification of the process for developing the search
19 criteria. Paige will gather information from individual Board members, staff, and
20 from public meetings on criteria and combine all elements for a final list for the
21 Board. George would like the opportunity for the Board, as a group, to query the
22 staff. The Board agreed. Victoria will report at the April Board meeting whether it
23 is legal to hold an executive session for the purpose according to the Open
24 Meetings Act.

25 Finance: Robert opened discussion on the impact to the Library of Initiative
26 864. Victoria gave information on a possible scenario of budget cuts involving
27 staff, collection, programming, and hours, stressing that a number of different
28 allocations within these categories could be envisioned. Any proposal to offset
29 25% budget reduction with a levy would be subject to a July 30th deadline for the
30 September primary election or a September 17th deadline for the November general
31 election. Victoria presented information on possible revenue generation from fees
32 and a list of the Library's reserve funds and additional funds held by OICF and the
33 Friends.

34 The Board discussed the procedure to place a proposition on either ballot.
35 The Board would like any levy proposition to clearly be a maintenance levy,
36 sustaining the current tax calculation of 1% plus new construction or the smallest
37 cents per thousand or mil rate increase allowable. Chase made a Motion to proceed
38 as a Board to request Victoria to ask for a proposal from the Prosecuting
39 Attorney's Office for language on an initiative for a revenue neutral levy
40 proposition and to proceed to place the proposition on the ballot in September or
41 November 2004. Paige seconded the Motion. George asked for clarification that if
42 I-864 does not gather enough signatures to be placed on the ballot, could the
43 Library's proposition be retracted. Victoria stated that the Library has up to the
44 printing of the ballot itself to withdraw a proposition.

45 Robert asked for public comment. Speakers for the Public Comment session
46 were Andera Hendrick, Doug Schliebus, and Richard Fralick. Comments included
47 the legality of having a levy proposition and I-864 approved on the same ballot, the
48 effect of Proposition 13 on California libraries, and making sure the ballot measure
49 includes revenue neutral language.

50 The Board discussed public access to the working documents from the
51 meeting and asked Victoria to update the draft and have the documents available
52 Wednesday morning at the Library.

53 The Board discussed possible dates for an informational meeting regarding
54 I-864 and settled on March 29th at 7:00 P.M. at the Library.

55 There being no additional business the regular meeting was adjourned at 11:43 A.M.

56 Submitted by: Mary Pugh

57 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 April 13, 2004

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

10 **NEW BUSINESS**

11 Introductions: Robert welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: Paige requested an executive
13 session for a personnel matter during her committee report.

14 Library Visits: Lynn visited the Borrego Springs, California library that is
15 part of the San Diego County system. The library is located in a strip mall in a
16 building that was a bank and uniquely incorporates the old bank vault into the
17 reading space. It is a small rural library of approximately 1,800 square feet and
18 has four computers for public use.

19 Director's Report: Victoria reported on varied forms of continuing
20 education for staff that the Library supports, including, seminars, classes, and
21 national and state conferences. Upon their return, the attending staff member will
22 share information garnered, which may include new trends in fiction and non-
23 fiction collection, cataloging, public service, interpersonal relationships and
24 technology updates. She asked Phyllis Carney, Children's Librarian to share her
25 recent experience with the national Public Library Association conference
26 recently held in Seattle.

27 Phyllis stated that PLA is a national bi-annual event that was held this past
28 February in Seattle and was attended by over 18,000 librarians. She described the
29 event as exciting, useful, and breathtaking. Two central points that she will be
30 sharing with staff are:

- 31
 - Libraries are the "center of communities" that incorporate access to
- 32 trained staff, a diversified collection and current technologies, and

33 ▪ Library “customers” are no longer just patrons. The industry must
34 look at what their “customers” want and expect and find a way to get
35 if for them.

36 Victoria reported to the Board that the Library has received 3
37 disbursements from the Orcas Island Community Foundation. They are \$488.00
38 from the Moran Memorial Endowment; \$390.00 from the Schwartz Children’s
39 Book Endowment; and \$3,739.00 from the Lundeen Book Endowment. She
40 reminded the Board of the presentation last year by Chuck Armstrong of OICF,
41 on fund performance. Victoria asked the Board to think about accepting the
42 disbursements or returning them to the fund. After the Public Comment the
43 Board unanimously agreed to accept the disbursements.

44 Victoria noted that she had been asked by the Board, for an estimate on the
45 operating cost of expanding the library. She handed the Board a reprint of the
46 information used during the 2003 Proposition 1 campaign.

47 Donors of two different gifts, an outside flagpole and flag, and a small
48 children’s inspired sculpture by Malcom Moran, have approached Victoria. In
49 addition, a prior gift of an oriental rug needs to be addressed. The Board
50 requested that the flagpole, flag and sculpture be tabled until the May meeting
51 and directed Victoria to clean and store the oriental rug that was a gift from
52 several years ago.

53 Victoria reported that the Board is approaching the June deadline for action
54 on CIPA. The issue will be on the agenda for the joint meeting of the San Juan
55 Library, Orcas Library, and Lopez Library Boards.

56 Friends of the Library: Pierrette reported that there was not a quorum
57 present for the vote by the Friends to pay for the levy campaign. However, the
58 Friends are committed to the funding and she is expecting to have it cleared up
59 this afternoon. Pierrette reported that one of the benches the Friends are donating
60 has been placed by the front doors. She and Jim Hamilton constructed it, with
61 two more in the works. Lastly, there is a Library Fair Committee meeting on
62 April 28th at 4:30p.m. Chase will attend the April Friends’ meeting, Robert the
63 May Friends’ meeting, George the June Friends’ meeting and Paige the July
64 Friends’ meeting.

65 **PUBLIC COMMENT**

66 Speakers for the Public Comment session included Pierrette Guimond,
67 Lorraine Wallenberg, Leith Templin, and Mary Poletti. Topics discussed were
68 the OICF disbursements, the percent of the annual expenditure for the collection

69 and the annual Friends' grant that are actually spent, and the choice of dates for
70 the levy election.

71 **COMMITTEE REPORTS**

72 Finance: Lynn stated that after several discussions with the Department of
73 Revenue, Victoria has drafted a resolution for a levy election. The ballot
74 language must state a rate in cents per thousand. This rate will become the new
75 highest allowable for 2005, if the levy election passes. Robert made a correction
76 of a superfluous "and" on page two of the Resolution, which was corrected. The
77 Board expressed their desire to have the language as clean as possible, without
78 the legal jargon of RCWs. Victoria stated that the final authority rests with San
79 Juan County Prosecuting Attorney's office. In the event that I-864 does not
80 achieve the required signatures for inclusion on the November ballot, the levy
81 election can be withdrawn up to the time of the printing of the ballots. The Board
82 unanimously agreed to place the levy on the September ballot. Lynn made a
83 Motion to adopt Resolution 01-2004 requesting a levy election on the September
84 2004 ballot. Chase seconded and the Motion passed unanimously.

85 Lynn stated that he met with Victoria and Mary to review the Reserve
86 Study. It is his recommendation that the Board use the study as a tool, not
87 requiring any immediate action. It should be used annually as a checklist to
88 determine expenses during the budget process. The spreadsheet should be
89 updated as needed to keep the information current and accurate.

90 Policy & Personnel: Paige would like the Board to meet once a week prior
91 to the May Board meeting to establish parameters before giving a charge to the
92 evaluation committee for the Director's search. The Board agreed and meetings
93 are tentatively set for April 21st, April 28th, and May 5th.

94 The Board retired into Executive Session for the discussion of a personnel
95 issue at 10:45a.m. The Board reconvened open session at 11:10a.m. Chair Robert
96 Henigson left the meeting and as previously planned, Vice President Lynn
97 Richards assumed the Chair.

98 Paige reported that three applications have been received including one
99 from New England. Interested parties are to contact Paige. Victoria has received
100 several telephone calls about the position and has responded to questions about
101 the job and salary range. Paige reminded the Board that a Director's salary was
102 approved at the October 14, 2003 Board Meeting. It is uncertain if more
103 applications would be received if the posting listed a salary. Paige stated that the
104 Board needs to finalize the composition of the evaluation committee. She

105 outlined in February the type and the number of members she envisioned,
106 however the Board voted at the March meeting to preclude Trustees from the
107 evaluation committee. Paige would like the Board to reconsider and to increase
108 the number of committee members. Paige Moved to establish a committee to
109 evaluate applications for Library Director to include George Garrels, Wendy
110 Hamaker, Audrey Stupke, Harvey Himelfarb, Larry Lindberg and Leith Templin.
111 Lynn Richards seconded the Motion. The Board discussed the pros and cons of
112 having a Board Trustee and a representative community member on the
113 evaluation committee. Lynn asked for Public Comment.

114 Comment was received from JoAnn Simmons, Lorraine Wallenberg and
115 Richard Fralick covering the apparent lack of progress, more actively searching
116 for applicants, recruitment budget, choosing committee members for the
117 community or to represent the Board, and investing confidence and authority in
118 the committee and moving on.

119 Lynn called for the vote. The Motion passed with a vote of three to one.

120 Community Relations: Chase suggested, tongue-in-cheek, that we hold a
121 couple of training sessions for the Spring Weed-Out. The Board agreed to have
122 Chase lead the training and with good humor will join in the Library Park Weed-
123 Out event on Saturday May 1st, 10:00a.m. to Noon.

124 Technology: George asked Victoria to read the memo she is to present at
125 the Friends' meeting this afternoon. The memo will request financial support
126 from the Friends to augment the funding available from the Library District, for
127 migrating to the Horizon circulation system. The Board agreed to ask the Friends
128 for additional help. George made a Motion to authorize the staff to proceed with
129 the migration from Dynix to Horizon, using funds from the Technology Reserve,
130 2003 cash forward and remaining 2004 automation maintenance savings. Chase
131 seconded and the Motion passed unanimously.

132 **ROUTINE MATTERS**

133 Finance: Lynn presented payroll in the amount of \$18,568.17. George
134 made a Motion to approve payroll. Paige seconded and the Motion passed
135 unanimously.

136 Lynn presented a Building Fund Claims Payment Request Number

137 ▪ 04-04-2003 April 13, 2004 \$3,637.14

138 Paige made a Motion to approve the Claim. Chase seconded and the
139 Motion passed unanimously.

140 Lynn presented the General Fund Claims Payment Request Nos.

- 141 ▪ 04-03-03 March 24, 2004 \$3,028.95
- 142 ▪ 04-04-01 April 5, 2004 \$5,534.63
- 143 ▪ 04-04-02 April 13,2004 \$6,746.57.

144 George made a Motion to approve all claims for payment. Lynn seconded
145 and the Motion passed unanimously.

146 Minutes: The Board reviewed the Minutes of the March 9, 2004 meeting.
147 There were no additions or corrections. George made a Motion to approve the
148 Minutes. Paige seconded and the Motion passed unanimously with Lynn
149 abstaining.

150 The Board reviewed the Minutes of the March 16, 2004 Special Meeting.
151 There were no additions or corrections. Paige made a Motion to approve the
152 Minutes. George seconded and the Motion passed unanimously with Lynn
153 abstaining.

154 Correspondence: An e-mail exchange between Victoria and Mary Poletti
155 regarding the results of the Floor Plan Project was presented.

156 Other: There was no discussion.

157 There being no additional business the regular meeting was adjourned at 11:56
158 A.M.

159 Submitted by: Mary Pugh

160 Approved:

161 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 April 23, 2004

5 President Robert Henigson convened the meeting at 10:31 A.M. in the
6 Community Room of the Library. Attending were Board members George
7 Garrels, Paige McCormick, Lynn Richards, and staff member Mary Pugh.
8 Community member Pierrette Guimond was also in attendance.

9 **NEW BUSINESS**

10 Introductions: Robert welcomed everyone to the meeting.

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

13 **COMMITTEE REPORTS**

14 Policy & Personnel: Paige reviewed the proposal set forth at the February
15 14, 2004 meeting outlining the scope for a director’s search, which include the
16 search process, the schedule and tools for evaluating candidates.

17 Paige led a discussion on what the Board would ask the evaluation
18 committee to deliver back to the Board. The “what” would be a ranking and
19 evaluation of the candidates. The “how” is the criteria that the committee would
20 use.

21 No decision was made pending discussions with Chase Riveland.

22 There being no additional discussion, the meeting was continued to Friday April
23 30, 2004 at 10:30 A.M.

24 Adjourned at 11:45 A.M.

25 Submitted by: Mary Pugh

26 Approved:

27 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Meeting - Continuation

4 April 30, 2004

5 Attending: Board members Bob Henigson, Paige McCormick, Lynn Richards,
6 George Garrels, and Chase Riveland. Community members Pierrette Guimond
7 and Richard Fralick were also in attendance.

8 **COMMITTEE REPORTS**

9 Policy & Personnel: Library Director Search

10 Discussion Point

11 Interim Director – There was Board consensus that for the continuing
12 operation of the Library an Interim Director should be appointed if it is likely that
13 a replacement for the Library Director would not be in place by July 1, 2004.
14 The Board agreed that the Interim Director’s position would be fulltime, salaried,
15 with attendant benefits that accompany a fulltime position.

16 Executive Session 11:00AM - 11:20 AM

17 Topic – review qualifications of individuals being considered for the
18 position of Interim Director.

19 Library Director Search, continued

20 Discussion Point

21 Interim Director - President Bob Henigson was authorized to make an offer
22 to an individual currently under consideration.

23 Screening Committee – The Board agreed that the scope of work of the
24 Screening Committee would be to recommend action on the candidate resumes in
25 three tiers:

- 26 • Those candidates who do not qualify or would not be recommended for
27 further consideration
28 • Those who would be recommended for consideration in a second
29 round, if necessary
30 • Those who should be considered in the first round

31 Further, the Screening Committee’s report containing the above-described
32 recommendations is due to the Board by June 15, 2004.

33 Action Item: Paige is to schedule a meeting of the Screening Committee at
34 the earliest possible time.

35 The meeting ended at 12:00 and was scheduled to continue on Friday, May
36 7, 2004, location to be announced.

37 There being no additional business the regular meeting was adjourned at 11:56
38 A.M.

39 Submitted in brief form by Paige McCormick. Transcribed by Victoria Parker.

40 Approved:

41 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 11, 2004

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

9 **NEW BUSINESS**

10 Introductions: Robert welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Robert would like to add a
12 discussion of the levy ballot after the Finance Committee Report. In addition,
13 Robert will call for an Executive Session to discuss an interim director at the end
14 of the regular meeting.

15 Library Visits: There were no visits to report.

16 Director's Report: Victoria reported on a 2005 budget consideration for
17 the inter-library loan and cataloging data software currently used by the Library.
18 The vendor is discontinuing the current program and the Library will need to
19 upgrade to the online product offered by the company. She will be discussing
20 different pricing scenarios with the vendor and have information available for the
21 2005 budget discussion.

22 Victoria discussed the CIPA requirements and decisions by the San Juan
23 Library to adopt compliance measures and the Lopez Library decision to not
24 filter. She is recommending that the Board offer Orcas patrons the choice at the
25 beginning of each Internet session to filter or not filter. Staff have reported an
26 increase in offensive pop-up windows during patron sessions with a couple of
27 complaints registered. The proposed Web-sense software will monitor work
28 sessions and filter on a keyword basis. The cost for the software is approximately
29 \$1,500.00.

30 Victoria stated that the group Orcas Committee for Orcas Library is
31 working on an informational flyer. She reiterated the Library's position that the
32 ballot measure is to set the levy rate, not request a levy lift. The Library's original
33 ballot measure establishing the district did not set a levy rate in 1987 and
34 therefore the Library will be subject to the funding constraints of I-864 if that

35 measure is approved on the November ballot. The language of the current ballot
36 measure will ask the voters to set the Library's levy rate at \$0.31 cents per \$1,000
37 of assessed valuation.

38 Victoria confirmed for the Board the joint meeting with the Trustees of the
39 Lopez Library and San Juan Library, at Lopez, on Thursday, May 13th leaving on
40 the 10:20 a.m. ferry.

41 Friends of the Library: Günter reported that the Friend's Board approved
42 the Library's Technology Grant request in the amount of \$8,000.00. The funds
43 will be used for the upgrade from the Dynix library systems software to the
44 Horizon library systems software.

45 Günter, Tom Carroll, and Victoria attended the joint Friends' Board
46 meeting at San Juan Library. The discussions centered on membership, fund
47 raising, and volunteers.

48 Tom described the final scholarship presentation to Lea Schmidt. Victoria
49 stated it was a wonderful partnership between the Library, the school, and the
50 Friends. Holly mentored Lea in all areas, including collection, processing,
51 program development, and even mending. Victoria is hopeful the collaboration
52 can continue in the fall. Tom felt it would be advantageous to have the student
53 appointed an honorary Friend's member and attend the Friend's Board meetings
54 as part of the internship schedule.

55 **PUBLIC COMMENT**

56 No comment.

57 **COMMITTEE REPORTS**

58 Policy & Personnel: The Board discussed whether the Screening
59 Committee was authorized to provide details of the Director's compensation. The
60 adopted salary range for the Director's position may not apply to candidates who
61 do not meet all the evaluation requirements. The Board agreed to state that the
62 salary range for the Director's position would be available to fully qualified
63 applicants and may be adjusted based on an applicant's qualifications.

64 Paige has received an application after the announced deadline. The Board
65 discussed the possibility of accepting the application, reopening the position for
66 new applicants, or holding the application for possible future consideration. The
67 Board concluded based on discussions to hold the application and notify the
68 applicant that the submission was received after the deadline.

69 The Board agreed to continue holding special meetings on Fridays for
70 continuing the progress on the Director search. Issues still to be finalized are the
71 development of a list of qualifications to be used by the Board, recruitment
72 expenses, on-site interviews and development of an offer guideline.

73 Community Relations: Lynn described a successful Spring Weed-Out held
74 on Saturday May 1st. There were approximately 10 – 12 volunteers. He offered
75 continuing gratitude to Bob and Phyllis Henigson for their generous contribution
76 of Library Park to the community.

77 Lynn announced that the Henigson's have donated a car to the Friends to
78 auction.

79 Technology: George stated that the staff is proceeding with the migration
80 from Dynix to Horizon, finalizing the purchase contract. The queue is
81 approximately 6 months for installation.

82 Finance: Lynn stated that an additional line would be created in the budget
83 to track recruitment expenses and that funds could be allocated from Contingency
84 or the Savings Reserve. The Board discussed reimbursement of travel expenses
85 for applicants and moving expenses for a successful candidate.

86 The Board will have the proposed 2004 Budget Amendment information
87 for the June meeting.

88 The Board discussed the role of Board Trustees in promoting the Library's
89 ballot measure. Victoria reviewed with the Board information on campaigning
90 from the Washington State Library Trustee's Manual.

91 **PUBLIC COMMENT**

92 Comment was received from Günter Eschenbrenner, and Robert Herrup
93 covering the elimination of prospective director candidates, filtering, and
94 donations and gifts.

95 **BOARD PRESIDENT**

96 Robert thanked the members of the Board for responding so positively to
97 the demands of the director search. The unanticipated time constraints add an
98 additional burden to everyone. The additional effort of each individual person is
99 highly commendable.

100 **ROUTINE MATTERS**

101 Finance: Lynn presented the General Fund Claims Payment Request Nos.

- 102 ▪ 04-04-03 April 22, 2004 \$1,655.33
103 ▪ 04-05-01 May 6, 2004 \$3,735.32
104 ▪ 04-05-02 May 11, 2004 \$8,138.35.

105 George made a Motion to approve all claims for payment. Paige seconded
106 and the Motion passed unanimously.

107 Lynn presented payroll in the amount of \$20,485.88. George made a
108 Motion to approve payroll. Paige seconded and the Motion passed unanimously.

109 Correspondence: Victoria read a postcard from an admiring patron.

110 Minutes: The Board reviewed the Minutes of the April 13, 2004 meeting.
111 There were no additions or corrections. Lynn made a Motion to approve the
112 Minutes. Paige seconded and the Motion passed unanimously.

113 The Board reviewed the Minutes of the April 23, 2004 Special Meeting.
114 There were no additions or corrections. George made a Motion to approve the
115 Minutes. Lynn seconded and the Motion passed unanimously.

116 The Board reviewed the Minutes of the April 30, 2004 Special Meeting. A
117 correction on line 37 changing the “regular meeting” to “special meeting” was
118 made. Paige made a Motion to approve the Minutes as corrected. George
119 seconded and the Motion passed unanimously.

120 Other: There was no discussion.

121 There being no additional business the regular meeting was adjourned at 11:20
122 A.M. and the Board retired into Executive Session.

123 Submitted by: Mary Pugh

124 Approved:

125 _____

1 JOINT MEETING OF SAN JUAN COUNTY

2 LIBRARY DISTRICTS



4 Thursday, May 13, 2004
5 Lopez Library Meeting Room
6

7 Attending were Robert Henigson, George Garrels, and Paige McCormick, as well
8 as Library Director Victoria Parker. Trustees attended from the Lopez Island
9 Library Board and Director Aimee Herschel; and San Juan Island Library Board
10 and Director Lauren Stara. A reporter from the Sounder was also in attendance.
11 The meeting began at 10:30 a.m.

12 Three agenda items were suggested: Filtering/CIPA, ways in which library
13 districts might cooperate, and library news from the three islands.

14 Filtering:

15 San Juan Library Board has decided to be CIPA compliant, Lopez library Board
16 has decided not to filter at all, and the Orcas Board will make their decision at
17 their regular June meeting.

18 Ways in which library districts might cooperate:

19 Cooperative collective development was discussed. Several examples of
20 previous years efforts were reviewed. The possibility of sharing staff was
21 acknowledged to be not an efficient use of time other than, perhaps, for a
22 technology position. The possibility of inter-local agreements that would allow
23 joint licensing of databases and software was felt to be the best place to focus our
24 attention for cooperation. The librarians will investigate the potential.

25 Library news from the three districts:

26 Additional discussion regarding the various applications of filtering software was
27 helpful in understanding the rationale for decision-making.

28 Lopez Library: The Library has purchased a circulation system that is
29 being newly developed.

30 Orcas Library: Orcas described the levy rate election process and status of
31 effort. The Library has just completed a total collection inventory. The Reserve
32 Study was mentioned. And the Director Search described.

33 San Juan Library: San Juan displayed and described the reorganization of
34 the interior of their library. The project is being handled by Buffalo design.

35 The meeting was adjourned at 2:30 p.m.

36 Submitted by: Victoria Parker

37 Approved:

38 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 May 14, 2004

5 Present: Robert Henigson, George Garrels, Lynn Richards and Paige
6 McCormick. Library Director, Victoria Parker, attended and took minutes. The
7 meeting was called to order at 10:30 AM.

8 **COMMITTEE REPORTS**

9 Policy & Personnel: Paige gave an update on the Director Search progress. She
10 wondered if the Board would like to meet a candidate from the Boston who is
11 coming to Orcas on a personal visit. After discussion it was decided that the
12 candidate was welcome to come to the library and that Victoria would provide a
13 tour.

14 The Board then discussed the upcoming visit of top candidates.
15 Opportunities for the staff, volunteers and community will be developed in
16 addition to the formal Board interview sessions. The candidates' qualifications
17 will be measured against the Director's position description and the existing
18 criteria developed for the Screening Committee. Various ways of encouraging
19 community involvement were discussed. Paige will proceed with plans.

20 It was decided that expenses incurred for the on-site interview of Board
21 selected candidates was to be provided on a reimbursement basis not to exceed a
22 total of \$500 per candidate. The question of helping with moving expenses will
23 be deliberated at a later date.

24 Paige will meet with staff to ask them what form they would like to use to
25 communicate to the Board their observations regarding each candidate. She will
26 attend the May 18th staff meeting.

27 It was acknowledged that the candidates most likely will not all be here at
28 the same time to attend a single public meeting. Bob will moderate public
29 forums. A rating process to help with scoring each candidate will be devised.
30 The possibility of a coffee hour with the Friends was considered. It would be
31 ideal if library programming could occur during each visit. And perhaps a
32 potluck social might end each interview day.

33 Two topics are left to discuss: the development of an offer to the selected
34 candidate and Board preparation for candidates' questions.

35 The meeting was adjourned at 12:00 p.m.

36 Submitted by: Victoria Parker

37 Approved:

38 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 8, 2004

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

10 **NEW BUSINESS**

11 Introductions: Robert welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: Robert asked to have a
13 discussion of extending Victoria's retirement date during Policy and Personnel.

14 Library Visits: Great brochures from Seattle Public Library were
15 distributed compliments of Audrey and Dean Stupke.

16 Director's Report: Victoria has met with Tom Carroll, President of the
17 Friends, concerning on site storage options for the Friends' activities. At present
18 the closet used by the Friends for book storage is too small and unintentionally
19 disrupts the flow of staff activities and is very difficult for the volunteer book
20 sorters to use. It is hoped that an alternative solution may be found. Tom will
21 initiate a discussion of additional storage with the Friends' Board.

22 Robert asked about the progress on an agenda item from the joint library
23 boards meeting concerning the sharing of expenses with online databases.
24 Victoria stated that the research was assigned to the library that hosted the
25 individual items to be shared. OILD is working on the sharing of Horizon, and
26 San Juan Library is working on the sharing of the online databases. No additional
27 information is available at this time. Victoria will have an update at the July
28 meeting.

29 Victoria is working with the group Orcas Committee for Orcas Library to
30 find a new chairperson for the levy campaign. Several contacts have been made,
31 however, no definitive nomination has been tendered.

32 Victoria announced that little Evan JT King has been delivered to proud
33 parents Holly and Jeremy King. The little guy was born June 2nd, weighing in at
34 7lbs. 11oz. Both mom and baby are doing well.

35 Friends of the Library: Tom described his meeting with Victoria regarding
36 the storage closet. He is hopeful that a nice, quality portable structure could be
37 built to the southeast of the Library by the swale. Items still to be worked out are
38 design, electricity and heating, construction costs, insurance and controlling
39 access. Tom is hopeful to have information at the July meeting. Robert asked if
40 expanding the library building in the staff area included storage for the Friends.
41 Victoria said the schematics did include storage space. Ross Jamieson was to
42 provide estimates for a limited expansion. She will contact him and have
43 information available at the July meeting.

44 Tom reported that the quilt and car ticket sales are going well. The Library
45 Fair art auction and sidewalk sale are coming together.

46 In addition Tom asked the Board to consider a way to have the Friends
47 involved in the candidates for library director visitations scheduled at the end of
48 June.

49 **PUBLIC COMMENT**

50 Comment was received from Mary Poletti, John Greever, Pierrette
51 Guimond, and Robert Herrup. Topics included the cost of onsite storage, renting
52 additional storage, and hiring a new children's librarian.

53 **CONTINUING BUSINESS**

54 To Filter or Not To Filter: Robert led the Board in a discussion of filtering.
55 He identified three main options: no filters; an individual, per session choice to
56 filter or not; and CIPA compliance. The Board discussed software options,
57 protection of minors, complaints to date, and costs. After discussion, Lynn made
58 a Motion that the Orcas Island Library District would not be CIPA compliant and
59 that the Orcas Island Library District would not install filtering software on any
60 library workstations. Paige seconded and the Motion was approved by a vote of
61 four to one.

62 **COMMITTEE REPORTS**

63 Policy & Personnel: The Board will discuss the status of the director's
64 search after the Executive Session.

65 The discussion of the Internet Safety Policy was tabled as a result of the
66 prior vote on CIPA compliance.

67 Robert stated that the Board was very concerned about the Library's
68 leadership because of Victoria's retirement and Phyllis moving to the public
69 school. He discussed with the Board the possibility of Victoria delaying her
70 retirement on a monthly basis. After discussion George made a Motion to offer
71 Victoria continuing employment on a monthly basis. Chase seconded and the
72 Motion passed unanimously.

73 Community Relations: There was no report.

74 Technology: George reported that the contract for the Horizon purchase
75 had been signed. Tony and Victoria were able to narrow the cost items for
76 installation and training. The estimated date for installation is January 2005.

77 Finance: Lynn asked Victoria to discuss the 2004 Budget Amendment.
78 Victoria explained the budget cycle and the need to address mid-year items of
79 significant change to allow for a more complete picture for the 2005 budget
80 process. Mary led the Board through a line-by-line explanation of the
81 amendment. After discussion, Lynn presented Resolution 02-04 Amending the
82 2004 Budget. Paige made a Motion to adopt Resolution 02-04. George seconded
83 and the Motion passed unanimously.

84 **PUBLIC COMMENT**

85 Comment was received from Mary Poletti, Richard Fralick, and Robert
86 Herrup covering the dedicated funds, community input on the library director
87 candidate selection, and available notice of public meetings to meet our
88 candidates.

89 **EXECUTIVE SESSION**

90 The Board moved into Executive Session at 11:05 A.M. and returned to
91 Regular Session at 12:15 P.M.

92 **BOARD PRESIDENT**

93 Robert stressed the importance of the levy election and encouraged
94 everyone to read the educational information for the levy election.

95 **ROUTINE MATTERS**

96 Finance: Lynn presented the General Fund Claims Payment Request Nos.

97	▪	04-05-03	May 26, 2004	\$3,596.59
98	▪	04-06-01	June 7, 2004	\$4,249.75
99	▪	04-06-02	June 8, 2004	\$10,606.29.

100 George made a Motion to approve all claims for payment. Paige seconded
101 and the Motion passed unanimously.

102 Lynn presented payroll in the amount of \$20,714.48. Paige made a Motion
103 to approve payroll. George seconded and the Motion passed unanimously.

104 Correspondence: There was nothing to report.

105 Minutes: The Board reviewed the Minutes of the May 11, 2004 meeting.
106 There were no additions or corrections. Paige made a Motion to approve the
107 Minutes. Lynn seconded and the Motion passed unanimously with Chase
108 abstaining.

109 The Board reviewed the Minutes of the May 13, 2004 Special Meeting.
110 There were no additions or corrections. George made a Motion to approve the
111 Minutes. Paige seconded and the Motion passed unanimously with Chase
112 abstaining.

113 The Board reviewed the Minutes of the May 14, 2004 Joint Board Special
114 Meeting. There were no additions or corrections. Lynn made a Motion to approve
115 the Minutes. George seconded and the Motion passed unanimously with Chase
116 abstaining.

117 **COMMITTEE REPORTS**

118 Policy & Personnel: Paige discussed with the Board the report from the
119 Screening Committee. Chase made a Motion to accept the recommendations of
120 the Screening Committee. Lynn seconded. The Board discussed whether to
121 review all the candidates or rely on the Committee's choice. After all discussion
122 the Motion passed unanimously.

123 The Board discussed the next steps in the selection process. Paige will
124 notify the Committee's final candidates and invite them for a three to four day
125 stay, utilizing guest housing, shared transportation to reduce costs and explain the
126 expense reimbursement. In addition Paige will send letters to the second and third
127 choice candidates.

128 The Board discussed arranging director candidate meetings for the staff,
129 the Friends, and public meeting, as well as tours of the island.

130 Public comment was received from Richard Fralick and Pierrette
131 Guimond.

132 Other: There was no discussion.

133 There being no additional business, Chase made a Motion to adjourn the regular
134 meeting. George seconded and the Motion passed unanimously. The meeting was
135 adjourned at 1:25 P.M.

136 Submitted by: Mary Pugh

137 Approved:

138 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 13, 2004

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

10 **NEW BUSINESS**

11 Introductions: Robert welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: Robert asked to have a
13 discussion of workroom expansion cost estimates from Ross Jamieson under
14 Continuing Business.

15 Library Visits: Lynn described *A History of Seattle Public Library*, which
16 has been added to the Library's collection.

17 Director's Report: In addition to her report Victoria reported that painting
18 of the public restrooms, lobby, and community meeting room will begin July 30th
19 after the Library closes. This is the first interior painting since the Library opened
20 in 1992.

21 Victoria routed copies of the Library's annual reports to the Washington
22 State Library and the Washington State Auditor. Individual copies are available
23 upon request. The reports detail financial, collection, circulation, and electronic
24 resource information.

25 Victoria passed copies of a narrative Summary Report to the Board,
26 reporting information gathered from the Library's in-house 2004 Benefit Survey.
27 The Survey participants were the same as those who participated in the Library's
28 2003 Salary Survey. Robert stated that the Benefit Survey was initiated after
29 public criticism that the Salary Survey was incomplete without benefits
30 information.

31 Robert asked Victoria about the cooperative initiative with Lopez Library
32 and San Juan Library. Victoria reported that the matter resides with each library's
33 Board and we await further developments. San Juan and Lopez are researching

34 possibilities for sharing database licenses. Orcas has invited San Juan to consider
35 joining us in the Horizon project. They have yet to respond.

36 Friends of the Library: Pierrette reported that the Friends' had good
37 meetings with each of the director candidates. Paige thanked Pierrette for her
38 personal participation, attending the Friends' functions as well as the public
39 meetings. Robert stated that all three candidates reported that Friends'
40 involvement in the Library was a strong point in their consideration of the
41 director's position.

42 The Library Fair is progressing nicely. Victoria handed out an updated
43 roster on the Fair Chairs. There will be an open house for the kick-off of the Art
44 Auction, Friday July 16th at 4:00 P.M. The display will run up to the Fair date of
45 August 14th.

46 Paige will attend the Friends' meeting this afternoon.

47 **PUBLIC COMMENT**

48 Comment was received from Mary Poletti, and Leonard Wood requesting
49 the Board to withdraw the Library's levy rate ballot measure.

50 **CONTINUING BUSINESS**

51 Library Ballot Measure: Robert led the Board in a discussion of the levy
52 rate election. Initiative 864 has failed to qualify for the November 2004 ballot
53 relieving taxing district the burden of concurrent levy elections. The Board has
54 received e-mail communications from two community members requesting the
55 Library to withdraw its levy rate election. After all discussion Lynn made a
56 Motion to rescind Resolution For Library District Election No. 01-2004. George
57 seconded and the Motion passed unanimously. Victoria suggested that the Board
58 continue its efforts to educate the public on how the Library is funded.

59 The Board and Victoria also discussed the sharing of correspondence,
60 including e-mail and how to include them into the public records for the Library.
61 The Board asked Victoria to contact other County Boards and see how
62 correspondence is preserved for public record.

63 Workroom Expansion Cost Estimates: Robert reported that the Board has
64 received an estimate from architect Ross Jamieson on the cost of expanding only
65 the workroom staff area of the Library. This limited expansion would allow for
66 additional staff workspace, technology workspace, maintenance and file storage,
67 and Friends' storage space. Ross estimated that the 576 square foot expansion

68 would have construction costs of \$75,000.00 and soft costs of \$25,000.00 for a
69 total estimate of \$100,000.00.

70 Robert announced that he and his spouse Phyllis would like to donate the
71 \$75,000.00 so that the project could proceed posthaste. Lynn led the Board in
72 thanking Robert and Phyllis for their most generous offer. The Board discussed
73 the project commenting that it would not include modification of the existing
74 public bathrooms or the Director's office, that it is the most immediate need for
75 additional space, that there would be little redundant cost or additional operating
76 costs, and that the balance of funds necessary in addition to the gift would come
77 out of existing funding earmarked for capital expansion. Lynn made a Motion to
78 accept the Henigson's donation, to proceed with the workroom expansion and to
79 fund the remaining cost of the project from funds earmarked for building
80 expansion. Chase seconded and the Board discussed building expansion funds
81 held by the Library and by OICF. The Board voted unanimously and the Motion
82 passed.

83 **COMMITTEE REPORTS**

84 Policy & Personnel: Paige stated that the Board would continue to evaluate
85 the candidates in Executive Session. The Board will present the compensation
86 information in a special meeting prior to the August regular meeting. Notice of
87 the special meeting will be posted on the Library's bulletin board and on the
88 Library's and the Islands Sounder's website.

89 Robert stated that he had received a citizen inquiry concerning Victoria's
90 continued employment at the Library and her new employment at the San Juan
91 Nature Institute. Victoria explained that she is working full-time at the Library
92 and part-time at the Nature Institute. She does account for her hours at the
93 Library on Library timesheets. Victoria stated that she felt it would be in the best
94 interest of the Library and herself to leave as of July 31, 2004. The Board
95 expressed its belief that Victoria did not have a conflict and that she has fulfilled
96 completely her obligations to the Library.

97 She stated that two temporary employees have been hired and that the staff
98 has tremendous experience handling daily operations of the Library. She suggests
99 that Mary Pugh, Administrative Assistant, will address all Board and budget
100 issues that arise during the interim until the new director arrives. Mary will
101 continue to attend Board meetings, prepare documentation, and answer questions
102 posed by the Board regarding library operations. Public Services Librarian,
103 Kathy Stribling, will oversee general public service, routine staff management,
104 and building related questions. Both Mary and Kathy bring extensive knowledge

105 and experience to these important assignments. The Board discussed how these
106 assignments would affect the Library and also discussed the upcoming 2005
107 budget planning process.

108 Community Relations: There was no report.

109 Technology: There was no report.

110 Finance: Lynn distributed the updated Budget Status report dated July 12,
111 2004 that includes the changes from the 2004 Budget Amendment.

112 Lynn reported that plans for more timely information sharing between the
113 Library and the County have not come to fruition. Victoria described an in-house
114 project staffed by a volunteer and supervised by Mary, that is recording the
115 financial information into *QuickBooks* for more timely retrieval.

116 PUBLIC COMMENT

117 Comment was received from Harvey Himelfarb, Pierrette Guimond, Mary
118 Poletti, Andrea Hendrick, Lou Wallenberg, Lorraine Wallenberg, and Robert
119 Herrup covering public access to documents, the levy rate election, Trustee
120 direction of donations, the safety of fund principal invested other than with the
121 County, and the use of executive sessions for the final hiring of a director.

122 In addition Harvey Himelfarb thanked Robert and Phyllis Henigson for
123 their personal generosity to the Library.

124 BOARD PRESIDENT

125 Robert stated that the process of pursuing a new library director is both
126 time consuming and enlightening. Applicants from across the nation have
127 inquired about the position. If not for salary, then why? The three finalist all
128 stated that the support from the Friends and community interest were principal
129 reasons. After receiving months of criticism, it is refreshing to have an outside
130 viewpoint. The Orcas Library is a gem and important to the community. It is
131 important to welcome critical comment, however everyone must remember that
132 the library is a great gift and to "*forsake it not.*"

133 ROUTINE MATTERS

134 Finance: Lynn presented the General Fund Claims Payment Request Nos.

135	▪ 04-06-03	\$ 687.23
136	▪ 04-07-01	\$4,675.13

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▪ 04-07-02 \$15,592.06

George made a Motion to approve all claims for payment. Paige seconded and the Motion passed unanimously.

Lynn presented payroll in the amount of \$20,499.00. Paige made a Motion to approve payroll. Chase seconded and the Motion passed unanimously.

Correspondence: There was nothing to report. George would like to have a discussion at the August meeting on moving the correspondence of the Agenda to New Business.

Minutes: The Board reviewed the Minutes of the June 8, 2004 meeting. Robert made a correction to line 54 changing “lead” to “led”. George made a Motion to approve the Minutes as corrected. Paige seconded and the Motion passed unanimously.

Other: The Board discussed the timing of the August regular meeting and the return of Mary from vacation. It is agreed that the August regular meeting will be rescheduled to August 17th at 9:00 A.M.

EXECUTIVE SESSION

The Board moved into Executive Session at 10:50 A.M. and returned to Regular Session at 11:50 A.M.

Robert stated that it is the responsibility of the Board to make decision for the benefit of the Library. There are three remaining candidates for the position of Library Director. A public evaluation of the final candidates and the elements of their potential compensation could result in significant harm and may prejudice the outcome of the selection process. It is the Boards decision to have a member, Paige McCormick, negotiate a conditional offer. Utilizing candidate response, the Board, in public session, will establish a definitive compensation package in order to make a final decision to offer the position to one of the three candidates.

Public comment was received from Richard Fralick concerning the Open Meetings Act.

There being no additional business, Lynn made a Motion to adjourn the regular meeting. George seconded and the Motion passed unanimously. The meeting was adjourned at 12:15 P.M.

169 Submitted by: Mary Pugh

170 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 Eastsound Fire Station

5 July 21, 2004

6 Board President, Robert Henigson, called the meeting to order at 2:00 p.m. In
7 attendance were trustees George Garrels, Paige McCormick, Lynn Richards, and
8 Chase Riveland.

9 **EXECUTIVE SESSION**

10 Robert immediately moved to executive session in order that the trustees
11 could discuss the qualifications of candidates for the position of library director.

12 **OPEN SESSION**

13 The meeting returned to public session at 3:07 p.m. Four members of the
14 community were in attendance, in addition to the trustees.

15 Robert announced that candidate Lesley Gaudreau had withdrawn from
16 consideration for the position, for personal reasons. A discussion of the
17 remaining two candidates followed, as each trustee summarized his or her
18 opinion of how well candidates' experience and qualifications matched Orcas
19 Library needs. Trustees expressed great respect for all final candidates and
20 finally determined Philip Heikkinen as their consensus candidate.

21 Paige recommended that the compensation package offered to Phil be the
22 following:

23 Salary: \$62,500 per year, full-time exempt position

24 Moving expenses: \$2,500 one-time payment as earnings

25 Start date: Not later than 9/20/04

26 Benefits:

- 27 1. Employer-paid premiums for employee only, covering insurance for
28 medical, dental, vision, life, and disability benefits as available to all
29 library employees.
- 30 2. Eligibility for qualifying family members to above medical, dental, and
31 vision coverage, premium to be paid by employee.
- 32 3. Employer contributions to employee's qualifying retirement plan(s).

- 33 4. Employer payment of all required state and federal employer taxes
34 (unemployment, Social Security, etc.)
- 35 5. Paid time off (qualifications regarding carryover, cash-outs, and proper
36 utilization apply).
- 37 a. Sick leave: 12 days from start to first employment anniversary (1 day
38 awarded monthly from start, balance awarded upon eligibility, see
39 probation); 1 day per month accrual thereafter
- 40 b. Vacation: 18 days from eligibility to first employment anniversary
41 (awarded upon eligibility, see probation); 18 days per year thereafter
42 (awarded annually starting on the first anniversary)
- 43 c. Holidays: 10 assigned holidays per year; 1 floating holiday.

44 Robert stipulated conditions of the potential offer:

- 45 1. Candidate must accept in writing within 48 hours of notification of
46 offer.
- 47 2. Trustees must be satisfied following the results of a public records
48 search regarding candidate.
- 49 3. Probationary period: Employee's performance and satisfaction will be
50 evaluated after three months. Following a successful evaluation,
51 employee will be eligible for vacation and additional sick leave
52 benefits.

53 George moved that the compensation described above be offered to Phil; Chase
54 seconded the motion. During discussion of the question, Robert asked for public
55 input. Questions and comments were received from Pierrette Guimond, Robert
56 Herrup, Ted Grossman, and Harvey Himelfarb. Robert Henigson called for the
57 vote, and the motion was passed unanimously.

58 Paige will extend the offer to Phil.

59 There being no additional business, Robert adjourned the meeting at 3:34 p.m.

60

61 Submitted by: Paige McCormick

62 Approved:

63 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 17, 2004

5 President Robert Henigson convened the meeting at 9:05 A.M. in the Community
6 Room of the Library. Attending were Board members George Garrels, Paige
7 McCormick, Chase Riveland, and Lynn Richards, and staff member Mary Pugh.
8 Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Robert welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Robert asked to have a
12 discussion of the Friends' involvement in the funding of the workroom
13 expansion.

14 Library Visits: Paige described a Carnegie Library in Victoria, Canada that
15 is now housing a portion of the City Hall.

16 Director's Report: Mary reported that the painting of the lobby, lobby
17 restrooms and the meeting room has been completed. This is the first repainting
18 since the construction of the building in 1992.

19 Mary stated that Holly has returned to the Library at a part-time status of 6
20 hours per week. Holly assumed the duties of the LifeLong Learning program and
21 the production of the Quarterly Flyer. She will increase her hours in September to
22 30 hours per week. Director Phil Heikkinen has stated that one of his first
23 priorities is to address the staff schedule. Robert asked what is the status of the
24 children's program. Mary stated that Phyllis is on vacation until the end of
25 August and that all activities are suspended until Director Heikkinen's arrival and
26 review.

27 Friends of the Library: Pierrette reported that the Friends had a beautiful
28 day for the Fair. She stated that it was extremely successful with an estimated
29 gross income of \$24,000.00. Pierrette mentioned that the Friends' Board
30 discussed the workroom expansion project. The Friends' Board would like a
31 formal request for participation from the Library Board or the Director before
32 proceeding with discussions.

33 **PUBLIC COMMENT**

34 Comment was received from Lorraine Wallenberg, Pierrette Guimond,
35 Lou Wallenberg, and Mary Poletti. Discussions included details of the Library-
36 Friends Booksale Agreement, Friends storage space in the Library, and the
37 workroom expansion project.

38 **CONTINUING BUSINESS**

39 Board Communication via Correspondence/E-mail: Paige led the Board in
40 a discussion of Board correspondence and what constitutes public records. The
41 discussion included written correspondence, electronic correspondence and
42 telephone conversations. Paige reviewed information on public record
43 correspondence received from the Board of County Commissioners Office. The
44 Board requested additional information on public records and records retention.
45 Paige will continue with her research and update the Board at the September
46 meeting.

47 Workroom Expansion Project: Robert and Lynn met with Ross Jamieson
48 to discuss the guidelines for the project. It is the Board's intention to keep the
49 project simple and within the guidelines for the original master schematic plans,
50 to avoid any duplication of effort or cost associated with any future building
51 expansion.

52 The Board discussed the contract for Supplemental Authorization for
53 additional services together with a spreadsheet detail fees and expenses. The
54 Board felt additional information is required for the initial design phase. Robert
55 will contact Ross and request clarification. The Board would like to proceed as
56 soon as possible on the contract. To that end, Robert will call a special meeting
57 after his discussion with Ross. The meeting date and time will be posted in the
58 Library, on the Library's website calendar and be provided to the newspapers.

59 Friends' Participation in Workroom Project: Robert reported that the
60 Friends' Board did have a discussion on their participation in the project.
61 Historically, the Library Director has facilitated requests for project funds to the
62 Friends' Board. The Board discussed the pros and cons of using dedicated
63 Library funds and/or Friends' dedicated funds for Library's portion of the project
64 costs.

65 **COMMITTEE REPORTS**

66 Policy & Personnel: Paige stated that Phil Heikkinen has accepted the
67 position of Library Director, contingent upon a successful public records search.

68 Robert reported that a search of public records of Arizona and Montana has been
69 successfully completed. Phil has informed the Board that he may be on island as
70 early as September 13th, however definitely by September 20th.

71 Paige has the raw data available from the Benefits Survey. Her review
72 indicates that the benefits provided by the Library are “within the ballpark” of the
73 other libraries surveyed.

74 The Board discussed additional responsibilities and hours for Kathy and
75 Mary as administrative contacts prior to Phil’s arrival. The Board felt that state
76 and federal labor laws require that an Interim Director should be named with
77 additional compensation for the added responsibilities. Paige made a Motion to
78 appoint Kathy Stribling as Interim Director in a full-time salaried position for the
79 period of August 1, 2004 through September 20, 2004 at a per diem of \$21.45.
80 Lynn seconded and the Motion passed unanimously.

81 Community Relations: Chase said he is looking forward to discussing with
82 Phil issues and ideas on community relations.

83 Lynn congratulated the Friends on an outstanding fair. He acknowledged
84 the tremendous effort by all committee chairmen, especially Fair Co-Chairs Tom
85 Carroll and Toby Hiller, and Booksale Chair Doug Pearson. Lynn made a Motion
86 to formally express the Library’s appreciation to the Friends of the Library, its
87 Fair Committee and membership, for an excellent 2004 Library Fair. Chase
88 seconded and the Motion passed unanimously.

89 Technology: There was no report.

90 Finance: Lynn reported that he and Mary would be working on the 2005
91 Budget, which will include information from the Reserve Study. The Board
92 discussed dates for a budget work session and set the first for September 23, 2004
93 at 2:00 P.M.

94 Robert called for a short break between and the meeting resumed at 11:23 A.M.

95 **PUBLIC COMMENT**

96 Comment was received from Richard Fralick, Pierrette Guimond, Mary
97 Poletti, Lorraine Wallenberg, and Robert Herrup covering Board correspondence,
98 Friends’ involvement in the workroom expansion project, status of the building
99 schematic project, personnel changes and Friends use of a public building.

100 **BOARD PRESIDENT**

101 Robert stated that a new era is upon us with the hiring of a Library Director
102 and operating under budget where inflation outpaces income. Such limitations

103 will have a negative impact on the Library's ability to provide new programs, but
104 the true crisis may be deferred a year. Phil Heikkinen has a lot of work ahead of
105 him and will need to prioritize the tasks, including determining how the budget
106 will affect the services that the public has come to rely upon. Robert hopes that
107 Phil and his family will receive the same generous welcome from the community
108 the he himself has experienced.

109 **ROUTINE MATTERS**

110 Finance: Lynn mentioned that the budget is at 56% for the year and looks
111 in fine shape.

112 Lynn presented the General Fund Claims Payment Request Nos.

- | | | |
|-----|------------|-------------|
| 113 | ▪ 04-08-01 | \$ 3,883.32 |
| 114 | ▪ 04-08-02 | \$15,514.79 |

115 George made a Motion to approve all claims for payment. Paige seconded
116 and the Motion passed unanimously.

117 Lynn presented payroll in the amount of \$17,877.77. Paige made a Motion
118 to approve payroll. George seconded and the Motion passed unanimously.

119 Correspondence: There was nothing to report.

120 Minutes: The Board reviewed the Minutes of the July 13, 2004 meeting
121 and made several corrections. Chase made a Motion to approve the Minutes.
122 Paige seconded and the Motion passed unanimously.

123 The Board reviewed the Minutes of the July 21, 2004 meeting. George
124 made a Motion to approve the Minutes. Lynn seconded and the Motion passed
125 unanimously.

126 Other: In light of the Boards' discussion of correspondence, Paige made a
127 Motion to move the correspondence agenda item to New Business before the
128 Director's Report. George seconded and the Motion passed unanimously.

129 There being no additional business, the meeting was adjourned at 12:10 P.M.

130 Submitted by: Mary Pugh

131 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 September 1, 2004

5 President Robert Henigson convened the meeting at 2:05 P.M. in the Community
6 Room of the Library. Attending were Board members George Garrels, Chase
7 Riveland, and Lynn Richards, and staff member Mary Pugh. Community
8 members were also in attendance.

9 **CONTINUING BUSINESS**

10 Architect Proposal: Bob reviewed with the Board the contract with Ross
11 Jamieson clarifying items to be included in the first phase of the design process.
12 Lynn made a Motion to accept the supplemental architectural contract with Ross
13 Jamieson comprising the asterisked items listed on the August 4, 2004
14 spreadsheet together with the Professional Services Supplemental Authorization
15 noting reimbursable expenses not to exceed \$700.00. Chase seconded and the
16 Motion passed unanimously.

17 Engineer's Cost Estimate: Bob reported on his discussions with Gregg
18 Bronn of Hart Pacific Engineering concerning the storm water runoff and swale.
19 Gregg estimated \$2,500.00 to obtain the necessary permits.

20 Introduction to 2005 Budget: Lynn reviewed the estimates for the 2005
21 Budget expenses.

22 **NEW BUSINESS**

23 HVAC Repair: The Board discussed the suggested repairs to the HVAC
24 system units 3 and 4A and requested additional information on upgrading the
25 units to handle the expansion. The Board authorized repair of unit 3 and George
26 will meet with the technician to discuss repair versus replacement of unit 4A.

27 **PUBLIC COMMENT**

28 Comment was received from Nanae Nagaoka.
29 There being no additional business meeting was adjourned at 4:17 P.M.

30 Submitted by: Mary Pugh

31 Approved:

32 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 14, 2004

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

10 **NEW BUSINESS**

11 Introductions: Robert welcomed Library Director Heikkinen to the
12 community and the Library.

13 Additions or Modifications to the Agenda: There were no additions or
14 modifications.

15 Library Visits: Phil visited the Baker City Library in Eastern Oregon
16 serving an estimated population of 10,000. The library is a 1980's style native
17 stone building with its main entrance bordering a city park. Phil observed that the
18 collection was large, but in need of weeding and updating. The welcoming staff
19 and park play area provided a pleasant break for Phil and family as they
20 journeyed North to Orcas Island.

21 Correspondence: A letter was received from Andgar Corporation
22 concerning the HVAC system.

23 Director's Report: Phil has met briefly with Mary and Kathy. He is hoping
24 to begin formulating a plan for staff positions and hours, including a new
25 Children's Librarian. Phil's goal is to find the best hours and programs to fill the
26 needs of the community. He would like to look at automating the checkout
27 procedure with date due receipts and patron stamping stations for those wanting a
28 due date in the book. Also, he plans to consider moving barcodes to the outside
29 corner of items. Finally, he would like to investigate people counters to see the
30 traffic into the Library and compare that with the circulation figures.

31 Friends of the Library: Pierrette reported that the Friends estimated gross
32 income of \$25,000.00. Leonard Wood broke down the revenue by department:

33 Art Auction -- \$6,800	Live Auction -- \$1,900	Booths -- \$3,200
34 Quilt/Car Raffle -- \$4,888	Booksale -- \$7,416	

35 Paige asked how the non-alcoholic *Root Beer Garden* was received.
36 Leonard said the Friends would discuss the results at their meeting today. He
37 personally observed an equal split between approval and disapproval. In addition,
38 having an outside vendor provide refreshments reduced the expenses that were
39 incurred in previous years.

40 Leonard invited everyone to the Friends' Annual Meeting, September 29th
41 at 7:30 P.M. hosted by Rosario Resort. Warren Miller will be the keynote speaker
42 and refreshments including decadent desserts will be available.

43 Robert will attend the Friends meeting this afternoon and Lynn will be the
44 representative at the October Friends meeting.

45 **PUBLIC COMMENT**

46 Comment was received from Andrea Hendrick, Pierrette Guimond, and
47 Leith Templin concerning the Library Fair Art Auction.

48 **CONTINUING BUSINESS**

49 Workroom Expansion Project: Robert has no additional information from
50 Ross Jamieson or Gregg Bronn.

51 HVAC Repair: George reviewed with the Board his meeting with the
52 Andgar technician. Discussion included repair or replacement, coordinating
53 installation with the workroom expansion and increasing unit capacity for the
54 additional space. The Board requested Phil to research the additional questions
55 and report back at the next meeting.

56 **COMMITTEE REPORTS**

57 Policy & Personnel: Paige discussed with the Board the role of Kathy
58 Stribling as Interim Director and the additional hours she accumulated prior to
59 Victoria's departure. In addition, Phil would like to have Kathy work closely
60 with him as he becomes familiar with Library issues. The Interim Director
61 position has an authorized period of August 1st to September 20th. The Board
62 discussed various ways to phrase a motion to compensate Kathy for the
63 additional responsibilities and return employee responsibilities back to the
64 Library Director. Chase made a Motion to negate the decision of August 17, 2004
65 appointing Kathy Stribling as Interim Director until September 20, 2004 and
66 moved to appoint Kathy Stribling Interim Director until September 13, 2004. In
67 addition Library Director Phil Heikkinen will determine the compensation for
68 additional responsibilities for Kathy Stribling, retroactively beginning July 26,
69 2004 through no later than September 25, 2004.

70 Paige updated the Board on her additional research into public records
71 management and retention. It is the Board's desire to make all Library activities
72 as open as possible without overburdening the staff or the Board. Paige will meet
73 with Phil to discuss a draft policy and internal procedures for records
74 management.

75 Paige still has the Benefit Survey results to chart and hopes to share
76 something with the Board soon.

77 Community Relations: Chase had nothing to report.

78 Technology: George had nothing to report. Phil stated that the network
79 suffered a UPS failure Monday September 13th that resulted in some problems
80 with Dynix and the file server. Phil was happy that the Board decided to move
81 ahead with the migration from Dynix to Horizon.

82 Finance: Lynn reported that the percentages for the 2004 Budget are on
83 track.

84 Robert called for a short break at 11:00 A.M. and the meeting resumed at 11:15
85 A.M.

86 **PUBLIC COMMENT**

87 Comment was received from Leonard Wood concerning the Friends'
88 willingness to help the Library with the HVAC purchase.

89 **BOARD PRESIDENT**

90 Robert stated that in response to August Public Comment, he contacted the
91 Seattle Public Library concerning SPL's Friends' use of public space within their
92 library. SPL does have a formal agreement defining the role of their Friends and
93 setting an annual rental for space at \$10.00. Orcas Library does have a formal
94 Booksale Agreement with our Friends that was approved by counsel and adopted
95 by the Board.

96 Robert, on behalf of the Board, expressed his thanks to Leonard Wood for
97 the Friends' offer to help with the HVAC replacement.

98 Robert is looking for a bright future with new Director Phil Heikkinen and
99 hopes that the flagging children's programming can be rectified promptly. Robert
100 is confident that the hiring process will proceed until the staffing shortage is
101 resolved and the programming level expected by the public is restored.

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 September 23, 2004

5 President Robert Henigson convened the meeting at 2:05 P.M. in the Community
6 Room of the Library. Attending were Board members George Garrels, Paige
7 McCormick, Chase Riveland, and Lynn Richards, Library Director Phil
8 Heikkinen, and staff member Mary Pugh. Gregg Bronn from Hart Pacific
9 Engineering and community members were also in attendance.

10 **FINANCE**

11 Appoint Investment Officer: Mary stated that the Treasurer's Office has
12 requested a new Resolution appointing the Investment Officer for the District.
13 The Investment Officer will be responsible for directing the Treasurer's Office to
14 invest District funds based on the available cash flow after paid expenses. Lynn
15 made a Motion to adopt Resolution 03-2004. George seconded and the Motion
16 passed unanimously.

17 2005 Budget: Lynn asked Phil to lead the discussion. Phil began by making
18 several observations:

- 19 ■ There is a limit on the available tax revenue and expenses will continue to
20 rise.
- 21 ■ The community has high expectations of the Library including adult and
22 children's collection and programs, Internet, life-long learning, and
23 maintaining or increasing hours.
- 24 ■ The building is tight on space. To increase the collection a strong weeding
25 program needs to be initiated. In our current configuration, there is little space
26 for new collection materials.
- 27 ■ The Reserve Study needs to be included in the budget forecast, although some
28 items may be postponed. It is important that the building be maintained.
- 29 ■ The 2004 Budget is currently at 54% compared to a projected 67%. Expenses
30 were lower within staff and collection line items. It will not be possible to
31 catch up within the collection and maintain the quality of purchases.
32 Therefore, the Library can plan on a carry-over for 2005.

- 33 ▪ To maintain strong staff services, the Library needs a full-time staff position
34 and additional support in other staff areas. Our particular need currently is for
35 children's services.

36 Phil reviewed the draft 2005 Budget line by line. The Board discussed
37 personnel and benefits, the Reserve Study expense items, the level of collection
38 spending and new construction income.

39 Chase asked Phil for additional information on the use of carry-over in
40 prior budgets. The Board discussed relying on carry-over to fund operating cost
41 and the possibility of future tax limiting initiatives.

42 **CONTINUING BUSINESS**

43 Workroom Project Update: Gregg Bronn discussed with the Board his
44 preliminary evaluation of the project placement and ground water runoff options.
45 He estimates the cost of developing a plan to meet County requirements to be
46 \$6,397.00. The County will require a plan based upon the future full expansion
47 build out. There are two possible implementation scenarios and a third option to
48 join the County's regional treatment plan. Bob stated that Ross Jamieson was
49 waiting to hear the maximum length of the addition before he begins. Gregg
50 estimated that the building could expand about 22 feet to the South. He can firm
51 up the calculations within a week. Lynn made a Motion to allocate the funding
52 based on the contract proposal. Chases seconded and the Motion passed
53 unanimously.

54 The Board discussed the use of building and/or expansion funds, tracking
55 the project costs and change orders. The Board requested that Phil provide the
56 Board monthly reports on the project.

57 HVAC Repair: Phil reviewed with the Board his analysis of the HVAC
58 problem, repair versus replacement, and funding. The Board discussed the pros
59 and cons of replacing all the units now or waiting for the expansion construction.
60 The Board authorized Phil to proceed with bid and contract arrangements to
61 construct a new concrete pad to the east of the mechanical room, replace 5
62 outside HVAC units and add 1 new inside and outside HVAC unit. In addition,
63 the Board agreed to request funding assistance from the Friends of the Library for
64 both the HVAC project and the Workroom Expansion project.

65 **PUBLIC COMMENT**

66 Comment was received from Richard Fralick and Pierrette Guimond
67 concerning the percentage of personnel and benefits, the format of the budget
68 reports and employee contributions to benefits.

69 **OTHER**

70 Bob disclosed that he has received a letter from Board Trustee George
71 Garrels announcing his resignation from the Board as of December 31, 2004. Bob
72 stated that George has been a valued member of the Board and that his
73 enthusiasm will be missed. Bob will contact Orcas Commissioner John Evans
74 and discuss with him Bob's own retirement and George's resignation.

75 There being no additional business, the meeting was adjourned at 4:17 P.M.

76 Submitted by: Mary Pugh

77 Approved:

78 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 October 12, 2004

5 President Robert Henigson convened the meeting at 9:05 A.M. in the Community
6 Room of the Library. Attending were Board members Paige McCormick, Chase
7 Riveland, and Lynn Richards, Library Director Philip Heikkinen, and staff member
8 Mary Pugh. Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Robert welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Robert stated that Steve Garrison,
12 who will facilitate the Library Board Trustee Nomination Committee, would
13 address the Board upon his arrival.

14 Library Visits: Robert visited the Seattle Public Library to ascertain their
15 email policy. He reported that SPL does not have a policy covering email.

16 Correspondence: The Library has received the minutes of the September
17 2004 San Juan Island Library Board Meeting and a copy of a fax from Gregg Bronn
18 to Ross Jamieson. Robert received a copy of a letter from the San Juan Board of
19 County Commissioners to George Garrels thanking him for his service to the
20 Library.

21 Director's Report: Phil reviewed his written Director's Report. He has been
22 gathering community input, receiving comments on the Library's background
23 including the district formation, the direction and focus the Library should be
24 taking, the use of the building and interior space, and the budget and tax
25 assessment.

26 Phil will finalize the job posting for the Children's Librarian this week. He
27 has decided to offer a three quarter time position. The Board discussed the
28 importance of a children's program within the vision and priorities of the Library
29 and the alternative of experience versus academic accreditation. Phil explained that
30 the three quarter time position would increase the amount of time spent on the
31 children's program because previously Phyllis had to split her time between
32 children's services and LifeLong Learning. LifeLong Learning will be reassigned to
33 another staff member. Phil will be looking for the best candidate to fill the position
34 and is not hesitant to repost the position if necessary.

35 Phil discussed with the Board statistical measures and what information in
36 which format would be helpful for planning. Phil will devise a means of providing a
37 variety of information within his monthly report.

38 Friends of the Library: Jo Ellen Moldoff is a new Friends Board member. She
39 stated that she is happy to be aboard and has been amazed by the tremendous
40 support of the community for the Friends. Leonard Wood stated that the Friends
41 have agreed to receive a request from Phil to help replace the Library's HVAC
42 system. Lynn thanked the Friends for an informative and successful Annual
43 Meeting.

44 **PUBLIC COMMENT**

45 Comment was received from Pierrette Guimond and JoEllen Moldoff
46 concerning the children's librarian position and the LifeLong Learning program.

47 **CONTINUING BUSINESS**

48 Workroom Expansion Project: Phil reviewed the information received from
49 Gregg Bronn concerning the bio-swale and the suggestion of initiating a soil survey.
50 The Board discussed the need for a soil survey, how it would impact the timing and
51 cost of the project, and estimating the maximum amount of fill that would be
52 required if the entire area is found to be unsuitable. The Board decided to delay a
53 soil survey and requested additional information from Ross.

54 Phil discussed with the Board the bio-swale information he has received from
55 Gregg Bronn. Gregg has determined that the current swale could accommodate up
56 to the full 6,000 square foot expansion and only a small diversion is needed to
57 accommodate the current project. The Board estimated the additional cost to expand
58 the project to 22 feet and discussed alternate building designs that show the project
59 at 18 feet and 22 feet. The Board agreed that it would be the most cost effective to
60 have plans developed for 22 feet and then trim the size if funding is unavailable.

61 Other items discussed were the design of the concrete pad for the new HVAC
62 units, the use of a County Engineer for the preparation of the bid documents, and
63 finding a volunteer to act as the Owner's Representative.

64 Phil discussed with the Board the project funding options, which include the
65 use of the Robidoux Building Fund held at the County and the Building Expansion
66 Fund held at OICF. The County fund is currently earning less than one percent
67 interest on investment whereas the OICF fund is earning five percent. The Board
68 authorized the use of the Robidoux Building Fund for the payment of project
69 invoices.

70 Long Range Funding Alternatives: Phil discussed with the Board comments
71 he has received from community members concerning the Library's budget. He
72 feels the best way to increase community support is to be as fiscally responsible as
73 possible, making sure careful decisions are made in all expense areas. In addition,
74 the Library will need to undergo a new planning process, pulling in a broad-based
75 committee to develop a plan that recognizes what the community wants. The Board
76 discussed how to recruit community members who do not use the Library and
77 involve them in the planning process.

78 Robert called for a short break at 10:45 A.M. and the meeting resumed at 10:55
79 A.M.

80 **OTHER**

81 Steve Garrison, Facilitator for the Board Trustee Nomination Committee,
82 arrived and reviewed with the Board an outline of the nomination process.
83 Committee Members are Randy Cornelius, Cathie Wier, Sarah Ross, Harvey
84 Himelfarb, and Tom Carroll. The Committee will advertise the openings and
85 actively recruit candidates. A public meeting will be held on October 26th, to gather
86 public input, followed by a closed-door committee meeting. A second public
87 meeting with the candidates will be held in December with the final list to
88 Commissioner John Evans by mid-December.

89 **COMMITTEE REPORTS**

90 Policy & Personnel: Paige discussed with the Board the Library's current
91 policy on patron records. Phil would like to update the policy and provided
92 language that would recognize recent developments in the area of rights to privacy
93 in patron records. The Board made changes and requested Paige to have the
94 revisions for the November meeting.

95 The Board discussed email as public records noting Robert's report that
96 Seattle Public Library does not have an email policy. Paige reviewed with the
97 Board information from the Secretary of State Office on the three main criteria for
98 determining whether email is a public record. In addition the Board discussed the
99 Public Meetings Act and the use of email as a means of group discussions on
100 Library business. Paige will have a draft policy for the November meeting.

101 Paige delivered a graph plotting the results of the 2004 Benefit Survey.

102 Community Relations: Chase had nothing to report.

103 Technology: Phil reported that the Horizon migration has been streamlined
104 and initial deployment will begin in December. Kathy will be visiting Bellingham

105 Public Library to view Horizon and discuss their migration. Tony will begin to
106 purchase the workstations that will replace the dumb terminals currently being used
107 by Dynix.

108 Finance: Phil reviewed updated information on income and expenses. He has
109 requested a quote from Regence Blue Shield on a medical coverage, adjusted
110 personnel and benefits and adjusted the distribution of the 2005 Friends' Grant. The
111 Board discussed COLA and merit awards that affect base wages.

112 Public Comment was received from Robert Herrup, Jo Ellen Moldoff, and
113 Richard Fralick concerning budget wage formulas, class and instructor fees, and
114 personnel costs.

115 **BOARD PRESIDENT**

116 Robert had no additional comments.

117 **ROUTINE MATTERS**

118 Finance: Lynn presented the General Fund Claims Payment Request Nos.

119	▪ 04-09-03	\$ 1,22.67
120	▪ 04-10-01	\$ 7,249.21
121	▪ 04-10-02	\$21,456.62

122 Paige made a Motion to approve all claims for payment. Chase seconded and
123 the Motion passed unanimously.

124 Lynn presented the Building Fund Claims Payment Request No.

125	▪ 04-10-01	\$ 3,329.27
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126 Chase made a Motion to approve all claims for payment. Paige seconded and
127 the Motion passed unanimously.

128 Lynn presented payroll in the amount of \$16,071.75. Chase made a Motion to
129 approve payroll. Lynn seconded and the Motion passed unanimously.

130 Minutes: The Board reviewed the Minutes of the September 1, September 14,
131 and September 23, 2004 meetings and made several corrections. Lynn made a
132 Motion to approve the Minutes. Paige seconded and the Motion passed
133 unanimously.

134 **Other:**

135 Paige reminded the Board of Audrey Stupke's request for agenda items for
136 the 2005 WILL conference.

137 Phil mentioned a Whatcom County Library System incident involving an FBI
138 request for patron information.

139 There being no additional business, the meeting was adjourned at 12:30 P.M.

140 Submitted by: Mary Pugh

141 Approved:

142 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 November 9, 2004

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

9 **NEW BUSINESS**

10 Introductions: Robert welcomed everyone to the meeting.

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

13 Library Visits: George described several libraries he saw during his recent
14 trip to Eastern Europe. He was amazed by the variety; everything from old
15 monasteries with research-only collections; a three-story building tucked between
16 storefront shops of a busy market center in Morocco; to the National Library of
17 Russia with a courtyard just off Red Square in Moscow.

18 Correspondence: Robert received a letter from the Board of County
19 Commissioners concerning a renewal of his Trustee term.

20 Director's Report: Phil reviewed his written Director's Report. He is
21 surprised in the level of interest in the Children's Librarian position. He will
22 evaluate the applications, get feedback from staff and arrange telephone interviews
23 with community members helping in the screening process.

24 Phil met with a group of artists from the community concerning the
25 collection of art books. The group will help develop a cart to house a collection of
26 art books. The group also discussed the idea of a network of private lending
27 libraries. The Board is interested in seeing the Library facilitating this effort.

28 Phil had an inter-island Library Director's meeting with Lauren Stara from
29 San Juan Island and Aimee Hirschel from Lopez Island. He enjoyed meeting
30 Aimee and Lauren and hearing about their libraries, especially the use of interior
31 space.

32 The Library will have a volunteer breakfast meeting on November 18th, to
33 introduce Phil and highlight current happenings with an overview of the change

34 from Dynix to Horizon. The change will include replacing the dumb terminals with
35 Windows-based PCs. It may be necessary to rearrange and purchase furniture.

36 Phil and Tom Carroll attended the Washington State Friends' Forum in
37 Ellensburg. He enjoyed meeting Friends and librarians from around the State and
38 discussing current issues. State Auditor Brian Sonntag discussed book sales and
39 discarded items.

40 Other items Phil is working on include collection management, including
41 weeding the collection, LifeLong Learning programs for spring, repairing and
42 upgrading the lighting fixtures, ALA articles on library service, medical insurance
43 review, and the patron door counts.

44 Friends of the Library: Toby Hiller is the new Friends Board President. He
45 stated that he is working on his 2005 agenda and hopes to finalize it today with the
46 Friends' Board. Robert thanked the Friends for the continued support of the
47 Library.

48 **PUBLIC COMMENT**

49 Comment was received from Harvey Himelfarb regarding the Trustee Search
50 Committee. He has received 32 nominations; some have declined with regrets and
51 others have happily accepted. Based on his conversations, Harvey stated that
52 everyone held the Library in high regard.

53 John Greever commented on the use of permanent loan donations.

54 **CONTINUING BUSINESS**

55 2005 Budgets: Phil presented the 2005 General Fund Budget. He reviewed
56 lines that had changed from the October 12, 2005 meeting, highlighted on the
57 printout. Lynn presented Resolution 06-2004 Adopting the 2005 Budget for the
58 General Fund. Paige seconded and Robert opened discussion. The Board discussed
59 the use of carryover funds and the inherent problems for future budgets. Robert
60 received Public Comment from Dick Evans concerning the use of funds from the
61 Orcas Island Community Foundation. Robert called for the vote and Resolution 06-
62 2004 passed unanimously.

63 Robert called for a short break at 10:35 A.M. and the meeting resumed at 10:45
64 A.M.

65 Lynn presented Resolution 07-2004 Adopting the Tax Levy for Year 2005.
66 George made a Motion to adopt Resolution 07-2004. Lynn seconded and the
67 Motion passed unanimously.

68 Phil explained the necessity of updating the Building Fund Budget to reflect
69 the HVAC and Workroom projects. The majority of the fund is held in reserve and
70 must be moved into active accounts to be expended in 2004. Phil reviewed each line
71 and explained how the account codes differ for construction projects. Robert asked
72 for Public Comment on amending the Building Fund. Paige made a Motion to adopt
73 Resolution 04-2004 Amending the 2004 Budget for the Building Fund. Lynn
74 seconded and the Motion passed unanimously.

75 Phil presented the 2005 Budget for the Building Fund and discussed the
76 revenue carryover and expense items. Robert asked for Public Comment on the
77 2005 Building Fund Budget. Lynn made a Motion to adopt Resolution 05-2004
78 Adopting the 2005 Budget for the Building Fund. Chase seconded and the Motion
79 passed unanimously.

80 Workroom Expansion Project: Encouraged by discussion with Ross
81 Jamieson about ways to reduce project costs, Phil met with Steve Kline about
82 developing the working drawings for the project. Ross is not opposed to stepping
83 back from the project to save money on the soft costs. Jan Flagan from the
84 Engineering Department at the County will help with the invitation for bid. Phil will
85 look for a volunteer to be the Library's Owner's Representative. The expansion will
86 move from 18 feet to 22 feet and will give the staff area an additional 704 square
87 feet in external dimensions. This will allow for two staff offices, an IT/server room,
88 a large storage room and a break room. The Board asked Phil to make sure there is
89 a definite end to the contract with Ross and receive a final billing.

90 Phil thanked the Friends for the approval of the 2005 Grant request and the
91 approval of the HVAC replacement up to \$35,000.00. The call for bid went out
92 locally for two weeks and mainland companies were faxed the information. The
93 new concrete pad will be located either north or south of the mechanical room door.
94 Once the vendor is chosen, the project should move quickly.

95 **COMMITTEE REPORTS**

96 Policy & Personnel: Paige reviewed with the Board the changes to the current
97 Confidentiality Policy and discussed how the policy affected the "operation of the
98 library." Paige made a Motion to adopt the *CONFIDENTIALITY OF LIBRARY*
99 *USER INFORMATION* in place of the *CONFIDENTIALITY OF RECORDS*
100 *POLICY*. George seconded and the Motion passed unanimously.

101 Paige felt that additional discussion of records management was needed and
102 therefore she has not developed a draft policy. Paige presented a flow chart to help
103 visualize the path a document or activity would take in consideration of the Open
104 Meetings Act and retention of records. The Board discussed how to determine the

105 value of a document and who is responsible for the determination of the
106 information. Robert asked Paige to request samples from other libraries of a records
107 retention policy.

108 Paige discussed with the Board the three-month performance review of new
109 Library Director Phil Heikkinen. The Board agreed that President Robert Henigson
110 would perform the evaluation.

111 Lynn stated that he must depart the meeting early and requested that the Routine
112 Matters be moved up on the Agenda.

113 **ROUTINE MATTERS**

114 Finance: Lynn presented the General Fund Claims Payment Request Nos.

- | | | |
|-----|------------|--------------|
| 115 | ▪ 04-10-03 | \$ 1,212.87 |
| 116 | ▪ 04-11-01 | \$ 4,979.70 |
| 117 | ▪ 04-11-02 | \$ 13,017.13 |

118 George made a Motion to approve all claims for payment. Paige seconded
119 and the Motion passed unanimously.

120 Lynn presented the Building Fund Claims Payment Request No.

- | | | |
|-----|------------|-------------|
| 121 | ▪ 04-11-01 | \$ 2,330.02 |
|-----|------------|-------------|

122 George made a Motion to approve the Building Fund Claims Payment
123 Request. Chase seconded and the Motion passed unanimously.

124 Lynn presented payroll in the amount of \$16,887.65. Paige made a Motion to
125 approve payroll. George seconded and the Motion passed unanimously.

126 Minutes: The Board reviewed the Minutes of the October 12, 2004 meeting.
127 Corrections were made to line 58 adding the word “have” and line 72 adding the
128 work “feels.” Lynn made a Motion to approve the Minutes as corrected. Paige
129 seconded and the Motion passed with George abstaining.

130 **COMMITTEE REPORTS, continued**

131 Community Relations: Chase thanked everyone for the great job at the
132 Library Park Weed-Out.

133 Technology: Phil reported that Tony is in the process of placing the new staff
134 workstations. The old workstations that will replace the dumb terminals on the
135 circulation counter and the patron’s catalog workstations that currently are used by
136 Dynix and need to be upgraded for Horizon.

137 Finance: Phil reviewed the Budget Status with the Board.

138 **PUBLIC COMMENT** – There were no additional comments.

139 Lynn left the meeting at 11:55 A.M.

140 **BOARD PRESIDENT**

141 Robert commented that there have been very trying times in the national
142 elections. Locally, Robert is delighted that the school bond has passed with a 70%
143 turnout. He feels that this is a good harbinger for the Library to look for in any
144 future relief from I-747. Robert agrees with the *American Libraries Magazine*
145 articles on funding future services by libraries. In ancient history, libraries were
146 only available to kings, royalty, or clergy. The American model of libraries gave
147 equal access to everyone and is dependent on the public for the financial support to
148 maintain and expand services.

149 **Other:**

150 There being no additional business, the meeting was adjourned at 12:00 P.M.

151 Submitted by: Mary Pugh

152 Approved:

153 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 December 14, 2004

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

10 **NEW BUSINESS**

11 Introductions: Robert welcomed everyone to the meeting. Lynn
12 introduced Kristen Snyder from Spokane, here to interview for the Children's
13 Librarian position.

14 Additions or Modifications to the Agenda: Paige corrected the Agenda
15 item for Minutes. The Minutes for the November 9, 2004 meeting are up for
16 approval.

17 Library Visits: Chase described a visit to the Waimea Library on the
18 island of Kauai, Hawaii. The library is part of a statewide system and must
19 compete for funding with all other libraries in the state. Two items Chase found
20 of interest were the small Japanese collection of books, and that the reference
21 collection was not cataloged. They have a small group of approximately 50
22 Friends of the Library and a volunteer children's group. Chase found the library
23 to be busy for its size.

24 Robert visited the Bainbridge Island Library, a member of the Kitsap
25 Regional Library System. The library services a population of 25,000 out of a
26 16,000 square foot building with a collection of 70,000 and circulation of
27 450,000 to 500,000. The building is two stories with a basement housing the
28 children's room and community meeting rooms. The Internet system allows for
29 wireless access from the parking lot. The library grounds includes a Japanese
30 garden dedicated to the "Nikkei", the Japanese-Americans who were interned
31 during World War II.

32 Phil visited the future site of the Coeur d'Alene Public Library. The city is
33 in the process of fund raising and a bond measure that will finance a new
34 facility. Phil also noted that their director is retiring and the library will begin a
35 director search.

36 Correspondence: No correspondence was received. Robert received a
37 letter from the Board of County Commissioners thanking him for his service as a
38 Trustee.

39 Director's Report: Phil reviewed items from his written Director's Report
40 including the children's librarian search, the 2001-2003 audit, staff changes,
41 community visits, building updates and the migration from our existing Dynix
42 system to the Dynix Horizon system.

43 The Board asked for clarification on the staffing changes. Phil stated that
44 one temporary support staff person is no longer available and he has hired a
45 replacement. He feels it is in the Library's best interest to have several people
46 available who would be able to fill in on a part-time, on-demand basis for
47 vacations and sick leave. Staffing schedules will be finalized when the children's
48 librarian position has been filled.

49 Phil has had good response to the community library network concept.
50 He sees the Library facilitating the network and not directly involved in the
51 lending process. The Board asked about cataloging, borrower restrictions and
52 liability.

53 Friends of the Library: Pierrette stated that the Holiday Tea was a great
54 success. Phil estimated attendance at 450 for the four-hour event. Pierrette
55 thanked Judy Schliebus for the fantastic job she did as chair. JoEllen mentioned
56 that the Winter Book Sale is scheduled for mid- February 2005.

57 Robert thanked the Friends for their presentation of the 2005 Grant
58 proceeds. The assistance that the Friends give to the Library is most welcomed.
59 Paige will attend the January Friends meeting.

60 **PUBLIC COMMENT**

61 Public comment was received from JoEllen Moldoff, and Pierrette
62 Guimond regarding Internet training for parents and library reports available
63 online.

64 Harvey Himelfarb announced that the Board Trustee Search Committee
65 had forwarded to County Commissioner John Evans its recommendations. The
66 Committee had nine finalists and interviewed five candidates. Harvey stated that
67 the entire process was wonderfully open to the public and is hopeful that County
68 Commissioner-elect Lichter will continue the process. Harvey also thanked
69 Robert and George for their service to the Library as Board Trustees adding that
70 their efforts were very much appreciated.

71 Mary Poletti thanked Robert and George for their work on the Library
72 Board. She presented them with her own service awards; George the *Golden*
73 *Filter Award* for his stance on Internet filtering, and Robert the *Golden Penny*
74 *Award* for his commitment to \$50.00 in pennies for promotional materials for a
75 levy election should the Library need it.

76 CONTINUING BUSINESS

77 Public Record Retention: The Board discussed the difference between the
78 content of e-mail and telephone conversations as it applies to public records and
79 the open meetings act. The Board reviewed the archive policy of ALA and
80 requested additional research from other libraries on record retention policies.

81 Workroom Expansion Project: Phil stated that he has accepted the bid
82 from Key Mechanical to replace three of the heat pump units on the new
83 concrete pad and move the other two over from the old pad The Board asked
84 about the timetable and the annual maintenance contract. Phil estimates thirty
85 days for project completion and the maintenance contract will be negotiated at
86 that time.

87 Phil reported that George has agreed to be the Library's owner
88 representative during the upcoming construction project. Phil displayed the
89 updated floor plan and stated that there might be a small window change before
90 the final version is printed.

91 COMMITTEE REPORTS

92 Policy & Personnel: Paige asked the Board to finalize the changes to the
93 position description for the Library Director. Paige made a Motion to accept the
94 February 2004 revised position description for Library Director. Chase seconded
95 the Motion and Robert asked for discussion. The Board felt unprepared to
96 proceed on the Motion. Paige withdrew her Motion with the approval of Chase.
97 The item will be placed on the January agenda.

98 Paige read Resolution 08-2004 acknowledging the contributions of Robert
99 Henigson to the Orcas Island Library District. Paige made a Motion to adopt
100 Resolution 08-2004. Chase seconded, and the Motion passed unanimously with
101 Robert abstaining.

102 Chase read Resolution 09-2004 acknowledging the contributions of
103 George Garrels to the Orcas Island Library District. Chase made a Motion to
104 adopt Resolution 09-2004. Lynn seconded and the Motion passed unanimously
105 with George abstaining.

106 Sparkling cider was passed to all in attendance and a toast was made to
107 Robert and George.

108 Community Relations: Chase thanked the Friends again for the 2005
109 Grant proceeds of \$16,500.00.

110 Technology: Phil reported that Tony is converting the old staff
111 workstations that will replace the dumb terminals on the circulation counter.
112 Two workstations have replaced the patron's catalog workstations and are now
113 using the web-based iPAC catalog program. iPAC will transition between the
114 Dynix text only software and the new Horizon software scheduled for January
115 12th. Kathy has completed one of the training modules for Horizon and staff will
116 work on the training modules the last week of December and first week of
117 January.

118 Finance: Phil reviewed the current bank accounts the Library has with
119 Islanders Bank. The accounts are:

120	Revolving	\$5.00	
121	Petty Cash	\$500.00	
122	Special Projects	\$250.00	
123	Advance Travel	\$400.00	Grand Total \$1,155.00

124 He feels it will streamline the banking to have three accounts merged into
125 the Revolving account. Mary stated that this was a recommendation by the
126 County Auditor several years ago. The Revolving account would be used and
127 reconciled for the separate uses with reimbursement from the general fund for
128 expenditures. Lynn made a Motion to combine the Petty Cash Checking
129 Account, the Special Projects Checking Account, and the Advance Travel
130 Checking Account into the Revolving Checking Account with an operating
131 balance of \$1,155.00. George seconded and the Motion passed unanimously.

132 **PUBLIC COMMENT**

133 Public comment was received from Pierrette Guimond, Richard Fralick and John
134 Ashenurst. Topics covered were allowing public comment during Board
135 discussion, following the guidelines of the Open Public Meeting Act, Google's
136 announcement to create online access to books, and the Library's bank accounts.

137 **BOARD PRESIDENT**

138 Robert stated that it has been an enormous pleasure to serve with fellow
139 Trustees on the Library Board. He has appreciated the cooperation of the Board

140 Members to accept tasks and assignments. He applauds the cooperative attitude
141 and open minds of the Board and their ability to work together to provide
142 superior service to the public. He feels the Library has benefited from the
143 leadership of Victoria Parker and now Phil Heikkinen. Bob anticipates that with
144 the arrival of a Children's Librarian the Library will return to the full service
145 institution the Orcas community has come to expect. Bob feels strongly that the
146 Board must strive to maintain and not cut service as a means to balance the
147 budget. It will be the new Board's responsibility to find ways to increase income
148 and that Phil is on target with his desire to initiate a new long range planning
149 process. The process should encourage people who do not use the Library to see
150 the value of the service to the community; to value the Library as the heart and
151 mind of the community. Robert asks the Board not to consider reducing services,
152 but to instead seek grants, or a levy rate increase by popular vote. He stated that
153 closing the door is not the way to ensure all people have a common access to
154 service. Robert has enjoyed tremendously his time in service to the Library.

155 Robert asked George to speak any final thoughts he might wish to give.
156 George echoed everything Robert has said. George has absolutely and
157 thoroughly enjoyed his time on the Board and with the Board Members. He has
158 served on other boards; however his time with the Library Board has been
159 superior to any other. He affirmed that he would continue to be available to help
160 the Library.

161 **ROUTINE MATTERS**

162 Finance: Lynn presented payroll in the amount of \$16,263.25. George
163 made a Motion to approve payroll. Paige seconded and the Motion passed
164 unanimously.

165 Lynn presented the General Fund Claims Payment Request Nos.

- | | | |
|-----|------------|--------------|
| 166 | ▪ 04-11-03 | \$ 813.42 |
| 167 | ▪ 04-12-01 | \$ 6,492.06 |
| 168 | ▪ 04-12-02 | \$ 14,262.61 |

169 Paige made a Motion to approve all claims for payment. George seconded and
170 the Motion passed unanimously.

171 Lynn presented the Building Fund Claims Payment Request No.

- | | | |
|-----|------------|-------------|
| 172 | ▪ 04-12-01 | \$ 1,002.90 |
|-----|------------|-------------|

173 George made a Motion to approve the Building Fund Claims Payment Request.
174 Chase seconded and the Motion passed unanimously.

175 Minutes: The Board reviewed the Minutes of the November 9, 2004
176 meeting. Corrections were made to line 15 adding a hyphen to the word
177 “research only”. Lynn made a Motion to approve the Minutes as corrected.
178 George seconded and the Motion passed unanimously.

179 **Library Director’s Moment**

180 The toast to the Robert and George as retiring Board Trustees was held
181 during Committee Reports. Phil again thanked Robert and George for their
182 service to the Library.

183 **Other:** There was nothing additional.

184 There being no additional business, the meeting was adjourned at 11:38 A.M.

185 Submitted by: Mary Pugh

186 Approved:

187 _____