

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 11, 2005

5 Vice President Lynn Richards convened the meeting at 9:00 A.M. in the Community
6 Room of the Library. Attending were Board members Chase Riveland, Pierrette Guimond
7 and John Ashenhurst, Library Director Philip Heikkinen, and staff member Mary Pugh.
8 Community members were also in attendance. Paige McCormick arrived at 9:40 A.M.

9 Introductions: Lynn welcomed everyone to the meeting and introduced Pierrette
10 Guimond and John Ashenhurst as new incoming Board Trustees. Lynn thanked former
11 County Commissioner John Evans for instituting the process that resulted in Chase Riveland's
12 addition to the Board. That process continued, and with the input from County Commissioner-
13 Elect Alan Lichter, has successfully recruited Pierrette Guimond and John Ashenhurst to join
14 the Library Board. Lynn thanked Steve Garrison for his work with the Selection Committee
15 and all the Committee members for their valuable service to the Library.

16 **BOARD ELECTIONS & COMMITTEE ASSIGNMENTS**

17 Lynn stated that Board elections would now be held for Board Officers. Lynn made a
18 Motion to nominate Chase Riveland as President. Pierrette seconded and the Motion passed
19 unanimously.

20 **Chase assumed Chair of the Meeting.**

21 Chase will wait for Paige to arrive before continuing with the elections. He asked that
22 the Board Members relay to him their interest in committee assignments and he will be make
23 the assignments before the February meeting.

24 **NEW BUSINESS**

25 Additions or Modifications to the Agenda: Pierrette requested a discussion of public
26 comment and John requested discussion on collection shelving, annual Board goals and long-
27 range Board goals. Chase will address these items after Reports from Active Committees.

28 Library Visits: There was no report.

29 Correspondence: Phil received a copy of the Minutes from the San Juan Library
30 Board Meeting for December 2004.

31 Director's Report: Phil asked if there were any questions on his written Director's
32 Report. The Board asked for clarification on the Horizon conversion and online catalog, the
33 completed audit, updates to the Library's web site, the Public Library Director's bi-annual
34 meeting and the WLA meeting.

35 Paige arrived at the meeting at 9:40 A.M.

36 Friends of the Library: Pierrette stated that the Friends did not hold a December
37 meeting. Phil mentioned that he would be discussing with the Friends a test of Sunday hours
38 and the possibility of Friends' funding. Lynn reminded everyone of the Winter Booksale in
39 late February. Pierrette will be the Board representative at the February Friends' meeting.

40 **PUBLIC COMMENT**

41 Public comment was received from Bob Henigson on the Sunday hour test.

42 **CONTINUING BUSINESS**

43 Public Record Retention: Paige asked the Board to review her memo on records
44 retention and the draft policy entitled *Open Conduct of Business*. Paige made a Motion to
45 adopt the *OPEN CONDUCT OF BUSINESS* policy and Lynn seconded the Motion.

46 The Board discussed Board policy versus operational procedures. They questioned
47 Phil on the current Library procedures for records and archives. Phil stated that the procedures
48 follow the Secretary of State's guidelines for records management.

49 Chase called for the question. The Motion passed unanimously.

50 Workroom Expansion Project: Phil stated that he has met with the electrician and
51 concrete contractors to review the project. They felt that a 15x9 ft concrete pad would be
52 adequate for the HVAC system. This would enable the vine maple to be saved and relocated
53 and not affect the parking bumpers.

54 Phil reported that he and Mary met with Jan Flagan on the call for bid documents. Jan
55 estimates permitting will take two months, during which time she will prepare the call for bid.
56 She recommended separating the new HVAC system from the construction of the addition.
57 This will enable the contractor to spec the electrical and plumbing to code without preparing
58 engineering documents.

59 Phil has received a donation of modular workstations from Lacrimedics. The five units
60 will be utilized in the new workroom and new staff work stations.

61 Paige asked if there were plans on the landscaping for the portions of the property
62 impacted by the two projects. Phil reported that a vine maple and hydrangea had been moved
63 from the new HVAC area and replanted on the property. The existing swale will be
64 reconfigured in the area of the addition to improve mowing and weed-eating logistics. Phil
65 will work with Ron to relocate the plants in the south planter by the existing break room.
66 Pierrette stated that the irrigation in the south planter has been a continuing problem and asked
67 that measures be considered to correct the problems and reduce water use in that area.

68 **COMMITTEE REPORTS**

69 Policy & Personnel: Paige reviewed with the Board the printout of the Library
70 Director's position description that highlighted in red the changes she is recommending. Paige
71 made a Motion to adopt the revised position description for Library Director and Pierrette
72 seconded. Pierrette confirmed that the original description was adopted in 1989 and reviewed
73 in 2000. Chase called the question and the Motion passed unanimously.

74 Paige would like the Board to review the Employee Benefit Policy. In February 2004,
75 the policy was reviewed and discussions began on combining the vacation benefit for salary
76 employees and hourly employees. The Board would like to also consider the vacation
77 carryover and medical benefit portions of the policy. Chase asked the Board to review the
78 policy and prepare for discussion at the February meeting.

79 Community Relations: There was no report.

80 Technology: There was no report. Phil stated that information on the Horizon
81 migration was included in his Director's Report.

82 Finance: The Board discussed long range funding options for the Library. Topics
83 included seeking endowments to OICF for the benefit of the Library, the investment risks and
84 benefits of investing with OICF versus the County Treasurer, using the tax base for basic
85 operational expenses and donations for enhancements, and using the Long Range Plan to
86 develop funding requirements. The Board asked Phil and Mary to update the financial
87 projections through 2008 for the February meeting.

88 **PUBLIC COMMENT**

89 Public comment was received from Nanae Fralick and Mary Poletti. Topics covered were the
90 restrictions on soliciting donations and the test of Sunday public hours. Mary Poletti
91 commended the Board on providing a wonderful library for the community when other
92 communities are closing libraries.

93 Chase called for a break at 10:45 A.M. and the meeting resumed at 10:53 A.M.

94 **AGENDA MODIFICATIONS**

95 Public Comment: Pierrette requested that the Board consider receiving comment on
96 any agenda item that requires Board action. The Board discussed adding public comment to
97 the Agenda, highlighting Board action items, perception of action on agenda items, and
98 relying on the Chair to call for public comment. The Board discussed the procedure to amend
99 the Agenda.

100 Collection Shelving: John requested that the Board review the utilization of space and
101 services on a regular basis to ensure that the Library is presenting the best possible "product"
102 to the community. The Board discussed the role of the Library in the community, the Long
103 Range Planning goal, reviewing the overall collection, and the Floor Plan Project. The Board
104 asked Phil to review the Lewis Architecture study of space planning from 2002 and report
105 back in March.

106 Short and Long Term Goals: John would like the Board to establish a short-term goal
107 for 2005 and long-term goals. He feels it would be useful for the Board to have one or two
108 goals to accomplish in 2005. The Board discussed the difference between Board goals and
109 goals of the Director. Discussions included financial planning, space planning, planning for a
110 levy proposition, and overall efficiency of building and staff.

146 materials for a levy election”; and line 83 correcting the spelling of “Phil”. Paige made a
147 Motion to approve the Minutes as corrected. Lynn seconded and the Motion passed
148 unanimously with Pierrette and John abstaining.

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

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

151 Submitted by: Mary Pugh

152 Approved:

153 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 8, 2005

5 Chairman Chase Riveland convened the meeting at 9:00 A.M. in the Community Room of the
6 Library. Attending were Board members Paige McCormick, Pierrette Guimond and John
7 Ashenhurst, Library Director Philip Heikkinen, and staff member Mary Pugh. Community
8 members were also in attendance.

9 Introductions: Chase welcomed everyone to the meeting.

10 **COMMITTEE ASSIGNMENTS**

11 Chase stated that Board Committee assignments were made: Community Relations,
12 Pierrette Guimond; Technology, John Ashenhurst; Finance, Lynn Richards; and Policy &
13 Personnel, Paige McCormick. Confirmations were sent via email.

14 **NEW BUSINESS**

15 Additions or Modifications to the Agenda: Phil stated that County Commissioner Alan
16 Lichter had requested that the Board consider changing the Library Board meeting date.
17 Chase will address this item in Community Relations.

18 Library Visits: There was no report.

19 Correspondence: Paige clarified for the public that correspondence was moved into
20 New Business to make it available for public comment on action items. Correspondence
21 received will be made a part of the Library's public record.

22 Phil received a letter from a patron suggesting that the Library publish a buy list to
23 allow the community to purchase and donate listed items. The Board discussed the feasibility
24 of publishing a buy list and together with Phil determined that the proposal would be
25 extremely cumbersome to implement.

26 Director's Report: Phil asked if there were any questions on his written Director's
27 Report. The Board discussed legal counsel for the Library and how to respond to various legal
28 situations including the use of volunteers and the Prosecuting Attorney's Office.

29 Phil listed upcoming events: Legislative Day in Olympia, February 17th; Association
30 of Washington Cities seminar on holding successful elections, March 10th; Washington
31 Library Association annual meeting, April 20-23. Phil attended the Public Library Director's
32 meeting in January and reviewed items of interest with the Board. He also discussed Informed
33 Consent Training scheduled in Vancouver, WA for May 31st to June 2nd.

34 Phil discussed with the Board feedback he has received concerning a test of Sunday
35 public hours. The Board discussed the impact of adding or shuffling hours, whether there is
36 community demand for additional hours, and addressing the issue through the upcoming long
37 range planning process. Phil will initiate a survey on the subject.

38 In addition Phil reported on his review of the floorplan study, the long range planning
39 committee, digital newspaper archival, and OICF fund update.

40 Friends of the Library: Wally Logan reported that several Board Members have
41 resigned for personal reasons and the Friends are looking for new ones. He stated that the
42 Winter Booksale is February 25th and 26th. John will be the Board representative at the March
43 Friends' meeting.

44 **PUBLIC COMMENT**

45 Public comment was received from Lorraine Wallenberg on the Booksale Agreement.
46 Chase asked Phil to prepare a position paper on the matter for the April meeting.

47 Chase called for a break at 10:38 A.M. and the meeting resumed at 10:46 A.M.

48 **CONTINUING BUSINESS**

49 Workroom Expansion Project: Phil stated that the concrete pad has been delayed
50 because of weather. Work is continuing on the permit and bid documents and the additional
51 HVAC bids.

52 **COMMITTEE REPORTS**

53 Policy & Personnel: Paige asked the Board to divide the Employee Benefit Policy into
54 sections and discuss each individually. The Board discussed the vacation benefit and all
55 agreed to combine the two rate schedules into one. The Board made no decision on revising
56 the rate schedule, requesting additional information on rate schedules from San Juan and
57 Lopez libraries. No decision was made on *grandfathering* any change to the benefit.
58 Discussions on carryover will wait for Lynn to return.

59 The Board considered the holiday benefit and no changes were made. The Board
60 acknowledged that removing the floating holiday might be necessary if budget constraints
61 develop.

62 The Board considered the sick leave benefit and no changes were made. Discussions
63 on carryover will wait for Lynn to return.

64 Paige briefly reviewed the remaining benefits with descriptive changes only. She
65 would like to continue the discussion in March. Phil suggested adding in the preamble
66 information on the District's consideration of San Juan County policy and procedures when
67 no existing policy or procedure is in place.

68 John asked if the Board would consider a policy on board ethics, reviewing the By-
69 Laws at the same time as reviewing policies, and to establish a policy review schedule.

70 Community Relations: Pierrette reported that she has been asked how her first
71 meeting as a Board Trustee went. She responded that the first meeting was "great." John
72 considers marketing and public relations an important component of community relations and
73 is interested in how the Board would participate.

74 Chase introduced the added agenda item of Board meeting time. The Board discussed
75 the timing of BOCC meetings and the District. The Board agreed that it would be difficult to
76 move the meeting to another day and will invite Commissioner Lichter to a special Board
77 meeting to discuss the Library.

78 Technology: John reported that he has volunteered his services to Phil for revamping
79 the Library's website and plans to meet with him and Tony. He is interested in developing
80 ways to add content without major changes to existing pages.

81 Finance: Chase tabled the discussion of budget projections through 2008 until March.
82 He asked that the Board review the information provided and prepare for the discussion. Mary
83 stated that the Reserve Study document has been updated to show current expenditures and
84 revised annual estimates of future maintenance items.

85 **PUBLIC COMMENT**

86 Public comment was received from Richard Fralick and Lorraine Wallenberg. Topics
87 included the employee benefit package, the percentage of wages and benefits within the entire
88 budget, the need to spend public dollars responsibly, and the use of volunteers in additional
89 areas.

90 **BOARD PRESIDENT**

91 Chase stated that he appreciates the detail that Phil is providing in the Director's
92 Report. Chase thanked Mary for the budget projection and reserve study reports. Chase
93 expressed his delight in the enthusiasm of the new Board Members.

94 **ROUTINE MATTERS**

95 Finance: Chase presented payroll in the amount of \$17,629.56. Paige made a Motion
96 to approve payroll. John seconded and the Motion passed unanimously.

97 Chase presented the 2005 General Fund Claims Payment Request No.

98	▪ 04-13-03	\$ 3,064.02
99	▪ 2005-02-01	\$ 3,333.83
100	▪ 2005-02-02	\$ 6,962.55

101 John made a Motion to approve the Request. Paige seconded and the Motion passed
102 unanimously.

103 Minutes: The Board reviewed the Minutes of the January 11, 2005 meeting.
104 Corrections were made on line 39 changing "Friend's" to "Friends". Pierrette made a Motion
105 to approve the Minutes as corrected. John seconded and the Motion passed unanimously.

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

107 There being no additional business, the meeting was adjourned at 12:07 P.M.

108 Submitted by: Mary Pugh

109 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 8, 2005

5 Chairman Chase Riveland convened the meeting at 9:03 A.M. in the Community Room of the
6 Library. Attending were Board members Paige McCormick, Pierrette Guimond, Lynn
7 Richards, and John Ashenhurst, Library Director Philip Heikkinen, and staff member Mary
8 Pugh and Children’s Librarian Carol Erickson. Community members were also in attendance.

9 Introductions: Chase welcomed everyone to the meeting. Phil introduced Carol to the
10 Board and audience. Carol thanked everyone for the wonderful welcoming she has received
11 and stated that she is very happy to be here.

12 **NEW BUSINESS**

13 Additions or Modifications to the Agenda: Pierrette requested a discussion of the
14 Budget Status under Finance Committee Reports.

15 Library Visits: Lynn received correspondence from Tom Ritter with an article on the
16 Haines Borough Public Library in Haines, Alaska. The library received a *Best Small Library*
17 *in America Award* from the Library Journal and the Gates Foundation. The article noted that
18 the library used high school students as technology mentors. Phil commented that their
19 checkout rate of 40 per person is ‘outrageous!’ and that OILD did share a similar facility and
20 visitor count.

21 Correspondence: Phil commented that he has received six to eight website feedback
22 forms with comments on the new website design, problems accessing the online catalog and
23 requesting information on the Library Fair. Phil also received a letter from a patron asking the
24 procedure for deaccession including what criteria are used.

25 Director’s Report: Phil asked if there were any questions on his written Director’s
26 Report. In addition Phil reported on the online survey responses, advertising in the Islands’
27 Sounder, revision of the book donation receipt letter, the HVAC and lighting projects and the
28 Workroom Expansion project.

29 John asked Phil about the statistics that Horizon provides and how the information is
30 utilized. The Board discussed month to month, quarter to quarter and year to year statistics
31 and ways to use them to set service measures or goals. They also discussed the use of door
32 counts, use of services, and activity participation counts as added means of determining
33 service measures. Phil stated that activity and service measures would be developed as part of
34 the long range planning process to quantify results.

35 Phil discussed with the Board his preliminary review of the Floor Plan Project. Items
36 covered included inexpensive, short term solutions, not duplicating effort and cost,
37 establishing creditability with the community, the modifications made in 2003, the need to
38 finish the long range plan to determine goals and objectives, the use of donated funds to
39 complete the Workroom Expansion, the need to have a 5-year funding plan, and how to do a
40 better job communicating with the public via the Islands’ Sounder and the Library’s website.

41 In addition Phil reported on new databases, upgrading the remaining computers, his
42 upcoming levy election training, a commitment from the Washington State Library to help
43 facilitate the long range planning committee and an update on the Community Library
44 Network.

45 Friends of the Library: Gunther Eschenbrenner reported that the Friends are in good
46 financial condition. The Board has approved using a portion of the 2004 grant carryover to
47 send staff member Kathy Stribling to the ALA conference in Chicago. James Lobdell is the
48 Fair Chairman and he is pulling together his team. The Winter Booksale was well attended
49 Friday with ten new member signups and 20 membership renewals. Saturday's attendance
50 was below previous years. Gunther thinks additional advertising would have been helpful.
51 Chase will be the Board representative at the April Friends' meeting.

52 PUBLIC COMMENT

53 Public comment was received from Gunther on de-accessioning and the floor plan
54 project; from John Greever on public dissatisfaction, book donations and the floor plan
55 project; and Andrea Hendrick on the floor plan project.

56 Chase called for a break at 10:40 A.M. and the meeting resumed at 10:45 A.M.

57 OLD BUSINESS

58 Budget Projections thru 2008: Phil and Mary presented information on estimates for
59 tax revenue from 2005 through 2008. They asked the Board for a consensus on providing
60 basic library services via tax-based revenue. The Board discussed funding and services with
61 the possibility of a levy election in 2006. It was agreed that an informational campaign needs
62 to stress basic services and a commitment to keeping expenses down. Four Board Members
63 agreed that basic services should be funded with tax revenue and one Board Member was
64 undecided.

65 Public comment was received from Richard Fralick on the budget carryover,
66 percentage of wages to the overall budget and budgeting additional revenue sources; John
67 Greever on cutting staff to reduce the budget, the use of additional volunteers, and shared staff
68 with other libraries; and Robert Herrup on the use of additional funds in previous budgets.

69 COMMITTEE REPORTS

70 Policy & Personnel: Paige stated that she is continuing to work on the review of the
71 employee benefits policy. She reviewed for Lynn the results of February's meeting in which
72 the Board agreed to combine the current vacation benefit schedule from two into one. Paige
73 presented a chart showing the rate of vacation accrual from the San Juan Library and Lopez
74 Library. The Board discussed the accrual rate and agreed that the current accrual rate is
75 adequate.

76 The Board discussed the vacation carryover, comparing policies from San Juan
77 Library and Lopez Library. They asked Phil the history of staff use of carryover and how a
78 change might affect staff. The Board did not reach a consensus and Chase will add the item to
79 the April agenda.

80 Community Relations: Pierrette reported that she has met with some community
81 members concerned with the budget.

82 John reported on comments he received concerning the Friends' Winter Booksale.
83 Pierrette suggested that the concerns could be added to the Booksale discussion for the April
84 meeting.

85 Technology: John stated that the Library's website is up and he is receiving feedback
86 on the content. There are still concerns about the use interface for the online catalog. John will
87 be working with Phil and Tony on addressing the comments.

88 Finance: Pierrette asked for information on the Children's Librarian position and a
89 landscaping invoice from February.

90 Pierrette left the meeting at 12:15 P.M.

91 **PUBLIC COMMENT**

92 Public comment was received from Gunther on advertising the Library's website and 'what's
93 new'' in the Islands' Sounder.

94 **BOARD PRESIDENT**

95 Chase abnegated because of time.

96 **ROUTINE MATTERS**

97 Finance: Lynn presented payroll in the amount of \$18,661.82. Paige made a Motion to
98 approve payroll. John seconded and the Motion passed unanimously.

99 Lynn presented the 2005 General Fund Claims Payment Request No.

100	▪ 2005-03-01	\$ 4,992.04
101	▪ 2005-03-02	\$ 12,777.86

102 John made a Motion to approve the Request. Paige seconded and the Motion passed
103 unanimously.

104 Minutes: The Board discussed adding additional information from the meetings Public
105 Comment sections. The Board reviewed the Minutes of the February 8, 2005 meeting. Paige
106 made a Motion to approve the Minutes. John seconded and the Motion passed unanimously
107 with Lynn abstaining because he did not attend the February meeting.

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

109 There being no additional business, the meeting was adjourned at 12:24 P.M.

110 Submitted by: Mary Pugh

111 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 April 12, 2005

5 Chairman Chase Riveland convened the meeting at 9:04 A.M. in the Community Room of the
6 Library. Attending were Board members Paige McCormick, Pierrette Guimond, Lynn
7 Richards, and John Ashenhurst, Library Director Philip Heikkinen, and staff member Mary
8 Pugh. Community members were also in attendance.

9 Introductions: Chase welcomed everyone to the meeting.

10 **NEW BUSINESS**

11 Additions or Modifications to the Agenda: Pierrette asked if an Executive Session was
12 necessary to discuss Phil's six-month review. The requested was withdrawn after clarification
13 of the probationary period. Pierrette asked for a discussion of the mailing schedule for the
14 meeting packet to the Board and posting the Director's Report on the Library's web site. The
15 discussion was added to the Agenda after the Director's Report.

16 Library Visits: Pierrette visited three Kauai Island branches of the Hawaii State
17 Library System. She was able to purchase a three-month visitor's card for \$10.00, which
18 allowed her unlimited access to collection materials. There was an additional fee of \$1.00 for
19 videos and DVDs. A card is necessary for all Internet access. Each of the branches visited had
20 a different atmosphere and strict librarians "shushing" everyone. Pierrette attended the Koloa
21 Library Branch Friends of the Library book sale. Items were priced at 50¢ and \$1.00 and
22 proceeds were given back to the branch to use, as they desired.

23 Lynn visited the old Anacortes Carnegie library, which is now the Anacortes
24 Historical Museum. The Museum's Docent was extremely helpful in obtaining a copy of
25 Lynn's grandfather's obituary from original archival newspapers.

26 Correspondence: Phil continues to receive comments and mailing list subscriptions
27 from the Director's e-mail link on the Library's web site

28 Director's Report: Phil asked if there were any questions on his written Director's
29 Report. Phil reviewed items from his report including the Patriot Act reauthorization; visitor
30 card; statistics; King County Library System staff layoffs; the upcoming WILL conference;
31 and the San Juan Library remodel.

32 Phil discussed with the Board the final Sunday hour's survey tabulation. Seventy-five
33 percent of the respondents supported the Library opening on Sunday. However, sixty percent
34 would not support Sunday hours if it meant additional costs or a redistribution of current
35 hours. John asked if Phil had reached a conclusion from the survey. Phil stated that he
36 preferred to wait until the Long Range Plan completion. However, he did state that he is in
37 favor of redistributing current hours to obtain one extended public service day, possibly to
38 8:00P.M.

39 Phil gave highlights from Children's Librarian Carol Erickson's report. Storytime
40 attendance continues to improve with at least 10 children plus parents at each session. Carol is
41 visiting the school and day care facilities to acquaint herself with the staff and children. She is
42 working on a summer reading program and continuing to update the collection's appearance.

43 Phil reported that the Long Range Plan Committee membership has been filled and
44 meetings set for April 15th, May 6th, and May 27th. The committee facilitators will be two
45 librarians from the Washington State Library trained in the planning process. The Board
46 discussed the committee composition, the importance of community input, and the Board's
47 role in setting goals and priorities.

48 In addition the Board discussed and approved mailing information a week before the
49 Board meeting and posting a preliminary Director's Report on the Library's web site.

50 Friends of the Library: Lynn reported that the Orcas Friends are in attendance at the
51 Shaw Island Library Friends' meeting. Lynn will be the Board representative at the May
52 Friends' meeting.

53 Chase called for a break at 10:22 A.M. and the meeting resumed at 10:30 A.M.

54 **OLD BUSINESS**

55 Booksale Agreement Review: Phil stated that he reviewed the history of the Booksale
56 Agreement, discussed the issue with the participants from 2003, and interviewed other
57 libraries on booksale agreements. He wanted to stress to the community and the Board the
58 unusually high membership participation in the Orcas Friends group and the extraordinary
59 success they have in raising funds to support the Library as compared to other Washington
60 state groups and Friends groups in other states. From his review Phil has determined that the
61 current arrangement works well, with the Friends returning the proceeds to the Library and
62 investing Fair proceeds for future use. Community criticism about the Friends using proceeds
63 for social functions is undeserved because the social events bring the community into the
64 Library, increasing community exposure and participation in both the Library and the Friends.

65 The Board discussed booksale revenue being returned to the Library to augment
66 limited tax revenue, Friends investments being exposed to market flux and loss of principal,
67 the Friends' ability to deny funding requests, and perception of the community about where
68 donations end up.

69 Public comment was received from Lorraine Wallenberg on the lack of transparency in
70 handling Library and Friends revenue, income from sale of Library property not returned to
71 the Library, the 1999 transfer of booksale revenue to the Friends, the State Auditor's criticism
72 of the Library's handling of one particular monetary donation, and information access to
73 funds held outside the Library. Additional comment from Lorraine Wallenberg included prior
74 drafts of the Booksale Agreement, and King County Library System's agreement that
75 included an attachment.

76 Comment from Lou Wallenberg included the Library as a municipal organization and
77 its fiduciary duty to the tax district, actions of the Board not benefiting the Library, the 1999
78 transfer of booksale revenue to the Friends, requesting booksale funds from the Friends, the
79 corporate status of the Friends, and the possibility of a claim against the Library's Directors
80 and Officers Liability Insurance. Additional comment from Lou Wallenberg included the pre-

118	▪ 2005-03-03	\$ 1,638.18
119	▪ 2005-04-01	\$ 4,919.89
120	▪ 2005-04-02	\$ 7,648.97

121 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
 122 unanimously.

123 Lynn presented the 2005 Building Fund Claims Payment Request No.

124	▪ 2005-03-03	\$ 5,025.98
125	▪ 2005-04-01	\$18,227.54

126 Pierrette made a Motion to approve the Requests. John seconded and the Motion passed
 127 unanimously.

128 Minutes: The Board reviewed the Minutes of the March 8, 2005 meeting. John made a
 129 Motion to approve the Minutes. Lynn seconded and the Motion passed unanimously with
 130 Pierrette abstaining because she did not attend a portion of the March meeting.

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

132 There being no additional business, the meeting was adjourned at 11:48 A.M.

133 Submitted by: Mary Pugh

134 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 10, 2005

5 Vice President Lynn Richards convened the meeting at 9:04 A.M. in the Community Room of
6 the Library. Attending were Board members Paige McCormick and Pierrette Guimond,
7 Library Director Philip Heikkinen, and staff member Mary Pugh. Community members were
8 also in attendance.

9 Introductions: Lynn stated that Chase and John were off island and that the three
10 remaining Board Members constituted a quorum for the meeting. Lynn welcomed everyone to
11 the meeting.

12 **NEW BUSINESS**

13 Additions or Modifications to the Agenda: Lynn will add a discussion of the 2005
14 Building Fund Budget Amendment to Finance and Phil will report on the Long Range
15 Planning Committee meeting under the Board President Moment.

16 Library Visits: Phil visited the San Juan Island Library, which was recently remodeled.
17 He mentioned the redesigned checkout tables, staff area and meeting room. The remodel
18 added approximately 30% more shelving.

19 Correspondence: Paige received an email from Chase, which she will detail under
20 Policy & Personnel. Phil has received a memorial donation.

21 Director's Report: Phil asked if there were any questions on his written Director's
22 Report. He highlighted items including author visits from Lopez Island and the Lummi
23 Nation, Sailing Foundation classes, Horizon upgrade final billing, and donation of lilac bushes
24 from the OASIS home schooling group, funded by the Garden Club.

25 Friends of the Library: Friends' President Toby Hiller reported a major push for
26 Library Fair volunteers. The Friends' Board has three new members, Maggie Schneider, Tai
27 Agnew and Muriel Gallo-Chasanoff. Tai and Muriel are high school student who will be
28 working with other Board Members to establish parameters for student involvement with the
29 Friends. Toby stated that John Greever is working to expand the Friends' book sale activities,
30 including a new look at pricing and involving Pyewacket Bookstore for consignment items. In
31 addition, Toby is working on updating the Friends' corporate status with the Washington State
32 Secretary of State. Lynn will be the Board representative at the today's Friends meeting and
33 Paige will attend the July and August meetings.

34 **PUBLIC COMMENT**

35 There were no comments from the audience.

36 **OLD BUSINESS**

37 There was no business to discuss.

38 **COMMITTEE REPORTS**

39 Policy & Personnel: Paige read the email she had received from Chase concerning the
40 proposed *Conduct in the Library* and *Children Alone in the Library* policies. He stated that the
41 term “*offensive*” was subjective and may be difficult to administer. Paige would like to
42 streamline the two policies and have structure of both match. The Board discussed the
43 administrative procedure of the policies and examples of “*offensive*”. Paige will incorporate
44 the changes and present them at the June meeting.

45 Paige stated that to help in an overall review of the policies she will ask the each
46 Board member to review a section of the policy manual.

47 Community Relations: There was no report.

48 Technology: Phil stated that John and Tony are working on fine-tuning the Library’s
49 website. In addition Tony is working on placing catalog terminals in the children’s area and
50 directly in the main shelving area.

51 Finance: Lynn reported that the Building Fund had a carryover from 2004 of
52 \$8,064.00. This figure represented a savings in professional services and interest from
53 investments. The HVAC project was delayed until March 2005 and no income or expenses
54 were reported in 2004. The Friends donation for the HVAC project will be reported in 2005.
55 That income and the HVAC expenses will need to be addressed by a budget amendment. The
56 Board discussed the carryover and 2005 income and expenses. After discussion Lynn
57 presented Resolution 01-2005 AMENDING THE 2005 BUILDING FUND BUDGET. Paige
58 made a Motion to adopt Resolution 01-2005. Pierrette seconded and the Motion passed
59 unanimously.

60 **BOARD PRESIDENT**

61 Phil reviewed the two meetings that the Long Range Planning Committee has held to
62 date. The Committee had a wide range of comments about the process and proposed six
63 preliminary priorities – General Information, Information Literacy, Lifelong Learning,
64 Commons (Public Forum), Business and Career Information, Current Topics and Titles. At
65 the second meeting the committee reduced the list to two main items – General Information
66 and Current Topics and Titles. The committee identified weakness in the reference and non-
67 fiction collection and would like to see more titles addressing issues specific to Orcas Island.

68 The Board discussed with Phil the diversity of the committee and his analysis of the
69 proceedings. Discussion included writing the long-range plan, public feedback on the plan, the
70 committee involvement in publicizing the plan,

71 Public comment was received from John Greever on library services versus collection
72 development. Harvey Himelfarb commented on the diverse composition of the committee, the
73 *Planning For Results* formula, using a similar process for other island issues, and the
74 committee members giving credibility to the planning report.

75 After public comment the Board discussed how to involve the committee members in
76 validating the process and the document.

77 Lynn called a break at 10:22 A.M. The meeting resumed at 10:30 A.M.

78 **ROUTINE MATTERS**

79 Finance: Lynn presented payroll in the amount of \$19,742.36. Paige made a Motion to
80 approve payroll. Pierrette seconded and the Motion passed unanimously.

81 Lynn presented the 2005 General Fund Claims Payment Request No.

- | | | |
|----|--------------|-------------|
| 82 | ▪ 2005-04-03 | \$ 2,197.93 |
| 83 | ▪ 2005-05-01 | \$ 4,223.60 |
| 84 | ▪ 2005-05-02 | \$ 8,212.53 |

85 Lynn presented the 2005 Building Fund Claims Payment Request No.

- | | | |
|----|--------------|------------|
| 86 | ▪ 2005-04-02 | \$1,391.84 |
|----|--------------|------------|

87 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
88 unanimously.

89 Minutes: The Board reviewed the Minutes of the April 12, 2005 meeting. Pierrette
90 made a Motion to approve the Minutes. Paige seconded and the Motion passed unanimously.

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

92 There being no additional business, the meeting was adjourned at 10:48 A.M.

93 Submitted by: Mary Pugh

94 Approved:

95 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 14, 2005

5 Chair Chase Riveland convened the meeting at 9:01 A.M. in the Community Room of the
6 Library. Attending were Board members Paige McCormick, John Ashenhurst and Pierrette
7 Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh. Community
8 members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Chase welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Pierrette asked for a discussion on the floor
12 plan and the Booksale Agreement under Old Business.

13 Library Visits: John described a hosted tour of the Seattle Public Library's downtown
14 branch. He was impressed with everything about the library, speaking on the designer's ability
15 to incorporate staff input for public areas, collection, technology, and administration. He went
16 on to mention four floors of collection shelving accessible by a central spiral ramp, a children's
17 collection of over 20,000 volumes, storytime attendance of 100 children, a first floor area
18 dedicated to English As A Second Language with 33 languages represented, access to 400
19 public computers, and an automated book return that separates books for re-shelving by
20 section.

21 Pierrette visited the Ucluelet and Tofino, British Columbia libraries. Both libraries are
22 very small with limited collection, staff, and computers.

23 Correspondence: Phil has received a memorial donation.

24 Director's Report: Phil asked if there were any questions on his written Director's
25 Report. He described the Systematic Development of Informed Consent training he attended.
26 John also attended and described the workshop as exciting and valuable.

27 Phil also reported on a request from San Juan Library to hold a joint Trustee Meeting
28 with Orcas and Lopez Boards; the workroom expansion call for bid; and a meeting with library
29 directors from San Juan and Lopez.

30 Phil asked Audrey Stupke to speak from the audience on the upcoming WILL
31 conference. Audrey described the training for library trustees and encouraged the Board to
32 attend.

33 Phil read from Children's Librarian Carol Erickson's report on the summer reading
34 program, visiting preschools, revamping the children's room with the help of Pierrette and Jim
35 Hamilton, and the children's booths at the Library Fair.

36 Friends of the Library: Friends' representative Gunther Eschenbrenner reported that
37 volunteers are still needed for a variety of positions for the Library Fair. He informed the
38 Board that John Greever is the new chair of the book sale. John is working on the flow of book

39 donations and recruiting, training and scheduling new book sorters. George Garrels mentioned
40 that the County's plans to build a band shell within the village green would affect next year's
41 booth placement.

42 Pierrette will be the Board's representative at today's Friends meeting. Paige will attend
43 the July and August Friends meetings.

44 **PUBLIC COMMENT**

45 There were no comments from the audience.

46 Chase called a break at 9:55 A.M. and the meeting resumed at 10:05 A.M.

47 **OLD BUSINESS**

48 Long-Range Plan: Phil described the final meeting of the Planning Committee, stating
49 that the process could use some tweaking; nevertheless, he felt that every member was heard.
50 The draft of the Long-Range Plan was previously mailed to the Board and copies were
51 available to the public. The document draft emphasizes a return to basics, focusing on a core
52 collection in fiction and non-fiction, and collection and programming that relates to current
53 local issues and interests. The plan includes three service goals, plus a total of nine objectives
54 designed to measure progress toward those goals. A summary of the process and other
55 supporting information including sample activities will be made available in the final report.

56 Chase asked for comment from the public. John Greever spoke on the committee
57 composition, the facilitators and process used, the use of marketing, making better use of
58 library services, and the sample activities.

59 Harvey Himelfarb spoke on the committee composition, having committee members
60 develop the plan document, providing fundamental services, advocating the use of technology
61 and children's services, and increasing the collection size.

62 Audrey Stupke spoke on the professional manner in which the committee was formed
63 and the planning process. She agreed that the library should have a strong collection, saying
64 however that she would be very disappointed if program activities were removed, wanting
65 support for a broad range of library services.

66 Mary Poletti requested a comparison of the 1999 plan and the new plan, and described
67 the advantage of visitors being able to use library services. However, Mary would like more
68 information on the sample goal of using laptop computers in the library. In addition Mary
69 asked if expanding the library and the library budget were included in the process.

70 Ruth Newman commented that Seattle Public Library has wireless and network access
71 for public use.

72 Gunther Eschenbrenner asked about the Community Library Network.

73 Robert Herrup commented on the library trying to do too much. His personal library
74 use is to research specific information himself, not relying on staff.

75 Chase returned the topic to the Board. Discussion included the goals and objectives,
76 committee sample activities, project "scope creep" and try to accomplish too much, approving
77 the vision and letting Phil determine specifics, editing the draft to just the core goals and

78 objectives, editing the language to be consistent between the three goals, and keeping the
79 background and process, sample activities and mission summary in a committee report.

80 Paige made a Motion to adopt the Orcas Island Library District Long-Range Plan 2005
81 stated in Library Goals and Objectives 1, 2 and 3, as edited. John seconded. The Motion passed
82 unanimously.

83 Booksale Agreement: Paige stated that a community member has previously asked
84 about the King County Library System's book sale agreement with attachments and how OILD
85 used the information. She reported that the agreement adopted by OILD did not use a
86 calculation formula that was included in the KCLS agreement. The Board discussed the
87 corporate status of the Friends, resigning the current agreement, developing a new agreement.
88 John reviewed with the Board Fort Vancouver Regional Library System's book sale agreement
89 and the Board discussed how a similar agreement might be implemented at OILD. Additional
90 discussion included arms-length and transparency of transactions between the Library and the
91 Friends.

92 Chase asked for comment from the public. Gunther stated that books culled from the
93 collection compose a small portion of the sale and that the sole purpose of the Friends is to
94 support the Library.

95 Ruth stated that a better distinction needed to be made between donation to the Library
96 for the collection and general donations.

97 John Greever stated that activities such as parties and social events for the benefit of the
98 Library might not be the best use of the funds.

99 Mary Poletti stated that an auction of culled materials could potentially be sold to
100 booksellers and not to the Friends and that book sale revenue should be used for the collection.

101 Floor Plan: Phil stated he had delayed any action on the floor plan until goals and
102 objectives were identified and approved in the Long Range Plan. He will be looking now at
103 how to maximize floor space, realigning shelving with the circulation desk and investigating
104 movable shelving.

105 **COMMITTEE REPORTS**

106 Policy & Personnel: Paige read the proposed *Conduct in the Library Policy* and asked
107 the Board to move forward on adoption. The Board requested that the sentence "The Director
108 is responsible for establishing procedures as appropriate for implementing this Policy" be
109 removed. Paige made a Motion to adopt the *Conduct in the Library Policy* as edited. Pierrette
110 seconded and the Board discussed removing the specific examples under the unacceptable
111 conduct. Chase made a Motion to amend the Motion to adopt to include deleting the sentence
112 on specific examples. Paige agreed to the amendment and John seconded. The Motion passed
113 as amended unanimously.

114 Paige presented the *Children Alone in the Library Policy* and asked the Board to move
115 forward on adoption. Paige made a Motion to adopt the *Children Alone in the Library Policy*.
116 Pierrette seconded and she requested removing the last sentence concerning placing the child in
117 the care of the San Juan County Sheriff's Office. Pierrette made a Motion to amend the Motion
118 to adopt to include deleting the sentence, Paige agreed to the amendment and seconded the
119 Motion. The Motion passed as amended unanimously.

120 In response to John's interest in a policy on board ethics, Paige requested John to
121 develop a draft policy for the July meeting.

122 Community Relations: Pierrette reported that she has received positive feedback on the
123 Long-Range Plan and the inclusion of language adding the word "books" to the document.

124 Technology: John and community members have established a committee to improve
125 the usability of the online catalog. They plan to request support from Seattle Public Library and
126 Timberland Regional Library System technicians on streamlining the search and display
127 features.

128 Finance: There was no report.

129 **PUBLIC COMMENT**

130 Richard Fralick commented that he appreciates the Board accepting comment on issues prior to
131 Board action and views the practice as a positive step in improving community relations.

132 **BOARD PRESIDENT**

133 Chase thanked the Long-Range Planning Committee for their hard work and asked Phil to
134 compose a letter from the Board to all members thanking them for their service.

135 **ROUTINE MATTERS**

136 Finance: Chase presented payroll in the amount of \$19,713.08. John made a Motion to
137 approve payroll. Paige seconded and the Motion passed unanimously.

138 Chase presented the 2005 General Fund Claims Payment Request No.

- | | | |
|-----|--------------|-------------|
| 139 | ▪ 2005-05-03 | \$ 9,292.07 |
| 140 | ▪ 2005-06-01 | \$ 5,204.27 |
| 141 | ▪ 2005-06-02 | \$ 8,811.60 |

142 Chase presented the 2005 Building Fund Claims Payment Request No.

- | | | |
|-----|--------------|-----------|
| 143 | ▪ 2005-06-02 | \$ 283.91 |
|-----|--------------|-----------|

144 Paige made a Motion to approve the Requests. John seconded and the Motion passed
145 unanimously.

146 Minutes: The Minutes of the May 10, 2005 meeting were not presented because a
147 quorum of the Board attending that meeting was not met.

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

149 There being no additional business, the meeting was adjourned at 12:05 P.M.

150 Submitted by: Mary Pugh

151 Approved:

152 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 12, 2005

5 Vice President Lynn Richards convened the meeting at 9:00 A.M. in the Community Room of
6 the Library. Attending were Board members Paige McCormick, John Ashenhurst and Pierrette
7 Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh. Community
8 members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Lynn welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Pierrette asked for a discussion on the Long
12 Range Plan after the Director's Report and the Workroom Expansion under Finance.

13 Library Visits: Phil visited the grounds of the Bellingham Public Library, which just
14 completed a facilities study on their current building. Phil opined that because the city owns
15 the property and the location is central to the city services, remodeling the central branch
16 would be more cost effective than a branch library.

17 Lynn described the Russian State Library in Moscow, Russia having a depository of
18 over 36 million items.

19 Correspondence: Phil has received email on the workroom expansion and author visits.

20 Director's Report: Phil asked if there were any questions on his written Director's
21 Report. The Board expressed their appreciation for the variety and detail of the information
22 presented.

23 John asked about promoting local and regional authors and history. He stated that one
24 way to build interest in the Library is to have a distinct character and collection. Phil described
25 the dilemma of how to separate the collection in a small space. Phil would use the catalog to
26 provide subject headings for local interest. He would also merchandise the information with
27 lists, bookmarks and displays.

28 In addition, Phil discussed the Workroom Project re-bid, EBSCO magazine
29 subscription renewal, newspaper collection indexing, re-sealing the asphalt of the parking lot,
30 the tri-district Board meeting of Lopez, Orcas and San Juan, the San Juan Nature Institute
31 classes, and the 2003 Washington State Library statistical report. The Board would like Phil to
32 send out a press release.

33 Pierrette asked about the presentation of the Long Range Plan and how the supporting
34 documentation will be incorporated. She felt the attachment of supporting documentation was
35 not appropriate. The Board discussed the value of the background material for the planning
36 process and how best to design the plan presentation. Phil will make an attractive tri-fold
37 pamphlet and other presentations and publications as appropriate.

38 Friends of the Library: Friends' representative James Lobdell reported on the Library
39 Fair. He stated that only four food booths are available, all others are taken; volunteers are still
40 needed for the day of the Fair; more silent auction items are needed; and the Museum will host
41 the garden tent and will serve non-alcoholic beverages. Paige will be the Board representative
42 for the August meeting.

43 **PUBLIC COMMENT**

44 James Lobdell commented on the advantages of marketing for the Library.

45 **OLD BUSINESS**

46 Booksale Agreement: Paige received a recommendation, at the June Friends' meeting,
47 that the current Booksale Agreement should be re-signed to relieve any question on its legal
48 status. This, in turn, opens the possibility of re-examining the agreement, together with the
49 disbursement of sale revenue. The Boards' opinion was split on whether to keep the current
50 agreement as is, or whether to incorporate changes based on a model from the Fort Vancouver
51 Regional Library System. The Board asked Pierrette to chair a committee to examine the
52 current arrangement for book deaccessions, donations, and book sales, and return to the Board
53 with a recommendation.

54 **COMMITTEE REPORTS**

55 Policy & Personnel: Paige reported that all Library policies would be reviewed by the
56 end of the year. She asked each Board Member to assist by indicating which policies they
57 would be able to review and then she will assign the tasks.

58 John asked the Board the level of interest in having a policy on board ethics and how
59 detailed the policy should be. The Board consensus was that it might not be needed, though it
60 would not hurt to have one. John delivered to the Board information from different agencies on
61 board ethics. He asked the Board to review the information and respond with comments
62 directly to him.

63 Community Relations: Pierrette had nothing to report.

64 Technology: John reported that an updated version of the Horizon online catalog would
65 be released soon and he has been advised to delay any changes until the update has been
66 installed.

67 Lynn called a break at 10:50 A.M. and the meeting resumed at 11:00 A.M.

68 Finance: Lynn presented the 2005 General Fund Budget Amendment. He asked Mary
69 to highlight the changes. After discussion of the adjustments to revenue and expenses, John
70 made a Motion to adopt Resolution 02-2005 Amending the 2005 General Fund Budget.
71 Pierrette seconded and the Motion passed unanimously.

72 Pierrette asked about the placement of Bob and Phyllis Henigson's donation for the
73 workroom expansion project. Phil confirmed that the donation was with the Orcas Island
74 Community Foundation. He will ask OICF's Treasurer Carol Cotton for additional
75 information.

76 John asked about the expenditures through June, for half the year being at 41% instead
77 of closer to 50%. Mary explained about several once a year payments that have not been
78 expensed yet.

79 **PUBLIC COMMENT**

80 There was no public comment.

81 **ROUTINE MATTERS**

82 Finance: Lynn presented the 2005 General Fund Claims Payment Request No.

- | | | |
|----|--------------|-------------|
| 83 | ▪ 2005-06-03 | \$ 472.78 |
| 84 | ▪ 2005-07-01 | \$ 4,199.77 |
| 85 | ▪ 2005-07-02 | \$ 8,383.41 |

86 Lynn presented the 2005 Building Fund Claims Payment Request No.

- | | | |
|----|--------------|------------|
| 87 | ▪ 2005-06-02 | \$ 323.10 |
| 88 | ▪ 2005-07-02 | \$2,204.72 |

89 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
90 unanimously.

91 Lynn presented payroll in the amount of \$19,475.72. Paige made a Motion to approve
92 payroll. Pierrette seconded and the Motion passed unanimously.

93 Minutes: The Board reviewed the Minutes of the May 10, 2005 meeting. Paige made a
94 Motion to approve the Minutes as presented. Pierrette seconded and the Motion passed with
95 John abstaining.

96 The Board reviewed the Minutes of the June 14, 2005 meeting. Pierrette made a Motion
97 to approve the Minutes as presented. Paige seconded and the Motion passed with Lynn
98 abstaining.

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

100 There being no additional business, the meeting was adjourned at 11:20 A.M.

101 Submitted by: Mary Pugh

102 Approved:

103 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 9, 2005

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

9 **NEW BUSINESS**

10 Introductions: Chase welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Pierrette asked for a discussion on the floor
12 plan after the Director's Report.

13 Library Visits: Phil visited the Kettleton Memorial Library the city library in Sitka,
14 Alaska during the Pacific Northwest Library Association conference. He described a wood
15 building with a row of windows similar to OILD. However, the building does not have the
16 spacious feeling that we have. The city has plans for expansion, however no funding is
17 currently available. The library is situated on the waterfront and is accessed by the cruise ship
18 visitors looking for free Internet service. All the computers were full and the patrons use a
19 reservation system and 15-minute express stations, comparable to OILD. Phil will be keeping
20 tabs on the Kettleton Library as a good comparison to OILD in size, location and community
21 served.

22 Phil also briefly visited the Stratton Library at the Sheldon Jackson College in Sitka and
23 the Juneau Public Library.

24 Correspondence: There was no correspondence.

25 Director's Report: Phil asked if there were any questions on his written Director's
26 Report.

27 Phil briefly mentioned his trip to the Pacific Northwest Library Association conference
28 in Sitka, Alaska. One seminar he attended discussed facility and services audit, which Phil will
29 look into using. Paige asked what an audit would entail and Phil described it as a "secret
30 shopper" type of survey of services and a review of the building itself, utilizing a form that
31 would be adapted to OILD.

32 Pierrette asked about the final placement of the new book drop. Phil stated he and staff
33 are working of placement, possibly in the circle garden, to make it easier for customers to
34 return books. Paige asked about the placement of the old book drops in remote locations. Phil
35 remarked that he is working on establishing locations in Olga and Deer Harbor, with volunteers
36 shuttling books in once a week.

37 In addition, Phil and the Board discussed an upcoming conference at the Small and
38 Rural Library Association, the new Wilson database for developing the library collection, and
39 the 2006 budget cycle.

40 Pierrette asked Phil if he planned to invite Mary Poletti and Andrea Hendrick to
41 participate in his review of the floor plan. Phil has already met with both and plans to keep
42 them involved. Some suggestions from their initial review were implemented in 2003, and Phil
43 will be including funding in 2006 to make additional upgrades in furniture and shelving.

44 John asked about the updates to the website. Phil explained that the current system is
45 trending towards being manually intensive with some updates becoming difficult to implement.
46 John offered to help with staff training. He will meet with Phil and Tony in the coming week to
47 discuss the website.

48 Friends of the Library: Friends' representative Gunther Eschenbrenner reported that the
49 Fair is the only focus for now. There is a final push for volunteers, especially for moving the
50 books late Friday afternoon. There will be a new specialty book section and a new pricing
51 structure will be implemented. The Friends Annual Meeting will be Wednesday, September
52 14th, 7:00 P.M. at Rosario Resort. Paige will be the Board representative for today's meeting.

53 **PUBLIC COMMENT**

54 Lorraine Wallenberg commented on the time and cost involved in the Director
55 attending conferences, the cost of the new book drop, the Board's responsibility for overseeing
56 all line items in the budget, using a mirror on top of the book stacks to see patrons needing
57 help, and the Board's inability to see what patrons want. In addition Lorraine stated that the
58 public could not make demands of the Director, however should demand that the Board
59 oversee the Library.

60 Lou Wallenberg commented on the need for the Board to learn from previous Board
61 decisions and to do more research prior to decisions being made.

62 Chase responded that he agrees with the description of Board responsibility; however
63 he disagrees with the procedures expressed. It is the Board's responsibility to set the budget
64 and the Director's responsibility to stay within that budget. The Board will not question
65 individual expenditures unless there is a problem with the budget. In addition, Chase stated that
66 conferences and seminars are an important component of continuing education for the Director.

67 John responded that it would be impossible for the Director to function if the Board
68 questioned every decision and that it was not their job to review day-to-day decisions. The
69 Board establishes the budget each fall and makes sure the Director lives within that budget.
70 Only exceptions would be brought to the Board. Then, the Board will establish a new budget
71 based on previous experience.

72 **OLD BUSINESS**

73 Booksale Agreement: Paige reviewed for Chase the decision made in July to designate
74 Pierrette to work with the Friends on whether or not a new agreement is needed. Paige stated
75 that at the Friends July meeting, feelings were mixed, though they agreed to a review
76 committee. However, no one was appointed because of current commitments to the Fair and
77 the Annual Meeting. Paige anticipates a decision after officers are chosen at the October
78 Friends meeting. Pierrette stated that she is doing research on the history, the R.C.W.s and the
79 finances.

80 Chase remarked that a new agreement may be needed; however he does not want to
81 lose the spirit of cooperation with the Friends. The optimum solution is for the Legislature to

82 change the law and he will begin efforts toward that end. Chase asked if Lou Wallenberg
83 would be willing to serve on the committee and Lou agreed to help.

84 Chase called a break at 10:17 A.M. and the meeting resumed at 10:30 A.M.

85 Workroom Expansion: Phil reported that no contractors attended the pre-bid showing
86 on Wednesday, August 3rd. He is aware of three interested parties and some sub-contractors
87 have made inquiries. The bid opening is August 24th.

88 Pierrette stated that her research showed that the monetary gift of \$75,000.00 had not
89 been transferred to the Library's building account at OICF and without specific instructions
90 from the donor the donation could be in jeopardy. Chase asked Bob Henigson to comment
91 since he is the donor. Bob stated that an oversight delayed the instruction to transfer the gift
92 from his account to the Library's account. The transfer has been completed and the donation is
93 now under the control of the Library.

94 Tri-Island Library Board Meeting:

95 The Board discussed who is attending the meeting, and arranged travel and meal
96 preferences. The agenda will cover items of interest to all islands.

97 **COMMITTEE REPORTS**

98 Policy & Personnel: Paige discussed with the Board the logistics for employment
99 review of the Library Director. Each Trustee will review the position description and prepare
100 for an executive session within the September meeting by making notes about the Director's
101 performance as compared to the position description.

102 Paige assigned the Policy on Gifts and the Internet Use Policy review to Pierrette and
103 John, respectively. Each will report on their review at the September meeting.

104 John handed the Board a draft for consideration for the Board ethics policy. The Board
105 discussed removing items that are covered by other, established policies, and the description of
106 *ethics* versus *principles*. The Board will give input to John, who will compile the comments for
107 the September meeting.

108 Community Relations: Pierrette had nothing to report.

109 Technology: Discussed under the Director's Report.

110 Finance: Lynn stated that the expenditures percentages were in fine shape for the year.

111 **PUBLIC COMMENT**

112 Robert Henigson spoke on the quality of the library staff and the Board of Trustees, the
113 adoption of a code of conduct (ethics), and the involving of the community in researching the
114 Booksale Agreement.

115 **ROUTINE MATTERS**

116 Finance: Lynn presented payroll in the amount of \$20,899.46. John made a Motion to
117 approve payroll. Pierrette seconded and the Motion passed unanimously.

118 Lynn presented the 2005 Building Fund Claims Payment Request No.

119 ▪ 2005-08-02 \$ 222.45

120 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
 121 unaniously.

122 Lynn presented the 2005 General Fund Claims Payment Request No.

123 ▪ 2005-07-03 \$ 1,481.81

124 ▪ 2005-08-01 \$ 4,085.35

125 ▪ 2005-08-02 \$ 18,783.55

126 Pierrette made a Motion to approve the Requests. Paige seconded and the Motion passed
 127 unaniously.

128 Minutes: The Board reviewed the Minutes of the July 12, 2005 meeting. Pierrette
 129 requested a change to line 34, to include more information on the discussion of the Long Range
 130 Plan. Paige suggested adding, “She felt the attachment of supporting documentation was not
 131 appropriate.” Pierrette agreed with the change. Paige made a Motion to approve the Minutes as
 132 corrected. John seconded and the Motion passed with Chase abstaining.

133 **Other:** Phil stated that the Library was gifted with a line drawing of the building with the
 134 circle garden. He gave out postcards that were made with the design. He hopes to be able to
 135 use it in the future. In addition, informational advertising will be published in the Sounder on a
 136 monthly basis.

137 There being no additional business, the meeting was adjourned at 11:20 A.M.

138 Submitted by: Mary Pugh

139 Approved:

140 _____

1 **Lopez Island Library District—Orcas Island Library District**
2 **San Juan Island Library District**

3 **Special Combined Meeting of Boards of Trustees**
4 San Juan Island Public Library Meeting Room
5 August 10, 2005

6 Attendees:

7 Lopez Island: Ann Behan, Karen Rogers, Aimee Hirschel (Director)

8 Orcas Island: John Ashenhurst, Chase Riveland, Lynn Richards, Pierrette Guimond, Phil
9 Heikkinen (Director)

10 San Juan Island: Richard Civile (President), Ruth Offen, Tom Metke, Shannon Sword (Youth
11 Services Librarian), Lauren Stara (Director)

12 Richard convened the meeting at 11:40 am. Attendees introduced themselves and ate lunch
13 provided by SJILD.

14 Lauren gave a tour of the recently remodeled building.

15 Tom talked about research into alternative approaches for providing health insurance to
16 staff and families, faced with rapidly rising costs, currently about 20% annually. He said that San
17 Juan was considering a Health Savings Account option, the Regence Blue Shield company's
18 HSA Qualified Preferred Plan, which could provide comparable insurance to existing health
19 plans, with the following differences: higher deductibles, lower premiums, and the ability to keep
20 contributions in an account the enrolled member would own and that would roll over from year
21 to year. The member could choose from among different options with varying deductibles and
22 costs. Currently, SJILD covers 1/3 of the cost of employee and dependents, for a total of about
23 \$35k this year for seven staff members. Tom distributed copies of the plan details to the meeting
24 attendees.

25 Lauren shared copies of the new San Juan Island Friends of the Library agreement with
26 SJILD. She liked that it was concise and flexible. Attendees discussed the process and the
27 document itself.

28 Aimee shared news from Lopez. Their website has been active for about six months,
29 focusing on community links. They are working on implementing an online system, under
30 development by Willem Scholten, Executive Director of the nonprofit Learning Access Institute,
31 www.learningaccess.org. He worked most recently with the Gates Foundation on behalf of the
32 library grant project, as Executive Director of the Gates Center for Technology Access. The
33 system is Linux-based, and is costing about \$5000 initially. The Library is working on
34 developing a patron database in preparation for issuing library cards.

35 Phil talked about the Orcas Library's new long-range plan, developed through a
36 community-based process involving three meetings. The Board approved the plan in June. He

37 also talked about the project to expand the staff work area. After a lack of response to the first
38 bid process, a second bid process will culminate in a bid opening at 2 pm on August 24. The
39 annual Library Fair was scheduled from 10 to 4 pm on August 13 at the Eastsound Village
40 Green.

41 Richard introduced the topic of resource sharing, suggesting the possibility of creating a
42 joint project within the next six to eight months among the three library districts that would
43 benefit each of them and demonstrate some of the possibilities for cooperation. Attendees
44 discussed such topics as sharing staff resources (tech support, for example), electronic resources
45 such as databases, job exchanges or visits among staff, training days, and rotating collections of
46 one or more formats. The idea of setting up a committee to explore the options came up, though
47 was not acted on officially.

48 The meeting was adjourned at 2 pm.

49 Minutes are submitted by Phil Heikkinen.

50 Approved:

51 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 13, 2005

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

9 **NEW BUSINESS**

10 Introductions: Chase welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: The Ethical Conduct Policy was added to
12 Policy and Personnel.

13 Library Visits: Pierrette visited the libraries in Winthrop and Twisp, Washington. They
14 are part of the North Central Regional Library System They are very small and space is tight.
15 Public Internet is available on two computers in Winthrop and only one in Twisp. They have
16 limited hours during five days of the week and utilize some volunteers.

17 John felt the visit to San Juan Library was worthwhile. It was interesting to see the new
18 layout, the moveable shelving, and the use of laptop computers. He was, however, not satisfied
19 with the lighting.

20 Correspondence: Paige mentioned the letter from the Medina Foundation regarding the
21 sale of Turtleback Mountain property.

22 Director's Report: Phil asked if there were any questions on his written Director's
23 Report.

24 Phil thanked John for his continuing help with the Library's web site. A statistical chart
25 for patron usage was included in the packet and Phil explained that he would vary the items
26 reported each month. Phil stated that the usage continues to be impressive with perhaps one-
27 third of the total representing visitor usage. All the Internet computers continue to be heavily
28 used. Phil will be looking at the 2006 budget for ways to relieve the strain on the hard-wired
29 portion of the network. He will also be looking at ways to make the west reading room a quiet
30 area.

31 Phil met with Lisa Roberts of Buffalo Design for a consultation on the Library's space
32 allocation. She spent several hours touring the Library and discussing use needs. Buffalo
33 Design recently completed the San Juan Library remodel and the expansion of the Lopez
34 Island Library. Lisa will prepare a proposal to develop options and Phil estimates the project
35 could be completed for \$40,000 and would add up to 20% more space for the collection. Lisa
36 indicated there was not a lot of extra space and will look at simple solutions from moveable
37 shelving, to radical solutions such as converting the meeting room for additional space.

38 Paige asked about the newsletter to be inserted into the *Islands Weekly* or the *Islands'*
39 *Souder* versus the bulk mailing of the LifeLong Learning Quarterly. Phil reported that the

40 staff is still working on the cost analysis. The Quarterly was a three per year publication and
41 the new insert will come out as often as six per year. The Board discussed the pros and cons of
42 bulk mailing and the challenge of getting information to those who do not regularly use the
43 Library.

44 John asked about the new guidelines for classes. Phil stated he had not communicated
45 the new directives clearly with some of the instructors, and feels those issues have now been
46 resolved. The purpose is to decrease staff time in the production and maintenance of classes
47 and focus more staff time to the development of the collection as outlined in the Long Range
48 Plan. Some of the individual instructors and institutional groups were extremely dependent on
49 Library staff and the classes did not complement the new focus on books and information. No
50 classes will be discouraged, however the level of involvement from the staff may be
51 significantly reduced for classes outside our focus area. The Board discussed the staff
52 involvement, budget allocation, instructor commitment and optional funding sources. Chase
53 asked that additional discussion be tabled until the October meeting.

54 Friends of the Library: There was no Friends representative present. Phil reminded
55 everyone of the Friends Annual Meeting, Wednesday, September 14th at Rosario Resort
56 beginning at 7:45 P.M. Phil is attending the WILL conference with John Ashenhurst and will
57 be unable to attend. He is sending a written statement that Toby Hiller will deliver and
58 Children's Librarian Carol Erickson, will also talk.

59 Pierrette will be the Board representative at the October Friends meeting.

60 PUBLIC COMMENT

61 Ruth Newman spoke about the newsletter versus Quarterly bulk mailing, asking the
62 Friends to help with additional funding for staff time involved with classes, and the cost of
63 moveable shelving versus rearranging the existing shelving.

64 Robert Herrup asked about the new book drop placement in the circle garden, the
65 benefit to patrons, and the cost involved.

66 OLD BUSINESS

67 Workroom Expansion: Phil reported that the second call for bid resulted in some
68 additional interest, however no formal bids were received. Contractors commented that the cost
69 would be closer to \$200,000, which would put the cost per square foot at over \$280 a square
70 foot, well above the existing estimates. Phil explained three possible alternatives: a) going out
71 for a third bid; b) developing a small works roster which would allow for vendors to apply to
72 be added to the roster and then conducting telephone bids from those vendors; or c) some way
73 of working with a contractor as a consultant while inviting bids directly for each part of the
74 project. Paige stated that it was also possible to reduce the size of the project.

75 The Board discussed the higher estimates for the project, why the cost has escalated,
76 and how individual sub-contracts could end up even more expensive. They discussed the need
77 for site fill that would increase the preparation costs, the possibility of enlisting volunteers to
78 help with the construction, and requesting bids from sub-contractors.

79 In addition, the Board discussed the small works roster and whether to proceed with its
80 establishment or wait until the October meeting. It was agreed that the item would be tabled

81 until the October meeting. Chase asked Lynn and George to work with Phil to obtain sub-
82 contractor quotes and investigate the use of volunteers for the project.

83 Chase called a break at 10:28 A.M. and the meeting resumed at 10:38 A.M. Chase tabled
84 discussion of the Internet Use and Ethical Conduct Policies, and the Community Relations and
85 Technology Committee reports until the October meeting.

86 **COMMITTEE REPORTS**

87 Policy & Personnel: Policy on Gifts—Pierrette expressed her concern that the gift from
88 Bob and Phyllis Henigson was not properly handled. She felt that the State Auditor was clear
89 that gifts should be placed with the Treasurer. Chase asked Bob to recall his original intentions.
90 Bob stated that it has his desire to cover a portion of the cost for the workroom expansion and
91 to place the funds with OICF for the benefit of the Library. The Board discussed funds placed
92 directly with the Library and funds placed with OICF for the benefit of the Library. Pierrette
93 felt the issue is the discussion of gift acceptance at the time the gift is made, that the Board
94 should discuss how to accept a gift and what to do with the gift once accepted. Phil stated that
95 the State Auditor's letter concerned gifts placed directly with the Library and not gifts that
96 donors direct to OICF. The letter was clear that the Library could not lead or "hold hands" of
97 the donor and that the Board would have to be careful in any discussion on accepting gifts.
98 Paige felt the best way to accomplish a clear understanding was to have the Policy on Gifts
99 state clearly how gifts were received.

100 Chase tabled further discussion until the October meeting.

101 Community Relations: The report was tabled.

102 Technology: The report was tabled.

103 Finance: 2006 Budget—Phil began the discussion on the budget with a look at the
104 projected revenue and use of carryover, emphasizing the increased usage of the Library. The
105 Board began discussion of the expenses with a review of personnel salary and benefit costs.
106 Discussion centered on the increase in medical insurance costs, cost of living percentage, the
107 salary and benefits survey, the level and quality of public service, program accounting, and the
108 reserve study.

109 Chase asked for comment. Richard Fralick commented on the increase in salary and
110 benefits over the last ten years and the need for the Board to understand the historical
111 significance to the budget.

112 Lorraine Wallenberg commented on allowing staff an input in salary decisions and that
113 the Board's first responsibility is to the public, not the staff, and to use tax dollars wisely.

114 Robert Herrup agreed with Ms. Wallenberg and requested additional information on the
115 calculation of salary and benefit costs.

116 **EXECUTIVE SESSION**

117 The Board retired into Executive Session at 11:45 A.M. for the personnel review of the
118 Library Director. Lynn left the meeting at 1:00 P.M.

119 Chase reconvened the regular meeting at 1:48 P.M. Chase made a Motion to commend
120 Phil on doing an admirable job over the past year. Paige and John seconded, and the Motion
121 passed unanimously. Chase tabled further discussion until the October meeting.

122 **COMMITTEE REPORTS**

123 Policy and Personnel: Paige stated that the current Per Diem Policy should be reviewed
124 the first of each year to align reimbursement rate with those of San Juan County. The Library
125 can continue to use those rates, or could follow the State of Washington, which calculates per
126 diem based on travel destination. Paige recommends following San Juan County per diem rates
127 as stated in the Library's proposed new policy. Paige made a Motion to adopt the new Per
128 Diem Policy. John seconded, and the Motion passed unanimously.

129 **ROUTINE MATTERS**

130 Finance: Chase presented payroll in the amount of \$19,690.50. Pierrette made a
131 Motion to approve payroll. Paige seconded and the Motion passed unanimously.

132 Chase presented the 2005 General Fund Claims Payment Request No.

133	▪ 2005-08-03	\$ 2,213.01
134	▪ 2005-09-01	\$ 6,519.50
135	▪ 2005-09-02	\$ 20,330.03

136 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
137 unanimously.

138 Minutes: The Board reviewed the Minutes of the July 12, 2005 meeting. Paige
139 requested a change to line 101, to remove a double period. John made a Motion to approve the
140 Minutes as corrected. Pierrette seconded and the Motion passed with Lynn not present.

141 **OTHER**

142 Chase mentioned that John Ashenhurst's son, Noah Ashenhurst has just published a
143 work of fiction, *Comfort Food*, which is available online. The Board expressed
144 congratulations to Noah.

145 Chase reported that Lynn's Board term expires this year and that Commissioner Lichter
146 has started work on a nominating committee. In addition, Chase stated that he would be
147 resigning his Board term at the end of the year for personal time commitment conflicts. The
148 Board members expressed their sadness that Chase would be leaving.

149 There being no additional business, the meeting was adjourned at 11:20 A.M.

150 Submitted by: Mary Pugh

151 Approved:

152 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 October 3, 2005

5 Chair Chase Riveland convened the meeting at 1:00 P.M. in the Meeting Room of the Orcas
6 Island Fire Department. Attending were Board members Lynn Richards, Paige McCormick,
7 John Ashenhurst and Pierrette Guimond, Library Director Philip Heikkinen, and staff member
8 Mary Pugh. Community members were also in attendance.

9 **FINANCE**

10 Draft 2006 Budget: Phil reviewed the process of studying activity level, budget,
11 program costs and then tried to compare that to other libraries. He responded to the *Sounder*
12 article with a review of what would the Library be if it was similar to other libraries with the
13 same per capita. He provided the Board with a spreadsheet comparing income, costs and
14 services from 1995 to 2004 showing the increase in service provided relative to increased
15 costs.

16 The Board discussed the figures looking at additional volunteer hours, increase versus
17 inflation, the size and experience of the staff, program services compared to collection
18 services, and projecting cost out into 2007 and 2008.

19 Public comment was received from Ruth Newman on the cost of volunteers, program
20 base budgeting, and comparing program services with collection and computer services.

21 Mary Poletti commented on the spike in attendance of 2002 programs, what were the
22 programs, why had attendance later fallen, the decrease in cardholders, comparing the Library
23 statistics with small branch libraries in other districts, and factoring the joy of Orcas into
24 compensation allowances.

25 Chase asked Phil to lead the discussion of the draft 2006 budget. Phil began with the
26 income projections and reviewed the dedicated project revenues that are carried over each year.
27 The Board discussed the tax revenue calculation and new construction estimates.

28 Chase called for a break between 2:20 and 2:30 P.M.

29 Phil outlined the use of reserve funds to cover building and equipment maintenance.
30 The Board discussed expense items by category. In personnel and benefits, the Board discussed
31 the estimate for COLA at 3%, how the COLA is determined, the historical increase in salaries for
32 the last 3 years, and the escalating cost of medical insurance.

33 In office and operating supplies, the Board discussed the value of advertising as a
34 means to reach more than regular Library users. Public comment was received from Andrea
35 Hendrick and Ruth Newman on using Friends money to pay for advertising.

36 In operating expenses the Board discussed class instructors, building and liability
37 insurance, building maintenance, computer and equipment maintenance and Friends money.

38 In machinery and equipment purchases, the Board discussed the purchase of a new
39 copier, and using Friends money to purchase laptops.

40 In collection purchases, the Board discussed how the Long Range Plan is reflected in
41 the budget for collection, adding shelving and shelving constraints, staff hours spent on
42 programming versus hours spent on collection.

43 The Board discussed with Phil program-based budgeting and zero-base budgeting,
44 which would allow a means to review the budget based on the services provided. Phil stated
45 that the financial budget is not an appropriate tool to review programming, in that it can not
46 reflect the priorities of the staff in the implementation of the Long Range Plan. Phil felt that the
47 proposed draft is a frugal budget that is responsive to services and programs.

48 The Board asked Phil to develop a program based budget review and a contingency
49 budget, in standard format, if we were forced to make overall reductions of 5, 10, and 15%.

50 **PUBLIC COMMENT**

51 Andrea Hendrick remarked about the benefit of a committee to discuss the philosophy
52 of funding the Library, the constraints of a 1% tax increase, and the continuing increase in staff
53 costs.

54 Mary Poletti commented on the Long Range Plan's inclusion of books as a priority, the
55 projected rate of utility increase being too low, the possibility of property devaluing in the
56 County, and extending a budget forecast out farther.

57 Ruth Newman asked about performance budgeting.

58 Leith Templin remarked that the Board needs to instruct the Director to cut the budget
59 and bring it in line with revenue, the inclusion of new construction raising the tax increase to
60 3% or more each year, frustration with the space planning process, the Board's necessity of
61 reviewing salary with benefits as a compensation package, and the escalating cost of staff.

62 **ADJOURNMENT**

63 Chase set the basic agenda for the October 11, 2005 meeting. There being no additional
64 business, the meeting was adjourned at 4:21 P.M.

65 Submitted by: Mary Pugh

66 Approved:

67 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 October 11, 2005

5 Chair Chase Riveland convened the meeting at 9:02 A.M. in the Community Room of the
6 Library. Attending were Board members Lynn Richards, Paige McCormick, John Ashenhurst
7 and Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.
8 Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Chase welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Pierrette asked to include the status of
12 Library reserves within the Workroom Expansion discussion and to also include the current
13 salary schedule with the Staff Salary and Benefit discussion.

14 Library Visits: Pierrette visited Chilmark Free Public Library on the Island of Martha's
15 Vineyard, Massachusetts, which is a town-supported department. The Cape Cod style building
16 is a little smaller than OILD and features wood floors. The floor plan offers a separate children
17 and teen areas with a filtered workstation, and a meeting room which is heavily used. Visitors
18 and non-residents pay a kdollar for a library card, which must be presented to use the Internet.

19 Correspondence: No correspondence was received. Phil received website-generated
20 questions on the newsletter.

21 Director's Report: Phil asked if there were any questions on his written Director's
22 Report.

23 Pierrette asked about the Buffalo Design contract specifications and cost. The Board
24 discussed the information from Lewis Architecture and public input, the possibility of a public
25 presentation, and the cost of providing only a design plan.

26 John asked about the research on the Health Savings Account medical insurance plan.
27 The Board discussed how a change would affect the current PEBB plan, the escalation of
28 medical costs, benefits provided at the Fire Department and the San Juan Library, and
29 comparing the full salary and benefit package.

30 John asked about the cost of living adjustment (COLA). Phil discussed the website for
31 the Bureau of Labor Statistics which compiles the national and regional information. Pierrette
32 stated that San Juan County is using 2% for 2005 and 2006. Mary explained that the County is
33 in contract negotiations with their Guilds and has not finalized the COLA. Phil commented that
34 the County is using 2% as a preliminary estimate, and that 3% appears more in line with
35 current research.

36 John asked about the collection statistics and how the information is verified. Phil
37 discussed the work staff is doing based on the conversion from the Dynix program to the
38 Horizon program and deleting old obsolete records.

39 Friends of the Library: There was no Friends representative present. Pierrette will be
40 the Board representative at today's meeting and for the November meeting.

41 **PUBLIC COMMENT**

42 No comments were made.

43 **OLD BUSINESS**

44 Workroom Expansion: Phil discussed the benefits of a public works and purchasing
45 policy and how the project would proceed if one was adopted. He received advice from the
46 Municipal Research and Services Center (MRSC), the State Auditor's office, a state
47 construction engineer and the attorney for San Juan Library. The SAO's primary concern is
48 that the Library act in a fair and reasonable process with no favoritism and with the best
49 possible cost. The policy under discussion would allow the Library to hire a consultant to
50 oversee the project, then advertise and negotiate directly with subcontractors.

51 Lynn reported on his work with George Garrels to obtain estimates from subcontractors
52 that to date total \$113,000. Lynn is also working on getting a standard subcontractor's contract
53 from the County. The Board discussed the level of complexity involved with subcontractors,
54 and a timeline for completion and funding.

55 Chase completed the discussion on the public works and purchasing policy. The Board
56 discussed the Library as a municipal corporation and the attachment of the purchasing matrix.
57 Paige asked for a deletion of the words "and encouraged" from the policy. Paige made a
58 Motion to adopt the public works and purchasing policy as amended with the attachment of the
59 purchasing matrix. Pierrette seconded and Chase asked for public comment. No additional
60 comment was made. Chase called the vote and the Motion passed unanimously.

61 The discussion returned to the Workroom Project and how to proceed. The Board
62 discussed the estimates, obtaining firm bids, cost over-runs, contracts not to exceed specified
63 dollar amounts, and the original \$120,000 project approval. Chase asked Lynn and George to
64 proceed with obtaining written bids.

65 Chase called a break at 10:30 A.M. and the meeting resumed at 10:40 A.M.

66 **COMMITTEE REPORTS**

67 Policy & Personnel: Finalize Review of Library Director: Paige began the discussion
68 by restating the positive review of the Director from the September Executive Session. Paige
69 would like the Board to consider a 2% merit increase for the excellent performance of the
70 Director for the past year. She discussed the salary range of the Director's position and how the
71 current and proposed salary fit within the range based on experience and growth. John clarified
72 that the 2% would be effective on the 2005 anniversary date of the Director. Pierrette discussed
73 how the salary increase does not take into account the large increase in medical insurance
74 premiums that the Library is paying and that the history of the last five years reflects a
75 continuing increase in personnel cost. Chase stated that the salary line item in the 2006 budget
76 does not reflect the possibility of a merit increase on the anniversary of the date of hire. Paige
77 remarked that the philosophy of the Board is to consider wage and benefits that are comparable
78 within the region and industry. She said the salary and benefit survey the Library undertook

79 allowed the District to be competitive in the compensation package offered. John remarked that
80 compensation philosophy is complicated and requires additional discussion from the entire
81 Board. He agrees with Paige's assessment of the Director's review. Lynn made a Motion to
82 award a 2% merit increase to the Library Director. John seconded and Chase asked for
83 discussion. Pierrette stated that she is not comfortable proceeding without additional discussion
84 on all compensation. Chase called the vote and the Motion passed with a vote of 4-1.

85 Staff Salary and Benefit Discussion: Pierrette asked the Board to review the current
86 salary schedule. It reflects a modification date of January 2005 and questions when the Board
87 approved a modification to the schedule. Phil explained that when the Board approved the
88 2005 Budget in November 2004, it included a 2% merit increase for 2005, and the schedule
89 was adjusted for that increase in January 2005. Pierrette stated that process increases the salary
90 schedule every year and eventually the Library will not be able to support the schedule. Paige
91 stated she felt the compensation package was reasonable. She expressed a concern that the
92 Library needs to be competitive in order to attract and retain qualified staff. Pierrette would
93 like the Board to ask the Director to find a way to lower personnel and health costs, possibly
94 having the employees pay a portion of health care costs. She feels a discussion needs to happen
95 now because waiting until there is a problem is not the way to handle the situation. John stated
96 that the Board needed additional research to understand the entire benefit package and
97 suggested that the next six months be used to fully understand how it will effect the budget
98 cycle. He feels that the Board has a need and responsibility to discuss the escalation in
99 personnel and benefit costs. Phil stated that the costs are moderate compared to other libraries
100 that have the same benefits. His understanding of his direction from the Board is to keep the
101 salary and benefits at the current level relative to the cost of living.

102 Community Relations: Pierrette stated she had a conversation with a community
103 member over concerns about the 2006 budget. They were not able to make the meeting.

104 Technology: John reported that the staff has identified a problem on the server with
105 access to the online catalog and to our subscription databases. Phil stated that a network card
106 has failed and staff is working with Dynix to make repairs under the system warranty.

107 Finance: Lynn commented that the current budget status is in fine shape with spending
108 at 49%. [This figure includes reserve funds. Not including reserves, we are at 63% expenses,
109 while having gone through 75% of the budget year]

110 Future Budget Sub-Committee: Chase has assembled a Board sub-committee to discuss
111 and research future budget issues. He has appointed Paige as chair, joined by Pierrette, Leonard
112 Wood, and Harvey Himelfarb. John felt the financial budget does not explain how the costs
113 relate to services. He would like to start with what services are provided and what they cost. It
114 is simpler to understand the finances relative to the purpose of the Library. He would like a
115 way to align finances with services so that he may understand how the finances relate to how
116 the Library operates. Chase stated that zero-base budgeting was beyond the scope and
117 timeframe of the committee and that there are other ways to get the information John is
118 requesting. John would like to have it in place for the '07 budget cycle. Phil stated that it would
119 be helpful to frame the discussion around the value of the Library to the community and what
120 are the best spending policies centered on priorities expressed in the Long Range Plan. Paige
121 would like Phil to attend committee meetings to facilitate information and procedures related to
122 the budget.

123 Draft 2006 Budget: Phil stated that the 2006 figures were not changed. A column was
124 added to show the original 2005 budget prior to the mid-year amendment. Pierrette would like
125 the Board to look at the personnel expense now and not wait for the committee to report back.
126 She is concerned about the continuing increase with no caps. She would like to see a history of
127 the staff formula because her figures do not match the 2006 budget. She would also like further
128 research on the medical expenses. Paige and John stated that the calculations could be shown
129 and that no merit increase is planned for 2006.

130 Chase asked for public comment. Andrea Hendrick asked how a program budget would
131 work, why the percentage spent on collection was so low and salaries higher.

132 Lorraine Wallenberg stated that a good Library could be run with volunteers and that
133 the Board needs to orient their deliberations more to the public. She also stated that it appeared
134 that salaries were continuing to increase because of merit. Why not do a one-time merit
135 payment that would not effect the base. She asked what is merit based on, what are employee's
136 goals and how are they met, and that employee reviews should be public.

137 Robert Herrup stated that the Board's first responsibility is to the public. He was able to
138 understand the salary calculation was higher because of merit.

139 **Chase left the meeting at 12:08 P.M.**

140 Phil distributed a spreadsheet, which would allow discussion on what areas might be
141 addressed if the budget were to be cut based on 5%, 10% and 15% reductions. Phil said that
142 some costs are fixed and would not change with a reduction in staff or services.

143 Public comment was received from Robert Herrup on the format of the spreadsheet.
144 Harvey Himelfarb commented on program or service reduction, and asked whether the Library
145 had considered implementing fees for some services.

146 Phil replied that in his opinion we should ask the community to provide tax support for
147 the basic services of the Library, which would need to be defined and prioritized before cuts or
148 fees for services were implemented.

149 **ROUTINE MATTERS**

150 Finance: Lynn presented payroll in the amount of \$20,184.43. John made a Motion to
151 approve payroll. Paige seconded and the Motion passed unanimously.

152 Chase presented the 2005 General Fund Claims Payment Request No.

- | | | |
|-----|--------------|-------------|
| 153 | ▪ 2005-09-03 | \$ 1,134.90 |
| 154 | ▪ 2005-10-01 | \$ 6,121.51 |
| 155 | ▪ 2005-10-02 | \$ 5,514.58 |

156 Pierrette made a Motion to approve the Requests. Paige seconded and the Motion passed
157 unanimously.

158 Minutes: The Board reviewed the Minutes of the September 13, 2005 meeting. Paige
159 made a Motion to approve the Minutes. Pierrette seconded and the Motion passed.

160 The Board reviewed the Minutes of the August 10, 2005 Tri-Island meeting. Pierrette
161 made a Motion to approve the Minutes. John seconded and the Motion passed with Paige
162 abstaining.

163 **OTHER** – There was nothing additional.

164 There being no additional business, the meeting was adjourned at 12:36 P.M.

165 Submitted by: Mary Pugh

166 Approved:

167 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Re-Scheduled Regular Board Meeting

4 November 15, 2005

5 Chair Chase Riveland convened the meeting at 9:02 A.M. in the Community Room of the
6 Library. Attending were Board members Lynn Richards, Paige McCormick, John Ashenhurst
7 and Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.
8 Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Chase welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Pierrette asked to include discussion of the
12 Salary Plan Policy under Policy and Personnel.

13 Library Visits: There was no report.

14 Correspondence: No correspondence was received. Phil received written suggestions
15 from the Suggestion Box and website-generated reference questions.

16 Director's Report: Phil asked if there were any questions on his written Director's
17 Report.

18 Paige asked about receiving a copy of the interview of Phil that he mentioned in his
19 report, published in the Washington Library Association's Grassroots Report, Sept/Oct 2005.

20 Paige asked about the timing of implementation of the cost of living adjustment (COLA).
21 Chase asked if the Board could make an amendment to match the San Juan County COLA.
22 Mary stated that Board could make a change, however the labor negotiations between the
23 County and their Guilds could take several months to finalize. Phil said that the 3% in the 2006
24 budget was the best estimate with the information available and expects the national average to
25 be higher.

26 John asked about the advertising in the Islands' Sounder, and checkout procedures for
27 items on reserve. Paige asked about the interlibrary loan procedure for high school seniors
28 working on their senior project.

29 John expressed frustration with the continuing problems for online access to the
30 Library's catalog. He discussed with Phil the long period of time between discovery, diagnosis
31 and repair, the difficulty in diagnosis of an intermittent connectivity problem, the use of a
32 service to monitor online connectivity, the difference between in-house diagnosis and
33 contracting with outside technicians, and the effect on patron customer service. The Board and
34 Phil agreed that readily available and reliable Internet access was a very important service to
35 the patrons.

36 Chase commended Phil on continuing to establish relationships and partnerships in the
37 community and the northwest region.

38 Friends of the Library: Chase reminded everyone of the Holiday Tea on Saturday
39 December 3rd at 1:00 PM. Judy Schliebus passed around a sign-up sheet for cookie and
40 sandwich refreshments for the Tea.

41 **PUBLIC COMMENT**

42 No comments were made.

43 **OLD BUSINESS**

44 Draft 2006 Budget: Lynn made a Motion to accept the final draft of the 2006 budget
45 represented in Resolution 03-2005. Paige seconded and Chase opened the discussion to the
46 Board.

47 Pierrette stated that she is concerned about using carryover and reserves to balance the
48 budget. In addition, she felt the Board had an obligation to the taxpayers to stay within the tax
49 revenue. One way to reduce expenses is to allow for only a minimal increase to personnel and
50 benefits, which she believed to have risen 6% annually for the past 5 years.

51 John agreed that the personnel and benefit increase have compounded over time with an
52 annual COLA and merit increase. He feels the 2006 expenses for personnel and benefits are a
53 somber approach to control expenses and are not following past spending policies. He is not
54 comfortable making additional changes until the committee studying the budget returns with
55 recommendations and the Board reviews the whole budget process.

56 Paige agreed that the Board should have the recommendations from the committee
57 before making significant changes to the budget. She is comfortable with the recommendations
58 from the Director for the 2006 budget and the restraint shown within the personnel and benefit
59 categories.

60 Pierrette continued that the salary schedule and medical benefits have no cap to retain
61 increases and that the Board must plan now and not wait until there is a more serious problem.
62 She has been encouraging the Board during the previous discussions to reign in costs, making
63 small adjustments overall to keep expenses within the tax base.

64 Phil stated that there actually is a salary cap for each position with respect to merit
65 increases.

66 Chase stated that he shares Pierrette's concerns and that was the reason behind the
67 formation of the budget committee. He feels a long-range approach based on recommendations
68 from the committee would best serve the budget process. He asked what changes Pierrette
69 would make.

70 Pierrette stated she would be conservative now, with no COLA, and made a change with
71 a budget amendment. She is concerned that the 2006 tax base is \$482,000 and the expenses are
72 \$572,000. She expressed that the Library could not continue living beyond its means. She
73 would encourage an across-the-board reduction to the expenses.

74 Lynn stated that Phil has done an outstanding job staying within the current budget and
75 this will allow for a larger than anticipated carryover for 2006. He feels that the 3% COLA is in
76 line with the national average and would prefer to wait on any changes until the committee
77 returns with its recommendations.

78 Paige stated that additional revenue is available for 2006 and projects covered by the
79 budget are a greater benefit to the Library. The committee is estimating a \$40,000 shortfall in
80 2007 and \$50,000 in 2008; however, she does not feel the situation is insurmountable. She
81 would like to accept the 2006 budget and continue to scrutinize the budget process with the
82 budget committee and then make recommendations to the Board.

83 John expressed the inadequacy of the budget process to address the cost of providing
84 services and hopes that Phil will have worked out a program-based budget before next summer.
85 He considers the 2006 budget to be neutral and a 3% COLA is fair to keep wages from sliding
86 backwards. He would not look at cutting one area of the budget and instead request the
87 Director to reduce spending two or three percent overall, if necessary.

88 Chase remarked that Phil had achieved a reduction by not calculating in additional
89 inflation within the expenses. He feels the current salaries are in line with other county salary
90 positions and should keep pace to retain quality staff and to minimize turnover. The 3% COLA
91 is a modest proposal, and the medical benefits are average for the area. He would like to have
92 recommendations from the budget committee before make additional changes.

93 Pierrette would like to have the recommendations from the committee before accepting
94 any merit or COLA and would like to investigate a cap on salaries. The personnel and benefit
95 expenses are increased every year with no review, which has allowed for an average 6%
96 increase each year.

97 Chase asked for public comment. Robert Herrup believes in having wage caps with an
98 overall review every 5 years based on CPI increases. Robert added that it would be very
99 difficult for the Board to award an increase and then take it back. This action would be very
100 negative for staff morale. It would be better to wait and give a COLA in midyear. In addition,
101 Robert asked if it were possible to give a financial award back to the Director, as an incentive
102 to cut expenses without reducing services or the collection.

103 Lorraine Wallenberg asked why the Board has not addressed increasing revenue by
104 adopting use fees, for example, computer access fees for visitors. She stated that the Board has
105 done nothing but dance around the budget issue, which should have been addressed earlier in
106 the year. She feels it would be bad management to rescind a salary increase after it had been
107 given.

108 Rachel Adams stated that she has faith in the experience of the Director; that he is well
109 trained in financial management. She feels the Board should set the policy and ask the
110 professional, hired by the Board, to carry it out.

111 Mary Poletti agreed with Rachel, and wondered about involving the Friends and other
112 donors involved in increasing revenues.

113 Chase returned the discussion to the Board. John asked if Pierrette had an amendment
114 to the current Motion to accept the 2006 budget. Pierrette made a Motion to amend the current
115 Motion to accept the 2006 budget, by adding a condition to adjust spending in personnel
116 category 10 and benefits category 20 by no more than 2% over the 2005 budget. There was no
117 second.

118 Chase called for the vote to approve Resolution 03-2005 and the Motion passed 4 to 1.

119 Chase called a break at 10:32 A.M. and the meeting resumed at 10:40 A.M.

120 Lynn presented Resolution 04-2005 Establishing the 2006 Tax Levy. Paige made a
121 Motion to approve Resolution 04-2005. John seconded and the Motion passed unanimously.

122 Lynn presented Resolution 05-2005 Adopting the 2006 Building Fund Budget. Lynn
123 made a Motion to approve the 2006 Building Fund Budget. Paige seconded and Chase asked
124 for discussion. Pierrette stated that she needed additional information on the Workroom
125 Project and Space Reallocation before she could vote on a budget. Phil and Mary assured her
126 that approval of the budget did not automatically approve the projects. Chase called for the
127 vote and the Motion passed unanimously.

128 Workroom Expansion: Lynn reviewed the breakdown of costs from the subcontractors.
129 The total project is estimated at \$121,000 and the bids are good for 30 days. The Board
130 discussed the qualifications of the contractors, bonding, insurance, bid and payment
131 procedures, and change orders. Lynn made a Motion to approve the Workroom Project based
132 on the budget of \$121,000. John seconded and the Motion passed unanimously.

133 Space Reallocation: Lynn made a Motion to begin the floor plan space reallocation
134 based on a budget of \$60,000. Pierrette seconded and Chase called for discussion. Pierrette
135 asked for specific details of which plan Phil had accepted, would the library close, and would
136 the staff continue to work or take time off. Phil stated that he does not currently have a specific
137 proposal, and that the budget was based on the most extensive design, utilizing paid labor. It is
138 his intention to implement a hybrid design based on staff and community input, and would
139 utilize volunteer labor. He will be able to give more specifics once the final design is
140 established; however, he estimates roughly four to ten days to complete the move.

141 Paige and Pierrette asked how the plans would fit into the original plans to expand the
142 building and incorporate the previous input from the committee and community. Lynn, with
143 Pierrette's approval, withdrew his Motion. Chase requested additional information for the
144 December meeting. The Board discussed having a special meeting to discuss the project. It was
145 agreed to hold a special meeting on December 12th at 1:30 PM

146 Public comment was given by Mary Poletti on the previous floor plan committee work
147 which established 5 guidelines; honor the former plan; preserve the reading room; preserve the
148 center aisle, preserve shelving for books, and protect community space.

149 **COMMITTEE REPORTS**

150 Policy & Personnel: Pierrette asked the Board to consider a change in the Salary Plan
151 Policy language that currently reads:

152 It is the policy of the Orcas Island Library District to
153 provide a yearly anniversary date salary increase based on
154 merit within a specific range for each position.

155 Pierrette recommends changing the word "provide" to "consider" which will allow the
156 Director discretion to award a salary increase based on merit as compared to a requirement to
157 provide a salary increase. Pierrette made a Motion to change the Salary Plan Policy language
158 from "provide" to "consider". Paige seconded and the Motion passed unanimously.

159 Community Relations: There was nothing to report.

160 Technology: John described his desire to establish a committee to investigate the best
161 means to provide technology services to the staff and patrons. Currently the Library spends

162 approximately \$52,000 on technology by providing in-house staff services. He would like to
163 research different means of providing services. Phil felt the committee study would aid him in
164 the preparation of a new technology plan for 2006. Chase said there was consensus to form a
165 committee with John as chair. John will recruit community members to participate and have
166 Phi and staff give input also. He will have a report in December with committee members and
167 a plan of action.

168 Finance: Paige described the first meeting of the budget sub-committee, which focused
169 on defining the problem, estimating the shortfall in 2007 and 2008, and determining a safety
170 level for reserve funds. The next meeting will look at how best to address reducing costs,
171 increasing revenue, reducing services, or a combination. Paige will have a more detailed report
172 in December.

173 Chase remarked on the difficulties of program-based budgeting, with stereotypical job
174 descriptions. He feels the Board would get a better perspective if the staff gave a description of
175 duties associated with their jobs.

176 **PUBLIC COMMENT**

177 Robert Herrup commented on the availability of public Internet workstations and if
178 they could be prioritized for use of a higher caliber than just email and games. Pierrette replied
179 that it would take a change in the current policy and would be hard to enforce.

180 **ROUTINE MATTERS**

181 Finance: Lynn presented payroll in the amount of \$20,879.49. Paige made a Motion to
182 approve payroll. John seconded and the Motion passed unanimously.

183 Lynn presented the 2005 Building Fund Claims Payment Request No.

184 ▪ 2005-11-01 \$ 3,670.79

185

186 Lynn presented the 2005 General Fund Claims Payment Request No.

187 ▪ 2005-09-03 \$ 2,598.29

188 ▪ 2005-10-01 \$ 7,858.38

189 ▪ 2005-10-02 \$ 10,939.60

190 Pierrette made a Motion to approve the Requests. Paige seconded and the Motion passed
191 unanimously.

192 Lynn left the meeting at 12:06 PM

193 Mary presented a correction to the November claims payment approval. The total for
194 number 2005-10-02 was incorrect and the County requested a correction. The total from
195 November is \$14,166.98.

196 ▪ 2005-09-03 \$ 1,134.90

197 Pierrette made a Motion to approve the correction. Paige seconded and the Motion passed
198 unanimously.

199 Minutes:

200 **OTHER** – Mary Poletti made an additional comment on the space reallocation, that reusing
201 the existing shelving would not incur any additional costs and would add approximately 3,300
202 books.

203 There being no additional business, the meeting was adjourned at 12:15 P.M.

204 Submitted by: Mary Pugh

205 Approved:

206 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Corrected

4 Re-Scheduled Regular Board Meeting

5 November 15, 2005

6 Chair Chase Riveland convened the meeting at 9:02 A.M. in the Community Room of the
7 Library. Attending were Board members Lynn Richards, Paige McCormick, John Ashenurst
8 and Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.
9 Community members were also in attendance.

10 **NEW BUSINESS**

11 Introductions: Chase welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: Pierrette asked to include discussion of the
13 Salary Plan Policy under Policy and Personnel.

14 Library Visits: There was no report.

15 Correspondence: No correspondence was received. Phil received written suggestions
16 from the Suggestion Box and website-generated reference questions.

17 Director's Report: Phil asked if there were any questions on his written Director's
18 Report.

19 Paige asked about receiving a copy of the interview of Phil that he mentioned in his
20 report, published in the Washington Library Association's Grassroots Report, Sept/Oct 2005.

21 Paige asked about the timing of implementation of the cost of living adjustment (COLA).
22 Chase asked if the Board could make an amendment to match the San Juan County COLA.
23 Mary stated that Board could make a change, however the labor negotiations between the
24 County and their Guilds could take several months to finalize. Phil said that the 3% in the 2006
25 budget was the best estimate with the information available and expects the national average to
26 be higher.

27 John asked about the advertising in the Islands' Sounder, and checkout procedures for
28 items on reserve. Paige asked about the interlibrary loan procedure for high school seniors
29 working on their senior project.

30 John expressed frustration with the continuing problems for online access to the
31 Library's catalog. He discussed with Phil the long period of time between discovery, diagnosis
32 and repair, the difficulty in diagnosis of an intermittent connectivity problem, the use of a
33 service to monitor online connectivity, the difference between in-house diagnosis and
34 contracting with outside technicians, and the effect on patron customer service. The Board and
35 Phil agreed that readily available and reliable Internet access was a very important service to
36 the patrons.

37 Chase commended Phil on continuing to establish relationships and partnerships in the
38 community and the northwest region.

39 Friends of the Library: Chase reminded everyone of the Holiday Tea on Saturday
40 December 3rd at 1:00 PM. Judy Schliebus passed around a sign-up sheet for cookie and
41 sandwich refreshments for the Tea.

42 **PUBLIC COMMENT**

43 No comments were made.

44 **OLD BUSINESS**

45 Draft 2006 Budget: Lynn made a Motion to accept the final draft of the 2006 budget
46 represented in Resolution 03-2005. Paige seconded and Chase opened the discussion to the
47 Board.

48 Pierrette stated that she is concerned about using carryover and reserves to balance the
49 budget. In addition, she felt the Board had an obligation to the taxpayers to stay within the tax
50 revenue. One way to reduce expenses is to allow for only a minimal increase to personnel and
51 benefits, which she believed to have risen 6% annually for the past 5 years.

52 John agreed that the personnel and benefit increase have compounded over time with an
53 annual COLA and merit increase. He feels the 2006 expenses for personnel and benefits are a
54 somber approach to control expenses and are not following past spending policies. He is not
55 comfortable making additional changes until the committee studying the budget returns with
56 recommendations and the Board reviews the whole budget process.

57 Paige agreed that the Board should have the recommendations from the committee
58 before making significant changes to the budget. She is comfortable with the recommendations
59 from the Director for the 2006 budget and the restraint shown within the personnel and benefit
60 categories.

61 Pierrette continued that the salary schedule and medical benefits have no cap to retain
62 increases and that the Board must plan now and not wait until there is a more serious problem.
63 She has been encouraging the Board during the previous discussions to reign in costs, making
64 small adjustments overall to keep expenses within the tax base.

65 Phil stated that there actually is a salary cap for each position with respect to merit
66 increases.

67 Chase stated that he shares Pierrette's concerns and that was the reason behind the
68 formation of the budget committee. He feels a long-range approach based on recommendations
69 from the committee would best serve the budget process. He asked what changes Pierrette
70 would make.

71 Pierrette stated she would be conservative now, with no COLA, and made a change with
72 a budget amendment. She is concerned that the 2006 tax base is \$482,000 and the expenses are
73 \$572,000. She expressed that the Library could not continue living beyond its means. She
74 would encourage an across-the-board reduction to the expenses.

75 Lynn stated that Phil has done an outstanding job staying within the current budget and
76 this will allow for a larger than anticipated carryover for 2006. He feels that the 3% COLA is in

77 line with the national average and would prefer to wait on any changes until the committee
78 returns with its recommendations.

79 Paige stated that additional revenue is available for 2006 and projects covered by the
80 budget are a greater benefit to the Library. The committee is estimating a \$40,000 shortfall in
81 2007 and \$50,000 in 2008; however, she does not feel the situation is insurmountable. She
82 would like to accept the 2006 budget and continue to scrutinize the budget process with the
83 budget committee and then make recommendations to the Board.

84 John expressed the inadequacy of the budget process to address the cost of providing
85 services and hopes that Phil will have worked out a program-based budget before next summer.
86 He considers the 2006 budget to be neutral and a 3% COLA is fair to keep wages from sliding
87 backwards. He would not look at cutting one area of the budget and instead request the
88 Director to reduce spending two or three percent overall, if necessary.

89 Chase remarked that Phil had achieved a reduction by not calculating in additional
90 inflation within the expenses. He feels the current salaries are in line with other county salary
91 positions and should keep pace to retain quality staff and to minimize turnover. The 3% COLA
92 is a modest proposal, and the medical benefits are average for the area. He would like to have
93 recommendations from the budget committee before make additional changes.

94 Pierrette would like to have the recommendations from the committee before accepting
95 any merit or COLA and would like to investigate a cap on salaries. The personnel and benefit
96 expenses are increased every year with no review, which has allowed for an average 6%
97 increase each year.

98 Chase asked for public comment. Robert Herrup believes in having wage caps with an
99 overall review every 5 years based on CPI increases. Robert added that it would be very
100 difficult for the Board to award an increase and then take it back. This action would be very
101 negative for staff morale. It would be better to wait and give a COLA in midyear. In addition,
102 Robert asked if it were possible to give a financial award back to the Director, as an incentive
103 to cut expenses without reducing services or the collection.

104 Larry McNair asked why the Board has not addressed increasing revenue by adopting
105 use fees, for example, computer access fees for visitors. He stated that the Board has done
106 nothing but dance around the budget issue, which should have been addressed earlier in the
107 year. He feels it would be bad management to rescind a salary increase after it had been given.

108 Rachel Adams stated that she has faith in the experience of the Director; that he is well
109 trained in financial management. She feels the Board should set the policy and ask the
110 professional, hired by the Board, to carry it out.

111 Mary Poletti agreed with Rachel, and wondered about involving the Friends and other
112 donors involved in increasing revenues.

113 Chase returned the discussion to the Board. John asked if Pierrette had an amendment
114 to the current Motion to accept the 2006 budget. Pierrette made a Motion to amend the current
115 Motion to accept the 2006 budget, by adding a condition to adjust spending in personnel
116 category 10 and benefits category 20 by no more than 2% over the 2005 budget. There was no
117 second.

118 Chase called for the vote to approve Resolution 03-2005 and the Motion passed 4 to 1.

119 Chase called a break at 10:32 A.M. and the meeting resumed at 10:40 A.M.

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121 Motion to approve Resolution 04-2005. John seconded and the Motion passed unanimously.

122 Lynn presented Resolution 05-2005 Adopting the 2006 Building Fund Budget. Lynn
123 made a Motion to approve the 2006 Building Fund Budget. Paige seconded and Chase asked
124 for discussion. Pierrette stated that she needed additional information on the Workroom
125 Project and Space Reallocation before she could vote on a budget. Phil and Mary assured her
126 that approval of the budget did not automatically approve the projects. Chase called for the
127 vote and the Motion passed unanimously.

128 Workroom Expansion: Lynn reviewed the breakdown of costs from the subcontractors.
129 The total project is estimated at \$121,000 and the bids are good for 30 days. The Board
130 discussed the qualifications of the contractors, bonding, insurance, bid and payment
131 procedures, and change orders. Lynn made a Motion to approve the Workroom Project based
132 on the budget of \$121,000. John seconded and the Motion passed unanimously.

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134 based on a budget of \$60,000. Pierrette seconded and Chase called for discussion. Pierrette
135 asked for specific details of which plan Phil had accepted, would the library close, and would
136 the staff continue to work or take time off. Phil stated that he does not currently have a specific
137 proposal, and that the budget was based on the most extensive design, utilizing paid labor. It is
138 his intention to implement a hybrid design based on staff and community input, and would
139 utilize volunteer labor. He will be able to give more specifics once the final design is
140 established; however, he estimates roughly four to ten days to complete the move.

141 Paige and Pierrette asked how the plans would fit into the original plans to expand the
142 building and incorporate the previous input from the committee and community. Lynn, with
143 Pierrette's approval, withdrew his Motion. Chase requested additional information for the
144 December meeting. The Board discussed having a special meeting to discuss the project. It was
145 agreed to hold a special meeting on December 12th at 1:30 PM

146 Public comment was given by Mary Poletti on the previous floor plan committee work
147 which established 5 guidelines; honor the former plan; preserve the reading room; preserve the
148 center aisle, preserve shelving for books, and protect community space.

149 COMMITTEE REPORTS

150 Policy & Personnel: Pierrette asked the Board to consider a change in the Salary Plan
151 Policy language that currently reads:

152 It is the policy of the Orcas Island Library District to
153 provide a yearly anniversary date salary increase based on
154 merit within a specific range for each position.

155 Pierrette recommends changing the word "provide" to "consider" which will allow the
156 Director discretion to award a salary increase based on merit as compared to a requirement to
157 provide a salary increase. Pierrette made a Motion to change the Salary Plan Policy language
158 from "provide" to "consider". Paige seconded and the Motion passed unanimously.

159 Community Relations: There was nothing to report.

197 Pierrette made a Motion to approve the correction. Paige seconded and the Motion passed
198 unanimously.

199 Minutes: The draft minutes of the October 3, 2005 minutes were corrected. Pierrette
200 made a Motion to adopt the October 3, 2005 minutes as corrected. Paige seconded and the
201 Motion passed unanimously.

202 The draft minutes of the October 11, 2005 minutes were corrected. Paige made a
203 Motion to adopt the October 11, 2005 minutes as corrected. John seconded and the Motion
204 passed unanimously.

205 **OTHER** – Mary Poletti made an additional comment on the space reallocation, that reusing
206 the existing shelving would not incur any additional costs and would add approximately 3,300
207 books.

208 There being no additional business, the meeting was adjourned at 12:15 P.M.

209 Submitted by: Mary Pugh

210 Approved:

211 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 December 13, 2005

5 Chair Chase Riveland convened the meeting at 9:02 A.M. in the Community Room of the
6 Library. Attending were Board members Lynn Richards, Paige McCormick, John Ashenhurst
7 and Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.
8 Community members were also in attendance.

9 **NEW BUSINESS**

10 Introductions: Chase welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: Pierrette stated that she has to leave the
12 meeting early and asked that the Space Reallocation discussion be moved up. In addition she
13 would like to report on the Booksale Agreement.

14 John would like to discuss with the Board a review of the year.

15 **OLD BUSINESS**

16 Booksale Agreement: Pierrette stated that she met with the Friends committee
17 addressing the Booksale Agreement. They discussed the history of book sales, state and federal
18 legal requirements, and library discards versus donations. The Friends Board will have the item
19 on their meeting agenda for this afternoon. No changes are anticipated for the February sale.

20 Chase commented that he is continuing to pursue the issue with Senator Spanel. One of
21 the problems with changing the current law is that the state's constitution provides that no
22 individual or party shall benefit from the sale of public items. The issue is one that concerns
23 libraries throughout the state.

24 Phil stated that R.C.W. 39.33.070 is vague especially with respect to interpretation of
25 dollar limits, and that separating out deaccessioned material from donations would require
26 some additional staff time, storage, and an auction.

27 Wally Logan spoke on behalf of the Friends and stated that there was a \$1000 threshold
28 on public property that would be addressed by having small, periodical sales of discarded
29 library materials. The boxing of the items could be handled by the Friends sorting volunteers,
30 with no significant additional staff involvement.

31 Leonard Wood asked if the original agreement had been voided. Chase responded that
32 community members had questioned the legality of the current agreement and that Pierrette
33 volunteered to review, with the Friends committee, all current information and other sample
34 agreements.

35 Space Reallocation: Phil stated that yesterday's public meeting was productive and he
36 feels confident he can add 8,000 volumes without compromising the study and reading room
37 spaces significantly. He feels that moving the computers to the center aisle will free up

38 shelving space without permanently reducing the availability of the aisle space for special
39 events. Phil agreed with Mary Poletti, Andrea Hendrick and others' ideas about the use of
40 natural lighting with the north-south orientation of the shelving stacks. Phil would start with
41 moving the Internet computers to allow the addition of a row of shelving and placing the
42 catalog computers and tables in the center aisle. He would like to move forward with the plan
43 based on priorities given by the Board and the adoption of the project budget.

44 John and Pierrette asked for specifics of the plan, a timeline, and budget. Chase, Paige
45 and Lynn see no benefit in waiting for additional information because the Board approved a
46 maximum budget for the project in November and based on comments from yesterday's
47 meeting feel a consensus was reached to move forward. Pierrette recognized that forward
48 progress is being made; however \$60,000 is a large budget and she would like the Board to be
49 cautious in how it is spent. John stated that he was sympathetic to Pierrette; however he did not
50 want the Board to micro-manage the project or interfere with Phil's plan. He suggested that
51 Phil proceed with the first phase of moving the computers and installing the shelving currently
52 in storage. John would like to see progress reports at the regular Board meetings. Chase and
53 Paige thought the regular director's report could cover the progress and the financial
54 information is recorded in the budget status. Pierrette would like to approve \$20,000 and have
55 monthly progress reports. John, Paige and Lynn asked about a threshold such as not to exceed
56 \$30,000. Chase is concerned about setting a precedent of managing a project instead of
57 managing the Director. He stated that it is Phil's responsibility to proceed in accordance with
58 the Board's directives and that Phil has always given progress reports to the Board. Lynn
59 agreed, stating that the Board should rely on the experience of the Director, that Phil has shown
60 sensitivity to the public and to trust him to go forward.

61 **NEW BUSINESS**

62 Library Visits: There was no report.

63 Correspondence: No correspondence was received. Paige asked about the e-mail from
64 the state library concerning records retention. Phil replied that he has not heard of any changes
65 at this time. [The Attorney General's office is developing model rules.]

66 Pierrette left the meeting at 9:50 AM.

67 Director's Report: Phil asked if there were any questions on his written Director's
68 Report.

69 Phil felt the Holiday Tea was very successful with an estimate of 800 attendees and the
70 Breakfast with Santa had 75 participants. Both events utilized the center aisle and people space
71 that he feels is of great benefit to the Library.

72 Phil stated a new threat to the website developed recently in the form of a hijacking
73 attempt from Japan. John asked about the consistency of the service and if a consultant should
74 not be hired. Phil responded that the technicians with the K-20 program are extremely
75 qualified. He stated an outside consultant would have to backtrack and ramp up to the existing
76 situation and that the consultant would have to come from off-island. John stated he is still
77 disappointed in the quality of service to the patron. Lynn asked if the State Library had
78 provided any support. Phil replied that their staff recommended a separate firewall be installed.

79 Paige asked about the soil report, sub-foundation and funding. Phil reported that the
80 workroom addition will require a separate sub-foundation because of loose soil compaction,

81 and that the budget has a contingency that will be used for the separate work. Chase asked if all
82 the contracts had been signed and Lynn replied that some are outstanding.

83 Friends of the Library: Wally Logan reported for the Friends, that Maggie Schneider
84 has be elected Board President. The Friends will be working on a public relations campaign
85 with the goal of expanding their membership base.

86 PUBLIC COMMENT

87 No comments were made.

88 COMMITTEE REPORTS

89 Policy & Personnel: Paige remarked that she has placed a priority on the budget sub-
90 committee and hopes to return to a review of all the district policies in 2006.

91 Community Relations: There was nothing to report.

92 Technology: John has received confirmation from persons willing to participate in the
93 technology strategy study. He plans on the first meeting in early January and have regular
94 reports. The committee is well rounded and looking for sustainable rather than “gee-wiz”
95 goals. Chase asked about the joint circulation software participation with San Juan Library.
96 John is very interested in researching the possibility and sees benefits for joining together.
97 Lynn asked about the school joining in the venture and Paige stated that the school currently
98 shares with the Friday Harbor School. Paige felt the committee is well poised to offer input
99 into the Library’s technology plan that will expire in 2006.

100 Finance: Paige stated that the budget sub-committee has defined the fiscal parameters,
101 extrapolated the rate of increase and developed short-term, mid-term and long-term
102 recommendations. Lynn asked what the projected deficit for 2007 is and Paige replied
103 approximately \$40,000. Chase and Lynn felt the Board would be able to mitigate a \$40,000
104 shortfall and addressing the problem now will increase the odds of success. Leonard Wood
105 stated that he felt the committee has made good progress with substantive ideas and he is
106 please to see the Board address the issue now with the goal of not jeopardizing programs and
107 services.

108 PUBLIC COMMENT

109 Ruth Newman commented that she is pleased that the additional shelving will be
110 installed soon. She asked about the budget committee recommendations and how it affects the
111 Director’s budget process. Paige replied that the committee will report back to the Board and
112 that one of the primary duties of the Board is to oversee the budget of the Library. Lynn
113 agreed, stating that the Board was responsible for funding and policies, and the administration
114 of the funds and policies was the duty of the Director.

115 Mary Poletti remarked that the Board was showing good stewardship of the public’s
116 funds and by being fiscal responsible, the Library will be well served if a tax levy is ever
117 needed. She is pleased to see the improved relationship between the Board and the community
118 and feels the Board and Phil have been responsive to community concerns. Mary adores the
119 positive energy and high spirits now associated with the Library.

120 The Board took a break between 10:30AM and 10:45AM.

121 **ROUTINE MATTERS**

122 Finance: Lynn commented that the current spending level would result in a slightly
123 higher carryover and commended Phil on keeping a close watch over the budget. Phil stated
124 that the spending on collection was running close to par.

125 Lynn presented the 2005 Building Fund Claims Payment Request No.

- 126 ▪ 2005-12-01 \$ 3,912.40

127 John made a Motion to approve the Request. Paige seconded and the Motion passed
128 unanimously.

129 Lynn presented the 2005 General Fund Claims Payment Request No.

- 130 ▪ 2005-11-03 \$ 174.17
- 131 ▪ 2005-12-01 \$ 5,673.40
- 132 ▪ 2005-12-02 \$ 5,842.63

133 Paige made a Motion to approve the Requests. John seconded and the Motion passed
134 unanimously.

135 Lynn presented payroll in the amount of \$19,276.95. Paige made a Motion to approve
136 payroll. John seconded and the Motion passed unanimously.

137 Minutes: Paige made a correction to line 83 changing “express” to “expressed.” John
138 remarked that he appreciates the additional detail in the Minutes. Lynn made a Motion to adopt
139 the November 15, 2005 as corrected. Paige seconded and the Motion passed unanimously.

140 **OTHER** – John stated that with two Board members leaving and two new members coming on
141 it would be beneficial to hear an overview of things accomplished. To that end, he reviewed
142 the last 18 months of minutes and was surprised by everything accomplished – the workroom
143 addition construction started; the implementation of the floor plan revision; adoption of the
144 2006 budget and the establishing of a budget sub-committee; the increase public information to
145 the community with Phil speaking to groups, and putting information in the newspaper; the
146 increase participation in the Board meetings through public comment and improved meeting
147 etiquette; review of health care; hiring of the new Children’s Librarian who has been well
148 received and has been an important member of the community; revamping of the Library’s
149 website; improved statistics with more objective information; review of the Reserve Study and
150 follow-through of maintenance items.

151 Paige and Lynn commented on the Long Range Plan and the hiring of a new director,
152 respectively. Chase agreed stating that Phil fits well into the community, and is an excellent
153 day-to-day manager; having an experienced and longstanding staff and volunteers is healthy
154 for the running of the Library.

155 John listed some things to be accomplished in 2006 – finish the review of District
156 policies; rework the budget process to include cost of providing services; improve
157 communication, finding a way to tell the story of the Library more directly; show the
158 community services and costs, by outlining the programs provided so that if a levy is needed
159 the community will support one; standardizing statistical reports to better understand how
160 OILD is doing in a compact and meaningful way, looking at seasonal, yearly patterns.

161 Chase stated that as the Board changes some of the historical information could be lost
162 and he would like to see the Board request background information outside of the Board
163 meetings enabling the Board to concentrate on policy; thoroughly educate themselves on the
164 Long-Range Plan and keeping those goals in mind when deciding priorities; encourage Board
165 training to facilitate understanding how the Board interacts with the Director and with each
166 other; expand the collection within the current resources; realizing that the perception of the
167 community will need to change; not having the staff carry the weight of a budget shortfall; and
168 the potential of a maintenance levy.

169 Lynn remarked that there was a lot to accomplish in 2006, which will be difficult if the
170 Board does not focus on policy and budget and not get bogged down in little administrative
171 things that can be accomplished before the meetings, one-on-one with Phil or the staff. Lynn
172 stated that he is proud of his five years on the Board, and that the community has a wonderful
173 library and director. He encourages the Board to support the Director.

174 Paige is in full support of Board training, enabling incoming Board members to learn
175 about library districts and the division of responsibilities between boards and directors. She
176 feels it is important to evaluate policies with the goals of the Long-Range Plan at the forefront
177 in any discussion.

178 John agreed that time is a precious commodity for the Board and should not be spent on
179 miniscule details. He hopes the Board can find ways to spend their time on substantial issues
180 and policy.

181 Public comment was received from Mary Poletti who thanked Chase for the
182 professional way he ran the meetings, opening up more public comment; and feels that is a
183 major reason for the good spirit of the meetings. She reiterated that the Long-Range Plan has
184 “books” in it and focusing on that will bring the support back to the Library.

185 Leonard Wood felt that the Long-Range Plan should not be revisited, that it had been
186 adopted by the Board, that it is a good document expressing public interest and support, and
187 that the Board should move forward with its implementation.

188 Ruth Newman commented on the polite and smooth meetings, as compared to public
189 meetings on the east coast that are loud, noisy and contentious.

190 **DIRECTOR’S MOMENT** – Phil thanked those who applied for the two Board positions and
191 felt the process was very open and recruited a wide range of candidates. He thanked Chase and
192 Lynn for the time and work they have given to the Library.

193 John read Resolution 06-2005 commending Lynn on his service to the Library. Paige
194 made a Motion to adopt the Resolution. John seconded and the Motion passed unanimously,
195 with Lynn abstaining.

196 John read Resolution 07-2005 commending Chase on his service to the Library. Paige
197 made a Motion to adopt the Resolution. John seconded and the Motion passed unanimously,
198 with Chase abstaining.

199 Chase thanked the Board, Phil and the staff for their dedication and feels the Library is
200 a wonderful place in the community.

201 **ADJOURNMENT** – There being no additional business, Paige made a Motion to close the
202 last regular meeting of the Board of Trustees of the Orcas Island Library District. Lynn
203 seconded and the Motion passed unanimously. The meeting was adjourned at 11:38 AM.

204 Submitted by: Mary Pugh

205 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 December 12, 2005

5 Vice-President Lynn Richards convened the meeting at 1:32 P.M. in the Community Room of
6 the Library. Also attending were Board members Paige McCormick, John Ashenurst and
7 Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.
8 Community members were also in attendance.

9 **OLD BUSINESS**

10 Space Reallocation: Phil reviewed how he has studied the 2003 Floor Plan Project
11 information, public comment, and interviewed participants. In addition, he has considered the
12 2005 Long Range Plan of providing the best possible collection materials and information
13 services with a goal of increasing capacity by 20%, which will provide adequate growth, based
14 on current accession rates, of three to five years. Phil has combined input from Buffalo Design,
15 staff and the public, and has developed a floor plan to achieve the capacity goals. He plans a
16 phased implementation, beginning with the placement of several shelving units.

17 The Board discussed aspects of the plan including items per shelf, lighting, stack
18 orientation, computer placement, table size, multi-media placement, paperback placement,
19 copy machine usage, reading room changes, children's room changes, magazine shelving,
20 ADA requirements, and the customer service counter.

21 The Board collectively approved the phased implementation of the plan together with
22 experimenting with the placement of the collection. Phil stated that the first step would be to
23 add the row of shelving to the east of the current non-fiction and move the computers to the
24 center aisle.

25 **PUBLIC COMMENT**

26 Larry Weingarth asked the Board to preserve the quiet reading room and the spacious
27 feeling of the building, which will be destroyed if the people space is minimized.

28 Lorraine Wallenberg felt more space should be given to increasing the size of the
29 collection as opposed to providing people space. She stated that there were other venues to
30 provide open space and does not support such a space in the library.

31 Robert Herrup commented that having computers and tables in the center aisle would
32 be a disruption to both the persons using the space and the persons walking through the space.
33 He asked what collection would be placed in the area vacated by the magazines and how
34 heavily the wireless connection is used. Phil replied that he has not determined the exact
35 relocation of the different collections and will rely more on usage and traffic patterns once the
36 magazines are moved. In addition Phil stated that the wireless connection is heavily used.

37 Mary Poletti remarked that she had a meeting with Phil and that the updated floor plan
38 is a compromise that addresses some of the issues she previously expressed. She feels it places

39 the collection as the number one priority and it preserves the children's space, center aisle, and
40 reading room. She is unsure about the placement of the DVD collection and would like to
41 make sure the reference section is not reduced. Mary felt the plan is fiscally conservative while
42 accomplishing the goal of increasing books in the collection. In addition Mary commented on
43 the quality of the collection, using full-size keyboards and time limits for the computer use,
44 health concerns of wireless and the phasing of the implementation.

45 Jim Foote asked about the budget for the project. In addition Jim asked about the
46 collection of usage statistics.

47 Maggie Schneider asked if more space could be given for reference materials. In
48 addition she commented on redesigning the lobby, keeping space for exhibits and special
49 events and the availability of Friends capital funds.

50 Ruth Newman asked how much seating would be in the quiet reading room.

51 Hugh Hendrick remarked on the use of offsite storage for underused collections and
52 getting as much as possible out of the current space before asking for a levy to increase the size
53 of the building.

54 Andrea Hendrick commented on phasing the relocation in stages.

55 Lynn returned the discussion to the Board. Additional items reviewed included the use of the
56 center aisle, moving computers, phasing in the changes, and offsite storage.

57 There being no additional business, the meeting was adjourned at 3:00 P.M.

58 Submitted by: Mary Pugh

59 Approved:

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