

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 10, 2006

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

9 **ELECTION OF OFFICERS**

10 Paige stated that the first order of business is to elect officers of the Board. Pierrette
11 made a Motion to nominate John Ashenhurst as Chair and President. Richard seconded and
12 John accepted the nomination. Paige called the vote and the Motion passed unanimously with
13 John abstaining.

14 John then proceeded with the nomination for Vice President. Pierrette made a Motion
15 to nominate Richard Fadem as Vice President. Paige explained that the Vice President would
16 conduct the meeting in the absence of the President and asked if Richard was comfortable
17 fulfilling the duties of the office. Richard said he was and accepted the nomination. John called
18 for the vote and the Motion passed unanimously, with Richard abstaining.

19 Pierrette made a Motion to nominate Paige as Secretary. Leonard seconded and the
20 Motion passed unanimously, with Paige abstaining.

21 **COMMITTEE ASSIGNMENT**

22 John asked Paige to continue as Policy & Personnel chair, and, in a new position,
23 Richard to become Community Relations chair, Pierrette to become Technology chair and
24 Leonard to become Finance chair. The Board discussed helping Paige with a review of the
25 current District policies. It was agreed by consensus to accept the Committee chair assignments
26 presented by John.

27 **NEW BUSINESS**

28 Introductions: John welcomed everyone to the meeting and introduced Richard and
29 Leonard as newly seated Board members.

30 Additions or Modifications to the Agenda: Richard asked for a discussion of the Board
31 meeting times. Pierrette would like to discuss using a consent agenda, and John would like to
32 discuss the Board focus for the next two years.

33 Library Visits: John felt that it is beneficial to learn from other libraries; however a
34 physical visit is not necessarily required. He stated that visits could be made by way of web
35 site visit and telephone calls.

36 Correspondence: Phil stated that there has been correspondence from vendors on the
37 Workroom Project. He has also received notes from the suggestion box concerning adding
38 more items to the multi-media collection.

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

41 Phil had three articles of interest for the Board on fundraising from private sources as
42 opposed to public tax dollars; Whatcom County Library System's experience with the Patriot
43 Act; and an article from the Washington Library Friends and Trustee Association.

44 Phil updated the progress on the Workroom Project: slab poured, wood delivered, and
45 the use of the contingency for the additional foundation expense.

46 John asked about the fabric project in the meeting room and Phil stated that the sound
47 reflection in the room has been a constant annoyance in meetings. Panels over the wood would
48 have a 40% noise reduction from deflection of the sound off the fabric. Pierrette asked about
49 panels similar to those used at the Senior Center.

50 Phil explained that the problem in the Library's meeting room is the barrel ceiling
51 bouncing the sound down and around the room.

52 John asked about the telephone system and battery backup. Phil and Mary discussed the
53 14-year-old system and backup power supply.

54 In addition, Phil talked about the space reallocation project shelving and computer table
55 placement, the Friends Booksale Agreement, the concrete pad in the circle garden for the book
56 return, sharing resources with San Juan Library, and the 2006 cash forward.

57 Pierrette mentioned the new piggy bank on the customer service desk for donations,
58 asked about a recognition event for volunteers, and the OICF fund reports. Phil responded that
59 the donation bank is similar to San Juan Library's conscience jar; staff is planning a spring
60 volunteer event; he is working to revise the desk schedule to give staff additional time for off
61 desk duties. Mary stated that the year-end reports have not been received, however she will
62 include quarterly reports on the funds in the Board packets.

63 John requested statistics that compare the same period in the prior year in addition to
64 month-to-month statistics. Phil replied that prior year figures are just now available on the new
65 Horizon system. John suggested graphing the current year, last year, and the prior year.

66 Staff Visit-Tony Ghazel: Phil introduced Tony and asked him to review his duties for
67 the Board. Tony talked about his history with the Library as a consultant, and now on staff as
68 Network Administrator. He reviewed the progression of the network from one public
69 workstation, 3 staff workstations and 4 cataloging workstations in 1996. Today's network has 7
70 public workstations, 8 staff workstations, 6 catalog workstations, 3 wireless access points, and
71 3 servers. He described the function of the servers and workstations, the hosting of the
72 Library's web site and his work with staff and patrons.

73 Tony detailed the network problems of the past year and his work to correct them.
74 There were hardware and software problems, as well as hacker attacks. He has consulted with
75 the Education Service District (ESD), which handles the K-20 connection, the K-20 staff in
76 Seattle, staff at the Washington State Library and the Washington State Department of
77 Information Services, and vendor technical assistance. Tony stated that the network has been
78 stable since mid-November.

79 The Board asked about the remote hosting of the web site and e-mail, monitoring
80 software to check the network reliability and the longevity of the network problems. Pierrette,
81 John and Richard expressed concerns about the quality of customer service with no apparent
82 resolution of problems, stating that low expectation of reliability will keep users away

83 Tony emphasized that he and the staff are taking the problems very seriously, however
84 it is very difficult to diagnosis and repair an intermittent problem. In addition Phil stated that a
85 part of the problem might have been interference from an outside source on the K20 network.
86 To stop any future problem, a robust firewall has been ordered and will be installed into the
87 Library's network. Everybody agreed that the electronic services are an important service to
88 the community and that everything should be done to improve the access.

89 The Board took a break from 10:25 AM to 10:35 AM.

90 Friends of the Library: There was not a representative from the Friends Board. Pierrette
91 stated that the Friends Winter Book Sale will be Saturday, February 11th and will have lots of
92 books and special pricing.

93 Richard asked about the practice of a Library Trustee attending the Friends Board
94 meetings, the additional time commitment, and maintaining the appropriate demarcation
95 between Library Board and Friends Board.

96 Leonard stated that the gesture was important to show the Library's interest, that in
97 some instances the attending Trustee was able to shed light on an issue discussed at the Friends
98 meeting. He felt it is very positive to make an effort to attend and thereby continue to nurture
99 the relationship between the Board, Friends and Staff.

100 Paige felt there was a clear demarcation and that the relationship should be considered a
101 team. Richard responded that he has heard at previous Board meetings about the confusion
102 over book donations and the community's desire to move forward. He does not feel that the
103 attending Trustee should speak on the Board's behalf.

104 John saw the Trustee as an observer, able to bring a richer understanding to the
105 discussions at Friends meetings. Leonard mentioned an example of a Friends member
106 attending the Library meeting and then bringing an issue discussed there back to the Friends
107 meeting for discussion and immediate action if necessary.

108 Phil agreed with Leonard, stating that the visiting Trustee would speak individually
109 about what the Library Board is thinking, especially about funding. He does not see any
110 downside to attending the Friends meetings.

111 Richard suggested the Board ask the Friends if they want to continue having a Trustee
112 visit and in what capacity. Paige remarked that if the Trustees rotate their attendance at the
113 Friends meetings, one Trustee would only have to attend 2 meetings annually.

114 Paige will attend the Friends February meeting.

115 John asked about the Friends Booksale Agreement and Phil distributed copies of the
116 draft, emphasizing the clarification between donations and deaccessioned materials. Phil stated
117 that the deaccessioned materials could be separated by subject and boxed for monthly auctions.
118 John questioned if other libraries were following this procedure and Phil replied that Ft.
119 Vancouver had established the procedure. Phil also stated that one procedure would be for the
120 Friends to receive all donations of collection materials, allow the Library first choice, then
121 have the remaining materials included in the Friends book sales, which would raise funds for

122 the benefit of the library. John asked if that process would conform to state law and both Phil
123 and Leonard said yes.

124 The Board continued to discuss the process and determined that no action was needed
125 on the Agreement today.

126 **PUBLIC COMMENT**

127 Andrea Hendrick commented on withdrawn materials and the establishment of the art
128 cart for in-house use of art books; not removing reference books from the collection; the fabric
129 panels covering up the beautiful ceiling; and use of acoustic panels on the walls. Andrea also
130 commented on moving the magazines.

131 Mary Poletti commented on posting a list of withdrawn materials; the lack of privacy in
132 using the computers in the center aisle; the Space Reallocation project “restoring” 3,750 books
133 to the collection as opposed to adding the same amount to the collection; updating the
134 community calendar on a more regular basis; and the Moran table.

135 Robert Herrup stated that the practical and function use of the meeting room should
136 override aesthetics (with apologies to Andrea) and allow the room to function as it was
137 intended; the attendance of Trustees at the Friends meeting and would the results change if
138 there was no attendance; and that if nothing concrete is being accomplished with the
139 attendance of Trustees at the Friends meetings and Friends attending the Library meeting then
140 he is not sure it is worth the effort.

141 **OLD BUSINESS**

142 Space Reallocation: Phil covered this item in the Director’s Report. He is pleased that
143 differing opinions were able to come together into a workable plan. Phil is working on an
144 inventory of the shelving in storage.

145 **COMMITTEE REPORTS**

146 Policy & Personnel: There was no report.

147 Community Relations: There was nothing to report.

148 Technology: John reported that the technology sub-committee has met and developed a
149 two pronged plan—a) to study and inventory the current operation with a cost analysis and b)
150 how the technology resources should be used to fulfill the Mission Statement and Long Range
151 Plan. The committee’s goal is to have a report to the Board by June. Pierrette asked why it
152 would take so long, and John replied that it is a complicated task that has many things to
153 accomplish.

154 Finance: Paige reported that the budget sub-committee had finished their meetings in
155 December and is in the process of writing its report for submission in February. Pierrette stated
156 that because the committee included newly installed Board Trustee, a Board quorum would be
157 present when the committee met. To negate any conflict of interest, the committee felt that
158 Harvey should present the report to the Board and emphasized that the report does not come
159 with Phil’s review, however is an independent recommendation on program budget,
160 fundraising, volunteers and carryover.

161 **OTHER**

162 Board Training: John felt it was a good idea for the Board to have a retreat type
163 meeting, with a facilitator from the State Library, to learn how to conduct a public meeting,
164 and what role the Board plays in the Library District. The Board discussed different days and
165 times when a meeting could be scheduled. Phil will check with the State Library and confirm
166 the date and time with the Board.

167 Board Meeting Date & Time: Richard asked the Board to consider changing the
168 meeting date and time because of a conflict with the current date and time. The Board
169 discussed the advantages of having an evening meeting. Mary mentioned that the By-Laws
170 would have to be changed with a resolution presented in February and adoption in March. The
171 Board would reschedule the current meeting date and time prior to formal adoption. Paige will
172 prepare the Resolution for the February meeting.

173 The Board rescheduled the regular February Board meeting to February 13, 2006 at
174 5:30 P.M.

175 Board Efficiency: Pierrette asked that the Board discuss ways speed up and accomplish
176 more at the Board meetings. She suggested using a consent agenda, which the County
177 Commissioners use at their meetings. Phil will check with the Commissioner's office on a
178 consent agenda. John said that the Board could discuss efficiency at the training retreat.

179 Board Focus: John would like the Board to develop a plan to focus on a few important
180 issues known to be coming in the next few years. One would be the financial well-being of the
181 Library, with the possibility of a levy lift at some point. The report from the budget sub-
182 committee will help when it is presented next month. John postponed discussion on a focus
183 until February.

184 **PUBLIC COMMENT**

185 Robert Herrup commented that if the Board will be amending the By-Laws for the
186 meeting date and time, it should consider modifying the agenda as well. He questions why a
187 private organization has a permanent place on the agenda. In addition, he sees no practical
188 purpose for library visits on the agenda.

189 **ROUTINE MATTERS**

190 Finance: Leonard presented the 2005 General Fund Claims Payment Request No.

- | | | |
|-----|--------------|-------------|
| 191 | ▪ 2005-13-01 | \$ 4,404.84 |
| 192 | ▪ 2005-13-02 | \$ 4,361.81 |

193 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
194 unanimously.

195 Leonard presented the 2006 General Fund Claims Payment Request No.

- | | | |
|-----|---------------|-------------|
| 196 | ▪ 2006-JAN-01 | \$ 3,159.86 |
|-----|---------------|-------------|

197 Richard made a Motion to approve the Requests. Paige seconded and the Motion passed
198 unanimously.

199 Leonard presented the 2005 Building Fund Claims Payment Request No.
200 ▪ 2005-13-01 \$ 27,047.41
201 Richard made a Motion to approve the Request. Pierrette seconded and the Motion passed
202 unanimately.
203 Leonard presented payroll in the amount of \$22,080.50. Pierrette made a Motion to
204 approve payroll. Paige seconded and the Motion passed unanimately.
205 Minutes: The Board reviewed the Minutes of the December 13, 2005 meeting and made
206 several corrections. After review Pierrette made a Motion to adopt the Minutes as corrected.
207 Paige seconded and the Motion passed unanimately with Leonard and Richard abstaining.
208 The Board reviewed the Minutes of the December 12, 2005 meeting. Pierrette made a
209 Motion to adopt the Minutes. Paige seconded and the Motion passed unanimately with
210 Leonard and Richard abstaining.
211 The Board reviewed the corrected Minutes of the November 15, 2005 meeting, which
212 were previously approved on December 13, 2005. Pierrette made a Motion to adopt the
213 Minutes. Paige seconded and the Motion passed unanimately with Leonard and Richard
214 abstaining.
215 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 12:11
216 P.M.
217 Submitted by: Mary Pugh
218 Approved:
219 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 13, 2006

5 Chair John Ashenurst convened the meeting at 5:30 P.M. in the Community Room of the
6 Library. Attending were Board members Paige McCormick, Leonard Wood 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: John welcomed everyone to the meeting.

11 Additions or Modifications to the Agenda: John would like to establish a 2-hour time
12 frame for meetings and set discussion times for agenda items. He asked that the Trustees do
13 their homework before the meetings and address questions on operational items to Phil before
14 or after the meetings. Paige thought a standard meeting length was a good goal for the Board to
15 have. Pierrette asked that a detailed discussion of the Budget sub-committee report be
16 postponed until Richard returned.

17 Library Visits: There was nothing to report.

18 Correspondence: Phil stated that he received and responded to reference questions from
19 several out-of-area 4th grade elementary school students seeking information on San Juan
20 County. Other correspondences received were e-mail list membership requests and reference
21 questions.

22 Paige received e-mail from a community member asking about ways to contribute to
23 the Library. She responded and forwarded a copy to Phil.

24 Director's Report: Phil asked if there were any questions on his written Director's
25 Report. He mentioned the attendance at recent Library programs; displays on Mozart, the *Time*
26 *Magazine* top 100 fiction books, and the island-wide book read; a new list of the Friends Board
27 Members; and articles of interest. In addition Phil discussed the 2006 carryover, which is
28 estimated at \$70,000. He stated that included in the carryover are funds from deferred
29 maintenance items that will need to be addressed in 2006. The spending on the collection was
30 102% of its portion of the 2005 budget. How to allocate the carryover will be addressed at
31 budget amendment time. Phil also reported about a meeting with Lopez and San Juan libraries
32 on sharing online cataloging services, remote hosting of Horizon and an inter-library book
33 courier service using volunteers.

34 Friends of the Library: There was not a representative from the Friends Board. John
35 followed up January's discussion of Library Trustees attending Friends Board meetings. The
36 Friends do want Trustee attendance, observing discussions and reporting on Library issues.

37 Pierrette will attend the Friends March meeting.

38 **PUBLIC COMMENT** – There was no comment.

39 **OLD BUSINESS**

40 Space Reallocation: Phil reported that the shelving vendor will visit to review the
41 layout plan, the extra inventory currently on hand, and whether volunteers would be capable of
42 handling the installation. Phil is also reviewing the bidding procedure for purchasing the
43 shelving to ensure a competitive process. John asked if there was a time projection for the
44 shelving and Phil responded that he planned to have the order in within a month. Leonard
45 asked about the carpeting and Phil said there is not carpeting under the current shelving.

46 Workroom Project: Phil encouraged the Board to stop in for a tour of the new area. He
47 related that the recent windstorm caused the new roofing to lift creating a dangerous situation.
48 Phil worked with patron volunteer Kevin Sloan and the metal was nailed down. Phil alerted the
49 contractor and the roof was repaired and finished the next week. Pierrette asked if the
50 contractor guaranteed the roof and Phil said that it was.

51 Booksale Agreement: John asked for comments or questions on the draft agreement.
52 Phil said the draft was very similar to San Juan’s and had language similar to many other
53 libraries. Phil had three possible modifications: changing “book” to “library materials;” state
54 that materials chosen to be added to the collection would be at “no cost;” and state that the
55 proceeds would be “held in trust.” The Board discussed the suggestions and in addition
56 discussed the record-keeping burden, protection for challenged proceeds, and handwritten
57 changes versus retyping the agreement.

58 Public comment was received from Lorraine Wallenberg on recovery of challenged
59 proceeds and Friends insurance coverage. In addition she spoke on the Friends use of library
60 space, liability insurance for third-party usage, and requiring a time frame for returning the
61 proceeds to the Library.

62 Lou Wallenberg commented on the pre-1999 booksale arrangements, releasing assets of
63 the District to private organizations, IRS ramification of donations, granting Library space to
64 the Friends, insurance and risk management, and the immediate use of proceeds from the sale
65 of books.

66 John will discuss the items with the Friends and would like to carryover the matter for
67 the March meeting.

68 **COMMITTEE REPORTS**

69 Policy & Personnel: Paige and Pierrette will have a plan for review of the Library
70 policies at the March meeting.

71 Proposed By-Laws Change: Paige presented the draft resolution amending the meeting
72 date and time of the By-Laws. The proposal would change from a specific date and time to a
73 more general day and time established by the Board. Paige did seek advice from Karen
74 Goettling at WSL, who saw no problem with the proposed change. The Board felt the change
75 would enable the meeting to provide better access for the community. Mary stated the meeting
76 date and time could be reaffirmed each January and published with the newspaper. The
77 Resolution will be on the March agenda.

78 Community Relations: There was nothing to report.

79 Technology: John reported that the technology sub-committee is reviewing an
80 accounting of the current inventory of equipment looking at use and cost. Next is an analysis of
81 what equipment the Library should have. The committee is interested in determining what the
82 Library should be, not what it currently is, hoping to detail a sense of what to provide beyond
83 the Long-Range Plan. It would be ideal to converge with the budget sub-committee to analyze
84 cost for the services we provide.

85 John attended the meeting with Lopez and San Juan libraries and agrees with Phil that a
86 joint venture sharing online services looks promising. It would permit the libraries to share
87 collections as virtual branches. Discussions included sharing cost of personnel and equipment,
88 enabling cost control measures and high reliability. It is hoped discussions would continue this
89 year and be finalized for the 2007 budget. John welcomes the offer of cooperation from San
90 Juan and looks forward to finding ways to benefit customers and the districts.

91 Phil stated that an inter-local agreement would need to be worked out. He is having
92 Tony ask Dynix about the cost of outsourcing the Horizon server. Dynix would be responsible
93 for all maintenance, upgrades and backups. The Board is optimistic about outsourcing,
94 however is concerned about controlling the data and patron privacy.

95 Finance: Future Budget Sub-Committee Report: John stated that there were concerns on
96 discussing the committee report with Richard away. Pierrette and Phil agreed that it would be
97 best to have all Board Members and committee member Harvey Himelfarb present. Paige
98 presented the signed report to the Board and Pierrette asked that it be made available to the
99 public. John will make one hour available at the March meeting for discussion of the report. He
100 feels it is important that the Board have a good understanding of the financial situation of the
101 library and should be a focus for the Board this year.

102 **PUBLIC COMMENT** – There was no comment.

103 **ROUTINE MATTERS**

104 Finance: Leonard presented end of the year 2005 General Fund Claims Payment
105 Request No.

106	▪ 2005-13-03	\$ 4,113.91
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107 and end of the year 2005 Building Fund Claims Payment Request No.

108	▪ 2005-13-02	\$ 27,047.41
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109 Pierrette made a Motion to approve the Requests. Paige seconded and the Motion passed
110 unanimously.

111 Leonard presented the 2006 General Fund Claims Payment Request No.

112	▪ 2006-FEB-01	\$ 3,159.86
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113	▪ 2006-FEB-02	\$ 5,849.69
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114 and 2006 Building Fund Claims Payment Request No.

115	▪ 2006-FEB-01	\$ 29,864.76
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116	▪ 2006-FEB-02	\$ 374.59
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117 Pierrette made a Motion to approve the Requests. Paige seconded and the Motion passed
118 unanimously.

119 Leonard presented payroll in the amount of \$20,957.40. Paige made a Motion to
120 approve payroll. Pierrette seconded and the Motion passed unanimously.

121 Minutes: The Board reviewed the Minutes of the January 10, 2006 meeting and made
122 several corrections. After review Pierrette made a Motion to adopt the Minutes as corrected.
123 Paige seconded and the Motion passed unanimously.

124 **OTHER**

125 Phil remarked that he previously reported on the acoustic problems with the meeting
126 room and the fabric panel solution the staff is working on. He mentioned that Andrea Hendrick
127 and Ruth Newman have agreed to lead a community effort to make quilted banners that would
128 hang vertically from the ceiling and allow more of the beautiful wood to be exposed. Ruth
129 commented that they had discussed the project with Joe Floren, an architect who worked on the
130 acoustics at the Senior Center and Orcas Center. They hope to involve the quilting community
131 and also ask the schools to participate. In addition they would like to see acoustic panels on the
132 walls, especially since some display space will be lost with the new shelving placement.

133

134 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 6:55
135 P.M.

136 Submitted by: Mary Pugh

137 Approved:

138 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Rescheduled Regular Board Meeting

4 March 13, 2006

5 Chair John Ashenurst convened the meeting at 5:30 P.M. in the Community Room of the
6 Library. Attending were Board members Richard Fadem, Paige McCormick, Leonard Wood
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: John welcomed everyone to the meeting. He stated that he would like to
11 keep the meeting within a 2-hour time frame. He urged everyone to make a conscious effort to
12 use the time wisely, keeping comments pertinent to the business of the meeting.

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

14 Library Visits: Phil reported on his visit to the La Conner Library in his Director's
15 Report.

16 Correspondence: There was no correspondence.

17 Director's Report: Phil reminded the Board of the WLA conference in Tacoma, April
18 19-22nd. John stated that he has found previous meetings to be worthwhile, allowing for an
19 exchange of ideas and information with other board members, directors, and library staff. He
20 encouraged Richard and Leonard to attend.

21 Phil stated that he would be at the bi-annual Public Library Association conference
22 March 21-25th in Boston. The attendees represent public libraries, which have a different client
23 base from academic or specialty libraries.

24 Phil reviewed the progress on the Workroom Project stating the insulation has been
25 installed, and after inspection the drywall could proceed by week's end. He has authorized 2
26 change orders with Crow Valley Construction: 1) framing a closet in the server room to contain
27 noise and increase ventilation and, 2) the wall in the current kitchen creating the hallway into
28 the new section. The wall was shown as existing on the plans and in fact needs to be built.
29 Paige asked about the additional costs and Phil gave a rough estimate of \$5,000 for interior
30 changes.

31 Paige asked about the shelving estimates in his report and Phil replied that the original
32 all-inclusive estimate was \$70,000 and he felt it would be under the \$35,000 from the shelving
33 vendor. He is looking at substitution of less expensive fixtures that would be as functional as
34 those quoted. He explained that the Space Re-allocation Project would be coded with the
35 Auditor so that detailed expenditure reports would be available to track costs.

36 In addition the Board discussed the statistical reports, and the Spring Weedout on April
37 1st.

38 Friends of the Library: Friends President Maggie Schneider reported that the Friends
39 Board has been working on deciding what projects of the library to fund and support. They

40 hope to allocate additional funds for 2006 possibly for an author speaker series, additional
41 shelving, and a gift honoring the high school graduating seniors with a designated collection.
42 The Winter Booksale received approximately \$2,500 in revenue and they still have lots of
43 books.

44 Paige will attend the Friends April meeting.

45 **PUBLIC COMMENT** – There was no comment.

46 **OLD BUSINESS**

47 Future Budget Sub-Committee Report: The Board discussed with Harvey Himelfarb the
48 Committee's report. Topics covered were the statutory 1% tax increase, expenses outpacing
49 income, the theory that I-747 forces taxing districts to propose a levy, increasing efficiency to
50 reduce costs, finding alternative sources of income, maintaining the budget in real dollars
51 (adjusted for inflation), reducing expenses to 2001 levels, establishing 2006 as a budget
52 baseline to maintain service level, matching services to community expectations, having
53 taxpayers validate library service, funding operational costs with private donations, how to
54 reconnect with the community, the recent positive steps improving communication with the
55 public, defining core services, the importance of reserves, the public evaluating services, in
56 effect, through a levy vote, cost trimming, and surveying users and non-users.

57 John stated that a public library that accepts private dollars for operational expenses
58 could create a situation where the library is not accountable to the public. He felt that every 4
59 to 5 years the library should ask the taxpayers to support an operational levy. He would not
60 want private donations for operating expenses, instead using the donations for special projects.

61 Harvey agreed that private donations could compromise principles; however, unless
62 some other revenue source is found, services must be reduced. He said that principle core
63 services should be met with tax support, to which Leonard and Richard agreed. However, they
64 also agreed with Paige that private donations could be used if intent is clearly stated. Richard
65 said universities regularly raise funds for core services.

66 Harvey reminded the Board that their responsibility is to the taxpayers, not to a
67 benefactor. And if the Board looks at any gift or donation predicated by our responsibility to
68 the public, then the acceptance or rejection would be easily determined.

69 John tabled the discussion until the April meeting.

70 Booksale Agreement: John reviewed discussion items from February. The Friends have
71 adequate insurance, space may be provided when associated with reciprocal activity, and the
72 word book is acceptable as a generic term for materials. John would like to proceed with
73 acceptance of the new agreement. Richard made a Motion to accept the Friends Booksale
74 Agreement with no changes. Paige seconded and John asked for comment. Pierrette wanted
75 the Board to consider the comments made from the February meeting. Paige felt the comments
76 were heard, researched and all the concerns have been addressed. John asked for public
77 comment and there was none. John called for the vote, and the Motion passed 4-0 with one
78 abstention. John thanked the Friends for their work on the agreement and their continued
79 support of the Library.

80 **COMMITTEE REPORTS**

81 Policy & Personnel: Proposed By-Laws Change: Paige presented Resolution 01-2006
82 amending the By-Laws and read the new language. Paige made a Motion to adopt the
83 Resolution. Pierrette seconded, there was no public comment, and the Motion passed
84 unanimously.

85 Policy review and updates: Pierrette discussed with the Board an outline of review for
86 the District's policies. Pierrette will bring her recommendations to the Board explaining that
87 many policies only require a new date of review. After discussion, it was agreed to proceed
88 with all the policies that only require a date of review at the April meeting, together with some
89 that require only small changes. Then, 3 or 4 of the remaining policies will be reviewed at
90 each subsequent meeting.

91 Community Relations: There was nothing to report.

92 Technology: John reported that the technology sub-committee should have a draft
93 report at the April meeting.

94 Finance: There was nothing to report.

95 Pierrette left the meeting at 7:29 PM.

96 **PUBLIC COMMENT**

97 Lorraine Wallenberg commented on the acceptance of donations, tax revenue closer to
98 3% because of new construction, the continued scare of a revenue shortfall, the Board as public
99 stewards, and finding prudent ways to trim the budget.

100 Lou Wallenberg commented on working with the Assessor on determining the new
101 construction amount, and the Board's responsibility to the taxpayers. In addition Lou stated his
102 concern on the use of Library computers for email and how the service competes with local
103 businesses.

104 Leith Templin commented on the amount of reserve funds included in the carryover,
105 and under spending in categories, especially books.

106 Harvey Himelfarb asked if money set aside for large scale building maintenance was
107 included in the carryover.

108 Maggie Schneider thanked the budget committee for their work and suggested there are
109 always ways to be more efficient. She stated that the Friends will be looking at how the Friends
110 grants are spent and what to finance this year.

111 **ROUTINE MATTERS**

112 Finance: Leonard presented Claims Payment Request No.

113	▪ BF-2006-FEB-03	\$ 5,696.25
114	▪ BF-2006-MAR-01	\$ 26,592.75
115	▪ GF-2006-FEB-03	\$ 799.35
116	▪ GF-2006-MAR-01	\$ 5,102.44
117	▪ GF-2006-MAR-02	\$ 6,954.76

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 April 10, 2006

5 Chair John Ashenhurst convened the meeting at 5:34 P.M. in the Community Room of the
6 Library. Attending were Board members Richard Fadem, Paige McCormick, 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: John welcomed everyone to the meeting. He stated that he would like to
11 keep the meeting within a 2-hour time frame. He urged everyone to make a conscious effort to
12 use the time wisely, keeping comments pertinent to the business of the meeting.

13 Additions or Modifications to the Agenda: Pierrette asked about moving the
14 Technology Committee Report to before the discussion of the Technology Plan. John said he
15 would decide on the order of these items when they come up on the agenda.

16 Library Visits: John reported that he and Yvonne visited the Harrison Memorial Library
17 in Carmel-By-The-Sea, California, that relies heavily on donations for collection materials. He
18 will give Phil and Richard information he brought back on their foundation and endowment
19 programs.

20 Correspondence: Phil received several information requests from out-of-area students.

21 Director's Report: Phil had an update on the final figures for new construction
22 revenues. The chart was mailed to the Trustees and is available to the public. The figures are
23 discussed at each budget cycle and show overall tax increases versus the 1% over the previous
24 year as allowed by I-747.

25 The Workroom Project is continuing and Phil invited the Board to tour the area. Patrick
26 Bennett will be spreading soil and compost and digging holes for trees.

27 Phil estimates less than \$25,000 for shelving depending on the end-of-aisle bookcases
28 that are purchased. The price will include delivery and setup. He has received bids and picked
29 Technical Furniture Systems of Renton as the vendor. Phil is planning on deploying the
30 shelving all at once instead of phased. This will be less disruptive to services. John asked about
31 the time schedule and Pierrette mentioned the Long Range Plan goal of deployment by June
32 14th. Phil stated the order will be in this month and delivered in May or June. Pierrette asked
33 about the Friends offer to help with the shelving project. Phil recollected that the Friends
34 confirmed \$10,000 and possibly an additional \$10,000 in funds for the project.

35 The Board discussed with Phil establishing a baseline for "core services" that would be
36 a starting point for budget development. Phil stated that there are several professional
37 principles (i.e. ALA guidelines) that can be used and John would like patron, community and
38 volunteer input as well.

39 Pierrette asked about volunteers not working on the desk alone. Phil stated that was
40 correct, that staff supervises the desk operations. Phil invited the Board to attend the volunteer
41 appreciation brunch, April 26th at 9:00 AM.

42 Friends of the Library: There was no report. John will attend the Friends May meeting.

43 **PUBLIC COMMENT** – There was no comment.

44 **OLD BUSINESS**

45 Future Budget Sub-Committee Report: The Board discussed the final new construction
46 figures and the difference between the I-747 1% cap and the actual tax increase, which
47 includes new construction. Mary mentioned the fluctuation in new construction revenue
48 resulting from construction starts and the economy.

49 Trustees discussed the short-term recommendation of reducing 2006 spending to
50 alleviate a 2007 deficit. The majority of the Board did not agree with the recommendation to
51 reduce the 2006 COLA, which would not provide a significant budget reduction and would
52 seriously impact staff morale. Also, due to the substantial carryover from 2005, the previously
53 projected 2007 deficit is no longer anticipated. Pierrette maintained that the cost of personnel
54 and benefits continues to rise more than an increase attributed by COLA. Phil and Mary
55 discussed the difference between annual totals for individual staff and increases for individual
56 hourly rates. The Board discussed COLA and merit increases, bonuses that would not increase
57 the salary base, the percentage of personnel and benefits in the overall budget and how these
58 compares to other libraries of similar size. John asked Phil to offer an outline for a
59 compensation plan for the June meeting.

60 The Board discussed the cost of computer services and ways to reduce costs with
61 volunteers and/or raise funds through fee-based services. John asked each Trustee to have a
62 response to the report recommendations for the May meeting.

63 **COMMITTEE REPORTS**

64 Policy & Personnel: Policy review and updates: The Board reviewed the following
65 policies with no changes:

- 66 • Policy for Children Alone;
- 67 • Policy on Conduct in the Library;
- 68 • Confidentiality of Library User Information;
- 69 • Drug-Free Environment;
- 70 • Open Conduct of Business;
- 71 • Per Diem Reimbursement Guidelines;
- 72 • Public Works and Purchasing Policy;
- 73 • Salary Plan

74 Minor changes were made to the following policies:

- 75 • Continuing Education Policy – Travel will be reimbursed ~~at the current IRS~~
76 ~~standard rate~~ according to the Library's benefits package.
- 77 • Policy Against Discrimination – No person shall, on the grounds of race, color,
78 national origin, age, sex, handicap, ~~sexual orientation~~, or belief, be excluded

79 from participation in or be subjected to discrimination in, any program or
80 activity of the Orcas Island Library District.

- 81 • Fair Treatment – It is the policy of the Library that **certain** rules governing
82 conduct be defined and that any corrective action taken is fair and consistent to
83 insure that the proper rights of all staff members are recognized and protected.

84 Richard made a Motion to adopt the stated policies with no changes and adopt the other
85 policies with changes as stated. Paige seconded and the Motion passed unanimously.

86 Community Relations: Richard presented a report of items that he would like the
87 Board to address. He asked the Trustees to study the report and prepare for discussion in May.

88 Technology: John presented a draft of the Technology Committee report and asked the
89 Board to prepare for discussion in May.

90 Finance: Mary mentioned the new format for financial reports from the Auditor’s
91 office. It is hoped that the accounting software conversion will be completed in May.

92 **PUBLIC COMMENT**

93 Leith Templin commented on the Board’s financial responsibility to show the
94 community that it is not possible to live within the constraints of I-747, on using the term
95 “bonus” in conjunction with public institution employment, working with the Assessor’s office
96 on determining the new construction figures, working on a salary plan, and under-utilizing
97 volunteers.

98 **ROUTINE MATTERS**

99 Finance: John presented Claims Payment Request No.

100	▪ BF-2006-APR-01	\$ 12,834.96
101	▪ GF-2006-APR-01	\$ 8,545.20
102	▪ GF-2006-APR-02	\$ 9,754.51
103	▪ Payroll	\$ 20,749.89

104 Paige made a Motion to approve the Requests. Richard seconded and the Motion passed
105 unanimously.

106 Minutes: The Board reviewed the Minutes of the March 13, 2006 meeting and made
107 several corrections. After review Pierrette made a Motion to adopt the Minutes as corrected.
108 Paige seconded and the Motion passed unanimously.

109 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 7:35
110 P.M.

111 Submitted by: Mary Pugh

112 Approved:

113 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 8, 2006

5 Chair John Ashenhurst convened the meeting at 5:34 P.M. in the Community Room of the
6 Library. Attending were Board members Richard Fadem, Paige McCormick, Leonard Wood,
7 and Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.
8 Harvey Himelfarb from the Library Budget Sub-Committee and Gunther Eschenbrenner from
9 the Friends of the Library were also in attendance.

10 **NEW BUSINESS**

11 Introductions: John welcomed everyone to the meeting.

12 Additions or Modifications to the Agenda: John reviewed the items on the agenda and
13 the Board reviewed action items.

14 Library Visits: There was no report.

15 Correspondence: Phil continues to receive information requests from out-of-area
16 students and website reference questions.

17 Director's Report: Phil asked if there were any questions on his report and discussed
18 with the Board the shelving purchase, collection discards relative to the Booksale Agreement,
19 customer service training for the Board and/or staff, complaints of the noise level and cellular
20 phone use in the library, the 2005 annual report to WSL, the shared catalog discussion with
21 San Juan Library, developing a "state of the library" report as a bookmark handout, progress on
22 the Workroom Project, and the Building Fund budget.

23 Richard asked about the Long-Range Plan update on comparing the holdings to best-
24 book lists. Phil explained that as different "top book lists" are unearthed, the collection is
25 compared and a determination of whether or not to add titles is made. This process has been in
26 effect all year and Phil wanted to update the Board on the progress. Richard also asked about
27 the definition of "other forms of self-expression" and Phil said they would include such forms
28 as music, movies, art, and graphic novels.

29 Phil opened discussion on developing core values and services, stating that they would
30 guide our actions in conjunction with the Long-Range Plan.

31 Friends of the Library: Friends Board Member Gunther Eschenbrenner reported on the
32 April meeting which covered Friends spending on programming, a \$10,000 grant to support the
33 shelving, the purchase of Directors and Officers liability insurance, and the 2006 Library Fair
34 which will be their 50th anniversary. Richard will be the Board representative at the June
35 meeting.

36 **PUBLIC COMMENT** – There was no comment.

37 **OLD BUSINESS**

38 Future Budget Sub-Committee Report: John asked the Board to discuss action items on
39 the report recommendations. It was questioned whether to develop the core values and services
40 before addressing the report recommendations. Harvey expressed his belief that defining core
41 values or principles should come first, starting with Phil's recommendations, and making sure
42 to add an employment relations principle. He also recommended gathering public testimony.
43 This will lend credibility with the community and avoid an ad hoc approach to dealing with
44 any future-funding shortfall.

45 The Board discussed beginning a process toward a consensus about principles to be
46 used as guidelines for interpreting the Long-Range Plan. Phil envisioned using them to
47 establish service priorities when making budget decisions. John would like to develop
48 principles in concert with the action items from the committee report.

49 Action on committee recommendations:

50 A. Short-term

- 51 1. No expected shortfall for 2007; instead, address this possibility when developing
52 the 2008 budget.
- 53 2. The majority of the Board felt there was no reason to rollback the 2006 COLA.
- 54 3. Phil will have a statement on salary, raises and/or bonuses for discussion at the
55 June Board meeting.
- 56 4. A cooperative agreement with San Juan Library is in discussion. The Board has a
57 letter from the San Juan Library Board to review.
- 58 5. Leonard and Phil will develop a list of suggestions that could be used to solicit
59 community help before resorting to a tax increase.

60 B. Mid-term

- 61 1. Richard, Harvey and Phil will meet to develop a strategy for tapping the
62 remarkable wealth of talented people in the community to enhance library
63 program offerings with the hope of increasing community participation. The list
64 would add new possibilities to the current volunteers' duties.
- 65 2. Phil will provide a service-based budget for the July meeting to help with the
66 2007 budget preparations. A fact sheet highlighting program costs for patrons
67 should be developed.
- 68 3. Leonard and Paige will meet to review the 2003 Salary Survey and the 2004
69 Benefit Survey.
- 70 4. Discussions are underway with San Juan Library on sharing online catalog
71 services. Phil stated that this particular item (outsourcing) is reviewed
72 continually within the budget process. Cost comparisons are routinely reviewed
73 with an eye to obtaining the best products at the best price.

- 74 C. Long-term
75 1. Leonard will review this together with A-5.
76 2. Although there is no timetable for a levy initiative, the Board and staff should
77 keep the possibility of a levy uppermost in mind and demonstrate to the
78 community the most responsible fiscal management possible.
79 3. Develop service principles and priorities using community input.

80 John asked Harvey if the action items stated would honor the intent of the committee's report.
81 Harvey felt that it would.

82 COMMITTEE REPORTS

83 Policy & Personnel: Policy review and updates: The Board reviewed the following
84 policies with minor changes:

- 85 • Display, Exhibit, and Bulletin Board Policy – As presented with punctuation
86 corrections.
- 87 • Community Room Policy – As presented with minor changes in punctuation
88 and wording.

89 Page made a Motion to adopt the policies with changes as stated. Pierrette seconded
90 and the Motion passed unanimously.

91 Community Relations: Richard expressed his concern about delaying discussion of his
92 report. John asked if Richard would work with Phil on the fact sheet, incorporating three
93 priorities blended from the Budget Committee Report and Richard's Community Relations
94 report. Phil and Richard will have a draft available for June's meeting.

95 Technology: Phil presented the 2006 Technology Plan for adoption by the Board. The
96 Plan has received tentative approval from the State Library. The Board discussed the phrasing
97 of levy funding, agreed to add the word "possible," and requested inclusion of a statement
98 about ongoing investigation into improving system reliability and recovery. Pierrette made a
99 Motion to adopt the 2006 Technology Plan as revised. Paige seconded and the Motion passed
100 unanimously.

101 Discussion of the Technology Committee Report was postponed until June.

102 Finance: Phil distributed a spreadsheet on the Workroom Project, as well as the April
103 2006 Building Fund Budget Status report.

104 PUBLIC COMMENT

105 There were no comments.

106 ROUTINE MATTERS

107 Finance: Leonard presented Claims Payment Request No.

- | | | |
|-----|------------------|------------|
| 108 | ▪ BF-2006-APR-02 | \$ 332.14 |
| 109 | ▪ BF-2006-MAY-01 | \$1,671.99 |

110	▪ GF-2006-APR-03	\$ 7,730.58
111	▪ GF-2006-MAY-01	\$ 8,306.42
112	▪ GF-2006-MAY-02	\$ 5,205.67
113	▪ Payroll	\$ 20,697.28

114 Paige made a Motion to approve the Requests. Richard seconded and the Motion passed
115 unanimously.

116 Minutes: The Board reviewed the Minutes of the April 10, 2006 meeting and made a
117 correction. After review Pierrette made a Motion to adopt the Minutes as corrected. Paige
118 seconded and the Motion passed unanimously.

119 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 7:43
120 P.M.

121 Submitted by: Mary Pugh

122 Approved:

123 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 12, 2006

5 Chair John Ashenhurst convened the meeting at 5:33 P.M. in the Community Room of the
6 Library. Attending were Board members Richard Fadem, Paige McCormick, 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: John welcomed everyone to the meeting. He asked if the 2-hour format
11 has been working, and the Board thought, for the most part, that it was. It was agreed that one-
12 half hour could be added. However if more time is needed, a special meeting should be called.
13 John remarked on Leonard Wood's resignation and the process Commissioner Alan Lichter
14 will be using to appoint a replacement Board member. John reminded the Board that he and
15 Richard would not be attending the August meeting.

16 Additions or Modifications to the Agenda: John would like to discuss the Finance
17 Committee Chair opening during Committee Reports.

18 Library Visits: Pierrette remarked on her visit to the Port Townsend Library. The
19 library is housed in an older 2-story building that has a very small reading room, 3 Internet
20 computers, and a children's area on the lower level. There is a sign at the entrance asking
21 users to turn off cell phones.

22 Pierrette also visited the Manzanita Branch of the Tillamook County Library System,
23 which has a large reading room and a separate meeting room with 2 tables. There are 3 Internet
24 computers with one-hour or 15-minute sign-ups. They also have a sign at the entrance asking
25 users to turn off cell phones.

26 Correspondence: Phil stated there was no extraordinary correspondence. In response to
27 the ongoing research requests from school children, Nita has developed a handout with
28 research pathfinders for information about Orcas Island.

29 Director's Report: Phil asked if there were any questions on his report and discussed
30 with the Board the Workroom Project, a landscape water leak, the community survey,
31 memorial donations in honor of Gladys Gropper, the purchase of laptops supported by a
32 Friends grant, and Board mailings in PDF format.

33 Richard asked about the position description for the Director, the annual review
34 procedure and review criteria. Paige stated a review was performed in executive session on the
35 hiring anniversary; however, no set criteria have been developed. John asked that Richard
36 review the position description and minutes from last year's meeting, and then suggest ideas
37 for a systematic review process.

38 Friends of the Library: There was no Friends member present. John remarked that they
39 are excited to sponsor work internships for high school students. Paige will be the Board
40 representative at the July meeting.

41 **PUBLIC COMMENT** – There was no comment.

42 **OLD BUSINESS**

43 Principles or Values of Service: Paige asked for direction from the Board on the
44 process to be taken in defining the project. The Board discussed providing the core values and
45 the Director implementing those values. In addition the Board discussed the Budget Sub-
46 committee's previously developed list of values, the possibility of a citizen committee, and the
47 Long Range Plan. Paige will meet with Phil and prepare a draft for the July meeting.

48 **COMMITTEE REPORTS**

49 John discussed the role of the Board in providing general guidance with policies versus
50 the role of staff in implementing the policies and performing the daily operations of the
51 Library. Richard felt there might be some instances where requests for information or
52 invitations about outside opportunities initiated by a Trustee should go first to the President,
53 then to the rest of the Board and the Director. The Board weighed the difference between
54 having information and ideas come through the President, or directly contacting the Director.
55 The consensus was that it would be more expedient in most of these circumstances to work
56 directly with the Director.

57 Policy & Personnel: Policy review and updates: The Board reviewed the Gifts, Internet
58 and Materials Loan policies with several changes being made. Paige and Phil will finalize the
59 changes and present the policies for adoption in July.

60 Compensation Policy: The Board discussed several compensation philosophies that are
61 used within the industry to recognize job standards, longevity, and performance. In addition,
62 the Board discussed removing review of individual positions from the Board and setting a
63 percentage of the overall budget for wages and benefits and leaving the management of the
64 positions to the Director. Phil will work the ideas from the discussion into the draft policy.

65 Community Relations: Priorities: Phil had previously provided the Board with copies
66 of his notes from the meeting he had with Richard and Harvey Himelfarb. Two important
67 concepts from that meeting are to: 1) involve high school students through internships
68 sponsored by the Friends. The Friends have supported a total of two interns over the last three
69 years through the school's Community Resource Training program (CRT). Staff and Friends
70 are very excited about continuing to explore ways to expand the program; and 2) expand the
71 thematic lectures including Women's History Month and National Poetry Month with offerings
72 on different subjects each month to include lectures, displays and book purchases. Richard felt
73 that attendance would grow as the community begins to perceive the library as a cultural
74 center, thereby bringing a new support base to the library, both financially and in the form of
75 volunteers. John asked Richard to create a plan for implementation.

76 Library Service Fact Sheet: John would like to have a simple, concise statement,
77 available at the desk and on the website, showing comparative library statistics with service

78 costs and suggestions for donations. Richard will work on a design with Phil and have
79 something for the September meeting.

80 Technology: Phil stated that San Juan Library would like to hear if we are ready to
81 proceed with discussion on sharing the Dynix cataloging software and technology
82 responsibilities. The Board agreed it is worth pursuing, with the final decision to be based on
83 final cost figures. Phil will work with San Juan in developing a proposal.

84 Finance: John appointed Pierrette as Finance Chair with the opening for Technology
85 Chair going to the new appointee.

86 Program-Based Budgets: The Board discussed the first draft of a budget breakdown by
87 service items and how to apportion overhead. The main concern is to keep the same formula
88 year to year to enable accurate comparisons. Phil will continue to work on the project.

89 PUBLIC COMMENT

90 Leith Templin commented on: 1) the gift policy review, making sure to follow the legal
91 guidelines outlined in the WAC; 2) the video collection geared more toward entertainment than
92 education and in competition with local businesses; and 3) financial reporting of the Friends
93 gifts. Pierrette agreed that the in-house reporting was confusing and John asked if Leith would
94 give some suggestions for improvement.

95 ROUTINE MATTERS

96 Finance: John presented Claims Payment Request No.

97	▪ BF-2006-JUNE-01	\$ 1,144.33
98	▪ BF-2006-JUNE-02	\$10,932.90
99	▪ GF-2006-MAY-03	\$ 1,446.68
100	▪ GF-2006-JUNE-01	\$ 7,446.68
101	▪ GF-2006-JUNE-02	\$ 13,113.70
102	▪ Payroll	\$ 19,774.12

103 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
104 unanimously.

105 Minutes: The Board reviewed the Minutes of the May 8, 2006 meeting and made a
106 correction. After review Pierrette made a Motion to adopt the Minutes as corrected. Richard
107 seconded and the Motion passed unanimously.

108 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 7:58
109 P.M.

110 Submitted by: Mary Pugh

111 Approved:

112 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 10, 2006

5 Chair John Ashenhurst convened the meeting at 5:30 P.M. in the Community Room of the
6 Library. Attending were Board members Richard Fadem, Paige McCormick, 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: John welcomed everyone to the meeting. He introduced Maggie
11 Schneider President of the Friends, and Allan Adler of the Technology Committee. The Board
12 discussed Trustee attendance at the August meeting.

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

14 Reassignment of tasks: John explained that Paige would be unavailable for special
15 projects and reviewed the Principles of Services, policies and salary review Paige had been
16 working on. It was decided that Phil will continue to work on the policy review and all
17 Trustees will assist in reviewing revisions. The Principles of Services will be tabled until fall.
18 The salary review was background information only.

19 2006 Budget Amendments: The Board reviewed updated spreadsheets on the
20 amendments for the General and Building Funds. The Board discussed cost overruns on the
21 Workroom Project, the final amount of tax revenue from new construction, and the removal of
22 the property tax reserve and donations.

23 Public comment was received from Allan Adler asking about the percentage of
24 donation to the overall budget. Phil replied that it averaged 3-4% per year.

25 John asked if there were any additional questions or comments and called for a Motion
26 on the Amendments. Richard made a Motion to adopt Resolution 02-2006 amending the 2006
27 General Fund Budget. Pierrette seconded and the Motion passed unanimously.

28 Paige made a Motion to adopt Resolution 03-2006 amending the 2006 Building Fund
29 Budget. Pierrette seconded and the Motion passed unanimously.

30 Library Visits: There were no visits to report.

31 Correspondence: Phil stated there was no correspondence except for website inquiries.

32 Director's Report: Phil asked if there were any questions on his report and discussed
33 with the Board the statistics spreadsheet, the shelving installation, the user and community
34 surveys, wi-fi upgrade, music items as a part of the collection, the new copier's ability to scan
35 items, and the repairs to the landscaping water system.

36 The Board asked questions about the surveys, the wi-fi system, the possibility of a sign
37 asking patrons to turn off cell phones, the new acquisitions feature, and the remaining balance
38 for travel and conferences.

39 Public comment was received from Allan Adler on obtaining statistics and
40 demographics of wi-fi users.

41 Friends of the Library: Maggie Schneider, President of the Friends, reported on
42 sponsoring two high school interns to work in the Library this fall, purchasing classic or other
43 literature in recognition of Ty Agnew and Muriel Gallo-Chasanoff, high school Friends Board
44 members who retired this spring, the need for Booksale volunteers, the upcoming newsletter,
45 the new coffee mugs, tee shirts and book bags for sale, and an update on the Library Fair.

46 **PUBLIC COMMENT** – There was no comment.

47 **OLD BUSINESS**

48 Principles or Values of Service: John tabled this item until September.

49 **COMMITTEE REPORTS**

50 Policy & Personnel: Policy review and updates: The Board reviewed the Internet and
51 Computer Use Policy. A change was made to the section about items beyond the Library's
52 control. Pierrette made a Motion to adopt the Internet and Computer Use Policy as updated.
53 Paige seconded and the Motion passed unanimously.

54 The Board reviewed the Policy On Gifts and made a change to the section about book
55 or collection materials donations. Pierrette made a Motion to adopt the Policy On Gifts as
56 updated. Paige seconded and the Motion passed unanimously.

57 The Board reviewed the Policy on Materials Loan and made a change to the section
58 about non-resident fees charged. Pierrette made a Motion to adopt the Policy on Materials
59 Loan. Richard seconded and the Motion passed unanimously.

60 Compensation Policy: The Board discussed the draft compensation policy and made
61 minor changes in wording. Paige made a Motion to adopt the Policy On Staff Compensation.
62 Richard seconded and the Motion passed unanimously.

63 Community Relations: Richard reported on the parameters he felt were important for a
64 fact sheet that would be available in printed and electronic format. The Board discussed what
65 information to use and what time frame would be meaningful. Richard will incorporate the
66 suggestions and report back at the August meeting.

67 Richard spoke to the Board about the practice in academic institutions of board
68 members giving significant donations to join the board and the establishment of foundations
69 for developing endowments. John asked Richard to continue with his work on the statistics and
70 the lecture series for next summer.

71 Richard is finishing up the parameters for the annual review of the Director and will
72 email his outline to the Board.

73 Technology: Partnership with San Juan Library: The Board discussed the proposal for
74 San Juan Library to join OILD's Horizon upgrade and how it would impact maintenance costs,
75 administration oversight and staff control. They also discussed third-party hosting with Dynix.
76 It was determined after cost comparisons that the shared online system would not be cost
77 effective. However, the Board agreed that shared services were still worth exploring. John
78 asked Phil to respond to the San Juan Library Board.

79 Finance: Program Based Budgets: Phil outlined the complexities of comparing OILD
80 with other libraries in such areas as cost to checkout a book, programs, and collection
81 development. He suggested using items reported by all libraries in state reports, for example
82 the category of investment per reader. The additional information would be prepared for in-
83 house use that would report on cost per checkout, collection processing, and programs. John
84 remarked that Phil and Richard are working along the same path and thought Richard's project
85 should be completed first. Pierrette commented that the staff figures would not be accurate
86 because of the large volunteer base OILD has. Phil replied that the 55% of the budget that
87 represents staffing is 10 to 20 percent below other libraries because of the strong volunteer
88 program.

89 **PUBLIC COMMENT**

90 Maggie Schneider commented on the Friends helping with a lecture series next year.

91 **ROUTINE MATTERS**

92 Finance: Pierrette presented Claims Payment Request No.

93	▪ BF-2006-JUNE-03	\$ 45.98
94	▪ BF-2006-JULY-01	\$357.27
95	▪ GF-2006-JUNE-03	\$ 331.97
96	▪ GF-2006-JULY-01	\$ 11,697.78
97	▪ GF-2006-JULY-02	\$ 15,571.54
98	▪ Payroll	\$ 20,974.62

99 Paige made a Motion to approve the Requests. Richard seconded and the Motion passed
100 unanimously.

101 Minutes: The Board reviewed the Minutes of the June 12, 2006 meeting and made a
102 correction. After review Pierrette made a Motion to adopt the Minutes as corrected. Richard
103 seconded and the Motion passed unanimously.

104 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 7:40
105 P.M.

106 Submitted by: Mary Pugh

107 Approved:

108 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 14, 2006

5 Vice-President Richard Fadem convened the meeting at 5:37 P.M. in the Community Room of
6 the Library. Attending were Board members, Paige McCormick, Pierrette Guimond, and
7 newly appointed Trustee Allan Adler; Library Director Philip Heikkinen, and staff member
8 Mary Pugh. There were no community members in attendance.

9 **NEW BUSINESS**

10 Introductions: Richard welcomed new Board member Allan Adler.

11 Additions or Modifications to the Agenda: Richard requested that approval of the
12 Minutes be moved to New Business. This will give the Board the opportunity to review
13 information that might be pertinent to the present meeting. There were no objections to moving
14 the Agenda item.

15 Minutes: The Board reviewed the Minutes of the July 10, 2006 meeting and after
16 review Pierrette made a Motion to adopt the Minutes. Paige seconded and the Motion passed
17 unanimously.

18 Library Visits: Phil reported on his visit to the Anacortes Public Library in his
19 Director's Report. Allan asked about Phil's impression of the library. Phil liked the building
20 space and the room allowed for growth. The lobby permits after-hours meetings and ongoing
21 Friends book sales. Anacortes utilizes a traditional layout and labeling for the information and
22 check-out desks using the terms Reference and Circulation.

23 Correspondence: There was no correspondence to report.

24 Director's Report: Phil asked if there were any questions on his report. He discussed
25 with the Board comparative information on salaries based on figures reported to the
26 Washington State Library. OILD reported salaries expenditures as 55% of operating budget
27 versus an average of 65% for other Washington State libraries. The lower percentage is a
28 reflection of the large volunteer base utilized by OILD. The Board liked the idea of seeing
29 publicity on the use of volunteers and the tax savings to the community.

30 Phil also reported on the finished exterior building painting, Library Fair, new shelving,
31 computer equipment placement, and the survey results.

32 Friends of the Library: There was no Friends representative. Phil remarked on the
33 Friends Annual Meeting to be held in at 7pm on Thursday, September 28th, in the Music Room
34 at Rosario Resort.

35 **PUBLIC COMMENT** – There was no comment.

36 **COMMITTEE REPORTS**

37 Policy & Personnel: Policy review and updates: The Board reviewed the Materials
38 Selection, Political Activity, Sexual Harassment, and Whistle Blower policies. Pierrette made a
39 Motion to approve the policies as reviewed. Paige seconded, and the Motion passed
40 unanimously.

41 The Board reviewed the Non-Smoking Environment Policy deleting from “It is the
42 policy of” to “Trustees” and deleting “is considered.” Allan made a Motion to adopt the Non-
43 Smoking Environment Policy as updated. Pierrette seconded and the Motion passed
44 unanimously.

45 The Board reviewed the Work Week Policy and replaced “Library District” with
46 “Director” in the section about the possible substitution of cash for compensatory time. Paige
47 made a Motion to adopt the Policy on Materials Loan. Pierrette seconded and the Motion
48 passed unanimously.

49 Richard would like to review the Privacy Policy and requested that the Board read the
50 ALA guidelines on developing a privacy policy to prepare for a discussion at the September
51 meeting.

52 Richard discussed with the Board the development of measures for use in the annual
53 review of the Director. The Board also discussed evaluations based on the current position
54 description, Long Range Plan, operation standards, and setting goals. Richard would like to set
55 aside 20 minutes at the September meeting to finalize review parameters.

56 Community Relations: Richard discussed with the Board developing a fact sheet
57 including factual representation of operations and statistics, not using propaganda, graphic
58 design, the intended audience, annual and monthly reporting, printed and online delivery, and
59 format size.

60 Phil reviewed with the Board responses to the User Survey.

61 Technology: Richard asked Allan to fill the Technology Chair vacancy and Allan
62 accepted.

63 Allan said that he liked the statistics chart that Phil is providing each month and is
64 excited to see the increase in usage. Phil stated that he would continue to refine the chart to
65 make it meaningful.

66 Finance: Program-Based Budgets: Phil stated that he is continuing to work on a
67 comparison with other Washington libraries and will have more information at the September
68 meeting.

69 2007 Budget Introduction: Phil stated that he has begun the review for the 2007 budget
70 including updating the Reserve Study, concentrating on a strong collection, and utilizing the
71 Friends for programming funding.

72 **ROUTINE MATTERS**

73 Finance: Pierrette presented Claims Payment Request No.

74	▪ BF-2006-JULY-02	\$14,121.61
75	▪ BF-2006-AUGUST-01	\$1,593.49
76	▪ BF-2006-AUG-02	\$12,739.88
77	▪ GF-2006-JULY-3	\$2,060.62
78	▪ GF-2006-AUG-1	\$ 4,754.73
79	▪ GF-2006-AUG-2	\$ 24,148.91
80	▪ Payroll	\$ 21,598.30

81 Paige made a Motion to approve the Requests. Pierrette seconded and the Motion passed
82 unanimously.

83 **ADJOURNMENT** – There being no additional business Paige made a Motion to adjourn the
84 meeting. Allan seconded and the Motion was passed unanimously. The meeting was adjourned
85 at 7:17 P.M.

86 Submitted by: Mary Pugh

87 Approved:

88 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 11, 2006

5 Chair John Ashenhurst convened the meeting at 5:32 P.M. in the Community Room of the
6 Library. Attending were Board members Richard Fadem, Paige McCormick, Pierrette
7 Guimond, Allan Adler; Library Director Philip Heikkinen, and staff member Mary Pugh. There
8 were initially no community members in attendance.

9 **NEW BUSINESS**

10 Minutes: The Board reviewed the Minutes of the August 14, 2006 meeting and after
11 review Pierrette made a Motion to adopt the Minutes. Paige seconded and the Motion passed
12 unanimously with John abstaining.

13 Additions or Modifications to the Agenda: Allan asked for a discussion of the special
14 endowment board or VIP board previously suggested by Richard. John will include the
15 discussion under Community Relations.

16 Library Visits: Pierrette described her visit to the library at Salt Spring Island, British
17 Columbia. It is a small library serving a population of about 10,000 in an unexciting building,
18 however they are engaged in a capital campaign. They have 3 employees (a part-time librarian,
19 computer technician and custodian) and 160 volunteers. There are only a couple of tables with
20 chairs in the reading room. Internet is available for 30 minutes via a barcode from the librarian.

21 Pierrette also visited the library at Sydney, British Columbia which is housed in a
22 newer building with some comfortable seating, serving a population of 24,000 of which they
23 estimate 50% use the library. Internet is available on 4 computers for 30 minutes at a cost of
24 one dollar. What Pierrette liked most was the efficient use of magazine space and the subject
25 descriptions posted on the shelving to aid patrons in locating materials.

26 Correspondence: There was no correspondence to report.

27 Director's Report: Phil asked if there were any questions on his report. Phil remarked
28 that he is hoping to take time off to work on his house construction in the next couple of
29 months, concentrating his time at the library on high priority essentials.

30 Phil commented on the reading room shelving, the workroom project, and the website.
31 John asked about the decreases shown in some of the statistics, website updates and the library
32 blog; and Richard asked about statistics counters for the web pages.

33 John stated he had received correspondence from Andrea Hendrick concerning the new
34 shelving and spending on the collection. Phil responded that spending on the collection has
35 consistently been 12% of the operating budget, using tax dollars and endowments. Phil
36 calculated a 20% increase based on a collection of 40,000 would net 8,000 additional items
37 throughout the collection. Shelving space must be adjusted to allow growth in all areas, not just

38 at the end of a row of shelving. Phil stated that a net average of approximately 200 items are
39 being added each month. Allan felt each Board member and Phil should respond to Andrea.

40 In addition, Pierrette asked about the status of moving the computers, and the removal
41 of the old gutters. Phil asked for help in relocating one of the old book drops to the Olga
42 Artworks building. Allan asked to have statistics on the wireless usage.

43 The Board also discussed the type and volume of information from library associations
44 and publications. Allan would like to have more information on what local libraries are doing.

45 Friends of the Library: There was no Friends representative. Phil remarked their August
46 meeting was focused on the Library Fair. The Friends have scheduled a meeting for Tuesday,
47 September 12th that Pierrette will attend. John will be the representative at the October
48 meeting. The Friends Annual Meeting to be held in at 8pm on Thursday, September 28th, in the
49 Music Room at Rosario Resort.

50 **PUBLIC COMMENT** – There was no comment.

51 **OLD BUSINESS**

52 Long-Range Plan Recap: Phil distributed a progress report on the Long-Range Plan
53 stating that he feel things are moving in the right direction. A user survey and community
54 survey resulted in high overall satisfaction with emphasis on collection and less on classes.
55 There was good recognition of the online catalog, however other website offerings were not as
56 well acknowledged.

57 The Board discussed survey means and responses, how to measure energy, excitement,
58 and shortcomings or unfulfilled expectations. John charged the Board with interviewing 5
59 people each, to determine what would improve the library. John asked Phil to gather more
60 information and develop future measurements.

61 **COMMITTEE REPORTS**

62 Policy & Personnel: Review of Open Meetings Requirement: Paige reviewed the
63 requirements for Board discussion and email within the Open Meetings Act.

64 Privacy/Confidentiality Policy: Richard asked if there were comments from the Boards
65 review of the ALA suggested policy. The Board agreed to have Richard provide a draft of a
66 new policy for review.

67 Parameters for Director Review: The Board discussed the means to use in the
68 Director's review including the position description, goals, the Long-Range Plan, an annual
69 review versus a review every 3 years, using an anniversary date or a calendar date. It was
70 acknowledged that new parameters would apply to future evaluations and not for the current
71 year. In addition the Board recognized a review by the anniversary date of September 13th
72 could not be met and discussed an amended timeline. It was agreed that the review would be at
73 the December meeting and that Richard and Alan would work on a means of evaluation.

74 Community Relations: Fact Sheet: Phil distributed a draft of a brochure delineating
75 information on the library, including services and statistics. The Board gave comments and
76 suggestions that Phil will incorporate into the design.

77 VIP/Endowment Committee: Allan made a Motion to have the Board develop a group
78 of signature persons in support of the Library for the purpose of establishing financial support
79 through endowments. Pierrette seconded and the Board discussed how to establish a sub-
80 committee and give it direction. It was agreed that Allan and Richard would come back to the
81 Board with contact names and language at the October meeting. John called the vote and the
82 Motion passed unanimously.

83 Technology: John asked for definitive information on outsourcing the Horizon system
84 to Dynix.

85 Finance: Program-Based Budgets: Phil asked the Board for a decision on which items
86 the Board felt would be most helpful in comparing OILD budget items with other libraries. The
87 Board will review the chart previously provided.

88 2007 Budget Draft: The Board reviewed the documents prepared for the budget
89 discussion including the 2006-2009 budget projections, the reserve study, tax revenue, income
90 and expenses. Discussions included the collection purchases, merit adding to the salary base,
91 the Friend's grant and carryover, and projecting the 2006 budget through the year-end.

92 Public Comment was received from Leith Templin on explaining the book budget.

93 The Board scheduled a budget work session for September 19th at 9:30 am in the
94 Library meeting room.

95 **ROUTINE MATTERS**

96 Finance: Pierrette presented Claims Payment Request No.

97	▪ BF-2006-SEPT-02	\$1,592.91
98	▪ GF-2006-SEPT-1	\$7,332.09
99	▪ GF-2006-SEPT-2	\$10,564.79
100	▪ Payroll	\$ 20,547.02

101 Paige made a Motion to approve the Requests. Allan seconded and the Motion passed
102 unanimously.

103 **ADJOURNMENT** – There being no additional business Allan made a Motion to adjourn the
104 meeting. Paige seconded and the Motion was passed unanimously. The meeting was adjourned
105 at 8:15 P.M.

106 Submitted by: Mary Pugh

107 Approved:

108 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 September 19, 2006

5 Chair John Ashenurst convened the meeting at 9:36 A.M. in the Meeting Room of the Orcas
6 Island Library. Attending were Board members Richard Fadem, Paige McCormick, Allan
7 Adler and Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.
8 Community members were also in attendance.

9 Draft 2007 Budget:

10 John invited everyone to review the draft 2007 budget, of which updated copies were
11 provided.

12 Phil began the discussion with an overview, showing no major changes. For planning
13 purposes a 3% COLA for 2007 was used, which is lower than the current inflation figures. No
14 changes in staff hours are planned however \$1,000 is planned for staff substitutes, which
15 would represent approximately 70 staff hours. No funds were allocated for Special Project,
16 which are usually funded from the Friend's Grant. Phil recommends a merit pool of \$2,000
17 stating that any increases in wages would fall within the adopted salary ranges.

18 John asked for questions on the personnel section. Allan asked how the COLA was
19 calculated. Phil replied that figures are gathered from the Bureau of Labor Statistics for the
20 Seattle Metro area, from San Juan County Administrative Services and from Washington State
21 Department of Labor, and from this information he tries to interpret trends in the cost of living.
22 Allan said a constituent stated San Juan County is using 2.75%. Phil explained that the
23 majority of County employees are covered under a bargaining agreement, covering the entire
24 compensation package. The COLA is just one part of it.

25 The Board discussed in detail the information on COLA, including the difference
26 between 2.75% and 3%, using San Juan County figures as a guide, funding a reasonable cost of
27 living increase based on a composite of available information.

28 Pierrette asked about the merit pool and stated her concerns that merit increases the
29 base pay, compounding year after year. She proposes using a bonus instead. She commented
30 that her research shows salaries and benefits increasing over 5% in the last 5 years. She is not
31 opposed to a COLA increase, however sees merit as outdistancing the budget in future years.
32 The Board discussed in detail how the wage items are calculated, the historical significance of
33 personnel costs increases, wage increases versus increase in hours worked, and attaching merit
34 to wage base.

35 The 2003 salary survey was discussed as it applies to wage ranges and the failure to
36 include benefits in the survey. Paige stated that an additional survey on benefits was conducted
37 in January 2004. Allan asked where the current staff fell within the salary range and Phil
38 responded that 2 employees were at the top of their range and the rest were mid-range or lower.
39 Allan felt that if the proposed increase would fall within the approved range then the matter
40 should be put to rest.

41 The Board returned to discussing the COLA and Mary suggested that the Board allow
42 3% as a budgeting tool and set the actual COLA in January or February after the year-end
43 figures are released. Paige has concerns about using a negotiated contract as a guide to set
44 COLA and would like more information about the terms of the contract. Allan stated that the
45 ¼% difference is only \$600 and would like to move on to more important issues. John felt the
46 COLA was reasonable and Richard expressed concern on the perception the Library is giving
47 by giving a higher rate than the County. John asked that the Board agree to use 3% as a
48 placeholder and to await further information before establishing a firm rate. The Board agreed
49 and asked Phil to research additional information on the COLA.

50 John then took up the issue of the merit pool and bonuses. Paige reminded the Board
51 that the item was discussed in July when the revision to the Salary Plan Policy was adopted.
52 The Finance Sub-Committee recommended considering one-time bonuses instead of increasing
53 the wage base. Allan acknowledged that in business if a company is performing well and the
54 employees within the company are performing well, then additional compensation is awarded.
55 The question is how to determine in a nonprofit (i.e. Library) whether it is doing well, and
56 performance reviews are the accepted means. John asked about determining productivity in the
57 library through circulation statistics. Phil replied that checkouts are up about 10%, though also
58 said he would be cautious about relying heavily on simple output measures. Richard asked
59 about calculating in the population increase.

60 Richard made a Motion to approve a merit pool of \$2,000 for the 2007 Budget. Allan
61 seconded and John opened discussion. Paige would like to approve the merit pool and postpone
62 the discussion of merit versus bonus.

63 **Public Comment** was received from Mary Poletti on the total percentage of increase
64 in salary and benefits, consider having the employees pay a portion of the medical premiums,
65 and the lack of notice for today's meeting on the website and in the newspaper.

66 Robert Herrup asked how merit increases were determined for staff, if there was a
67 written plan or procedure, and where the information was kept. In addition Robert asked when
68 the practice of giving COLA started. Mary replied that it began in 1989 or 1990.

69 John responded that the Director determines the merit for staff. Phil stated that he uses
70 a number of factors when considering a performance review and the results were recorded in
71 each employee's file, which Paige stated were confidential. Richard apologized for not having
72 the meeting notice posted on the community calendar on the Library's website and asked that
73 future meetings be publicized there.

74 John called for the vote and the Motion passed 4 to 1.

75 John asked for a decision on the COLA. Paige made a Motion to use a 3% COLA as a
76 planning tool for the 2007 Budget, and Allan seconded the Motion. Allan, with Paige's
77 approval, amended the Motion to include procuring additional information and research on
78 COLA, and to fix the rate after further discussion. Richard seconded, and the Amended Motion
79 passed unanimously. John called the vote on the original Motion, and it passed unanimously.

80 The Board discussed the cost of medical insurance and Pierrette stated that increasing
81 the amounts of deductible and co-pay could reduce costs. John stated that the Board benefited
82 from research that San Juan Library did last year on health savings accounts and high
83 deductible medical policies. They found no significant savings in premiums unless the library
84 were to pass along costs to employees. John would like to look at alternatives to reduce costs.

85 Richard wanted to include information on how to raise the benefit to include family members,
86 stating that the benefit was not out of line and that all possibilities needed to be reviewed.

87 Allan asked how the Library ranked within the 2004 Benefits Survey. Phil replied that
88 the Library is below average within the library community, however average compared to
89 retail business community. In addition Phil remarked that the San Juan Library Board decided
90 against a plan that would reduce benefits or pass the cost onto employees.

91 Richard made a Motion to update the medical benefit information with research from
92 other libraries, including Anacortes, San Juan and Lopez, to compare the benefit provided and
93 the percentage of cost to the budget. Pierrette seconded, and the Motion passed unanimously.

94 The Board began discussion on the acquisition budget. Phil stated that acquisitions
95 continue to be within 12% of the operating budget with the use of endowments. John asked
96 why endowments were not included in the total for books and Phil replied that previous Boards
97 requested the information to be separated. Richard asked if personnel and benefits are
98 increasing 3%, why the acquisition was not increased by the same amount. Phil replied that
99 spending more does not necessarily improve the collection proportionately, and that the library
100 is spending at a rate that allows for the most manageable growth, offering the best selection
101 and value for the community. In addition Phil explained that the costs for covering supplies,
102 processing, and staff would increase with a larger collection budget. He said that 12% gives us
103 a healthy growth and turnover rate.

104 Pierrette said that previous publicity indicated that the collection would be increased
105 20%, which is not represented by the 2007 budget. Phil reiterated that he is committed to
106 keeping the collection budget at 12% of the operating cost, explaining that as the overall
107 operating budget goes up, the dollars spent on collection will go up, yet still remain 12% of the
108 budget. The 20% figure was always described as a 3 to 5 year target.

109 Richard made a Motion to increase the acquisitions total budget 3% to \$69,158. Allan
110 seconded and John opened discussion. The Board discussed whether to increase individual
111 lines in the acquisition section. It was felt that the Director had a better understanding of the
112 collection to determine individual purchases, however the Board could determine the entire
113 acquisitions section budget total.

114 **Public Comment** was received from Mary Poletti on including a line for reference
115 materials and Robert Herrup on the use of endowments.

116 John called the vote, and the Motion passed 3 –1, with Paige abstaining.

117 **ADJOURNMENT**

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

119 Submitted by: Mary Pugh

120 Approved:

121 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 October 9, 2006

5 Chair John Ashenhurst convened the meeting at 5:32 P.M. in the Community Room of the
6 Library. Attending were Board members Paige McCormick, Pierrette Guimond, Allan Adler;
7 Library Director Philip Heikkinen, and staff member Mary Pugh. Board Trustee Richard
8 Fadem arrived late. There were also community members in attendance.

9 **WELCOME & INTRODUCTIONS** – John welcomed everyone to the meeting and
10 introduced Allan as the newest Board Trustee.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – John asked if there were any
12 changes to the agenda and Pierrette wanted to make sure the Friends Grant was discussed
13 during the budget deliberations.

14 **ROUTINE MATTERS**

15 Minutes: The Board reviewed the Minutes of the September 11, 2006 meeting. Paige
16 made a Motion to approve the Minutes as presented. Allan seconded and the Motion passed
17 unanimously.

18 The Board reviewed the Minutes of the September 19, 2006 meeting and spelling
19 corrections were made. Paige made a Motion to approve the Minutes as corrected. Pierrette
20 seconded and the Motion passed unanimously.

21 Vouchers and Payroll: Pierrette presented Claims Payment Request No.

22	▪ Payroll	\$ 21,250.83
23	▪ GF-2006-SEPT-3	\$1,861.43
24	▪ GF-2006-OCT-1	\$7,857.01
25	▪ GF-2006-OCT-2	\$8,500.05
26	▪ BF-2006-SEPT-02	\$ 1,004.63

27 Pierrette made a Motion to approve the Requests. Allan seconded and the Motion passed
28 unanimously.

29 Richard Fadem arrived at 5:45 P.M.

30 **OLD BUSINESS – 2007 Budget Draft**

31 John began the discussion by reviewing the September 19th meeting. He felt the major
32 issues to be discussed included: a) COLA for 2007; b) the merit pool; c) wage levels; d)
33 benefits; e) the acquisition budget; and f) the percentage of the budget on wages compared to

34 acquisitions. The Board agreed that these were the main issues and saw no additional areas to
35 add to the discussion. Pierrette wanted to make sure the Friends Grant was discussed.

36 Allan thanked Phil for the excellent job in analyzing and reporting on the issues from
37 the September 19th meeting. He felt that the information answered all the questions from that
38 meeting and that the Board should be able to reach conclusions on the issues.

39 Richard began with the COLA and made a Motion to provide a 3% COLA to staff in
40 2007 based on the inflation information provided. Allan seconded the Motion and stated that
41 the difference between 2.75% and 3% is minor. Pierrette felt the COLA being developed by
42 San Juan and Lopez libraries, as well as San Juan County should be taken into consideration.

43 Public Comment was received from Leith Templin on the procedure historically
44 followed in setting the COLA, which was to follow the County. She also stated that cost of
45 living statistics from the Bureau of Labor Statistics included things like moving expenses.

46 Mary replied that in eight years of developing budgets for the Library, San Juan County
47 was one source of information relied on. However, at no time has the Library or the Board
48 adopted a policy that the Library would match the COLA used by San Juan County, in
49 developing a library budget.

50 John called the Motion and it passed unanimously.

51 John opened discussion on the merit pool stating that the proposal is to have a \$2000
52 pool to be used as the Director sees fit. The concern previously stated is that merit affects the
53 wage base as opposed to a bonus, which is a one-time payment. Allan made a Motion to
54 provide a \$2000 merit pool to be used by the Director as appropriate. Paige seconded, and
55 Allan stated that the dollar amount is insignificant in the overall budget, and that it will not
56 place any wage outside the current wage scale.

57 Pierrette remarked that she opposed adding merit to the wage base, which has seen
58 increases over the last 5 to 6 years of five to seven percent. She added that she is not against
59 recognizing the staff with a bonus, which would not affect the wage base.

60 John asked if she felt that wages had accelerated to a point that they are out of line or if
61 the wages overall were too high. Pierrette replied that it is important to forecast where wages
62 are going and that between 2001 and 2006 wages and benefits have increased \$90,000.

63 Allan stated that based on the analysis that Phil provided, there are no material
64 increases to staff wages. He felt it was not beneficial to compare back to 1998 and that a
65 review of the 2002 Salary Survey indicates that wages are competitive in the field. Allan asked
66 if Pierrette felt that the wages were too high and she replied that she felt the Director's salary
67 was at the top of the range. Paige reminded her that the current Director is paid in the middle of
68 the range, as compared to the past Director who was at the top of the range. Allan remarked
69 that the salary scale was comparable to San Juan Library and WSL wage information.

70 Allan reiterated that it was the Board's responsibility to make sure the public tax dollars
71 are spent wisely and that a reasonable comparison of wages has been provided. In the last 2
72 years there has been less than a 1% increase due to merit and in 2006 only COLA was applied.
73 He does not feel the Director is being arbitrary in awarding merit increases as evidenced by the
74 small wage increases for the last 2 years. A review of the information provided shows that as a

75 percentage the salary paid by the Library is at 43% of the operating budget compared to San
76 Juan Library at 48%.

77 Public Comment was received from Robert Herrup, stating that the Library should have
78 a salary policy that allows for recruitment and retention of employees at the lowest cost;
79 anything else is a disservice to the taxpayers.

80 Leith Templin stated that the Library should preserve jobs, however felt that the current
81 direction may escalate salary and benefits to a point where it will be necessary to eliminate a
82 position.

83 Allan responded that the Director and the Board appreciate community input and take it
84 into consideration, as well as doing research on the issue. He feels that COLA is not a wage
85 increase, it is wage maintenance and without it the salary range would fall behind inflation. He
86 stated that the benefit of living on Orcas and of being a great place to live does not outweigh
87 the increase in expense to live here. A review of the data shows that the wages are within the
88 salary range, that Phil is doing a good job managing the staff and is not giving large raises to
89 staff. He stated that if members of the community still feel that the wages are out of line, then
90 those persons need to provide the facts to back up their statement.

91 Richard responded by thanking Leith Templin and Richard Fralick for their letters,
92 stating that the engagement is very important, although the Board may not agree with their
93 positions. He remarked that the employees are taxpayers also, and that the Board has a
94 responsibility to treat the staff with dignity and fairness. He felt that the COLA and merit were
95 not out of line.

96 Richard asked for the vote on the Motion to provide a \$2000 merit pool to be used by
97 the Director as appropriate. The Motion passed 4 to 1.

98 John opened the discussion of benefits by saying that medical insurance premiums
99 continue to be troubling. However, the Board did review medical insurance with San Juan
100 Library in 2005 and determined that although a less expensive alternative is available (health
101 savings accounts) they would reduce the benefits currently being offered.

102 Allan stated that as a percentage of the operating budget, the Library is paying less for
103 benefits than San Juan or Lopez libraries. John remarked that San Juan County pays for
104 dependents. Pierrette said that it is important to have a lean budget and that other options for
105 medical insurance need to be pursued. Pierrette felt a health savings plan should be pursued.
106 Paige stated that the one of the recommendations from the Finance Committee was that the
107 Library should get out of the medical insurance benefit altogether by giving a lump sum to the
108 employees and having the employees shop for their own medical insurance.

109 John would like to have more information on options; however, he recognizes any
110 change would affect the 2008 budget year. Phil replied that he and Mary look at other
111 possibilities every summer when beginning budget preparation and without reducing benefits,
112 the current vendor is the least expensive.

113 Public Comment was received from Leith Templin who stated that many island
114 employers do not provide medical insurance and that her employer changed plans to a higher
115 deductible to save money.

116 John asked if there was any additional discussion. The Board left the medical insurance
117 budget amount unchanged.

118 John began discussions on the collection acquisition recommendations. He remarked
119 that in September the Board approved increasing the budget by 3%. Pierrette reminded the
120 Board that it was calculated on the base 2006 budget and not the amended 2006 budget.
121 Pierrette felt it is important to fund basic services with tax dollars and is uncomfortable using
122 endowment funds in the base. She said endowment funds should be in addition to tax dollars.

123 Richard agreed, stating that donors do not expect their disbursements to go into the
124 general fund; that they should be seen to benefit additional purchases. He felt it would be hard
125 to raise and attract donors if the funds were swept into the general fund. Paige asked if he
126 envisioned a 12% collection budget excluding endowments.

127 Allan asked if the 2006 budget included endowments and Phil replied that historically it
128 included both. Mary explained that the appearance was changed to show the Board how the
129 endowments were applied to each purchase category and noted that previous Boards wanted
130 the information identified by endowment.

131 John remarked that if endowments were \$25,000 then purchases for the collection
132 would be \$98,000 representing 20% of the budget. He felt that would strain the entire budget.
133 Phil replied that spending for the collection at 20% would require more staff and/or volunteers,
134 additional supplies to process the items, increase cost from OCLC to catalog the purchases, our
135 shelves would be full in 2 years, and aggressive weeding would be needed to maintain space.

136 Allan asked what would happen if the endowment disbursements continued to grow.
137 Phil felt that it would be more than could be accommodated and maintained in the current
138 building and that eventually endowments would have to be set aside (in reserves) because the
139 operating budget could not handle the level of acquisitions required if endowments are used in
140 addition to tax dollars

141 Richard suggested removing \$5000 from other operating items and increasing the tax
142 dollar portion of the acquisitions or moving the Friends portion of the collection to the
143 operating budget. Pierrette asked why the Library was not requesting more from the Friends
144 and Mary explained that the Friends commitment comes from the proceeds of the Library Fair.
145 It is the written policy of the Friends to divide the proceeds with 25% going to their capital
146 reserve fund and 75% to the Library based on requests from the Director. Pierrette pointed out
147 that the Friends have funded additional items requested from the Director.

148 Richard made a Motion to exchange \$5000 from the Friends in acquisition with \$5000
149 from the general operating budget, thereby increasing the proportion of tax dollars spent on the
150 collection with the same budget total of \$69,158. Allan seconded and the Board discussed the
151 Friends desire to fund programs and collection. Paige does not want to dictate to the Friends
152 how they will help the Library. Phil stated that the Friends have previously supported staff
153 wages for special programs, however he emphasized the Friends desire to have choices of
154 items to fund and not be dictated to. The Motion passed 3-0 with Paige and Pierrette
155 abstaining. Richard said he will attend the Friends meeting and explain his proposal to them in
156 an attempt to gain their support.

157 **PUBLIC COMMENT** – Richard Fralick clarified his written comments stating that the Board
158 should look at why the budget has changed from the past and be able to explain why there were
159 changes. He wanted to the Board to be able to explain why wages and benefits had changed
160 and he felt the Board has not done so yet.

161 Allan said that it is good to show how the library adds value to the community and
162 asked Phil to continue his efforts in that area.

163 **REMAINING AGENDA ITEMS** - All remaining agenda items and reports were tabled until
164 the November meeting.

165 **ADJOURNMENT** – There being no additional business John adjourned the meeting at 7:43
166 P.M.

167 Submitted by: Mary Pugh

168 Approved:

169 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 November 13, 2006

5 Chair John Ashenhurst convened the meeting at 5:34 P.M. in the Community Room of the
6 Library. Attending were Board members Paige McCormick, Richard Fadem, Pierrette
7 Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh. Board Trustee
8 Allan Adler attended via conference call. There were no community members in attendance.

9 **WELCOME & INTRODUCTIONS** – John welcomed everyone to the meeting.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – There were no modifications.

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the Minutes of the October 9, 2006 meeting. Minor
13 corrections to spelling were made and Pierrette made a Motion to approve the Minutes as
14 corrected. Paige seconded and the Motion passed unanimously.

15 Vouchers and Payroll: Pierrette presented Claims Payment Request No.

16	▪ Payroll	\$ 21,149.60
17	▪ GF-2006-NOV-1	\$11,103.75
18	▪ GF-2006-NOV-2	\$9,627.58
19	▪ BF-2006-NOV-01	\$ 1,705.70
20	▪ BF-2006-NOV-02	\$ 635.30

21 Richard made a Motion to approve the Requests. Paige seconded and the Motion passed
22 unanimously.

23 Allan Adler arrived at 5:40 P.M. via telephone.

24 Release of Retainage: Mary explained that the Library was required to withhold 5%
25 from the invoices that the Workroom contractors billed to the Library. With the completion of
26 the construction phase, it was time to accept the work performed and release the retainage.
27 Mary presented the following Resolutions:

28	▪ 04-2006 Doug James Floor Covering	\$203.00
29	▪ 05-2006 Crow Valley Construction	\$4,279.80
30	▪ 07-2006 Andgar Corporation	\$528.40
31	▪ 08-2006 Eastsound Excavating	\$535.34

32 Pierrette made a Motion to approve the stated Resolutions. Allan seconded and the Motion
33 passed unanimously. Phil distributed the Workroom Project cost spreadsheet and discussed

34 with the Board the cost of additional work and the overall totals for the project. John said the
35 project being completed within budget shows how well the project was managed. He thanked
36 George Garrels and Lynn Richards for their work in helping to manage the project and the
37 volunteer labor force they were able to put together. He asked Phil about an open house and
38 thank you to Bob Henigson and the volunteers.

39 **OLD BUSINESS – 2007 Budget Draft**

40 John stated that it was his goal to pass the 2007 General Fund Budget and that he was
41 pleased with the three previous meetings, which resulted in good dialog and discussions. John
42 asked Phil to begin the discussion on the memo asking the Board to reconsider their decision to
43 reallocate Friends grant monies out of collection development. The memo had been circulated
44 to the Board prior to the meeting. Phil stated that he was asking the Board to reconsider using
45 Friends grant monies to pay for operational expenses because he felt it was a better use of the
46 grant to fund collection and programming, and that he felt it was an important enough issue
47 that the Board ought to take another look. He stressed the good will that the Friends receive
48 from recognition of bookplates in collection materials and sponsorship of programs. He
49 believes it is the desire of the Friends Board and the membership to fund programs and
50 collection materials.

51 Pierrette asked Richard about his presentation at the Friends Board meeting and
52 Richard said there were only three members present and therefore no quorum. He felt those
53 present seemed receptive to his proposal. Richard said he was unclear why additional
54 discussion is needed on an item already decided.

55 Pierrette said she abstained at the October meeting because she did not fully understand
56 Richard's proposal. After reviewing the information more fully, she felt it was important to
57 keep more tax dollars in the collection budget and will support Richard's proposal.

58 Paige said that she did abstain at the October meeting and that she was not wholly
59 convinced by Phil's memo. She felt it was symbolic to trace tax dollars to the collection. She
60 will continue to abstain.

61 John summarized stating two possibilities – 1) return to the original budget proposal
62 without reallocating the Friends portion of \$5,000; and 2) reallocating the \$5,000 from the
63 Friends to other parts of the budget as voted on in October. The perception would be that the
64 Library is paying more from tax dollars for collection.

65 Allan stated he continues to favor Richard's proposal and with Paige's abstention that
66 still would leave a majority in favor of the previous decision. He asked if Phil had anything
67 else to add. Phil stated that he believes the Friends have a strong interest in contributing to the
68 collection. Pierrette stated that she did not see it as dictating to the Friends what they could do
69 and that they could give additional funds to the collection. She said that they have supported
70 additional funding requests for extra projects and special purchases and that Phil could always
71 ask later in the year for additional funds.

72 Allan asked what percentage of the Friends grant is under discussion and Phil said
73 approximately 45% of the \$11,000 request. Allan confirmed that the current proposal would
74 move those funds into other areas of operations. Phil said yes, they would be spread throughout
75 the budget. Allan asked if the Friends would feel offended. Richard said no.

76 Phil said that there was no decision yet from the Friends Board on the issue and it was
77 premature to second-guess their Board. Phil stated that the majority of individuals giving to the
78 Library through donations and endowments designate the distributions to be used for the
79 collection. Richard said that was great, that it would increase the collection. However, Phil
80 restated that a 12% acquisition budget is the most fiscally prudent given the overall operations;
81 any increase in the percentage will result in additional expenses for supplies, cataloging, and
82 staff.

83 John wrapped up discussion by confirming a consensus that the majority of the Board
84 favored retaining Richard's proposal.

85 Mary highlighted the changes in the current spreadsheet – the lower new construction
86 estimates and increased internet costs. Pierrette stated that overall she felt that the budget was
87 well crafted; however she cannot support a merit pool that increases the base wage. She would
88 support some kind of bonus and is concerned about the future personnel and benefit costs.

89 Mary read Resolution 09-2006 Adopting the 2007 General Fund Budget. Paige made a
90 Motion to approve the Resolution. Richard seconded and the Motion passed 4-1.

91 Allan confirmed that Pierrette's sole objection was the inclusion of the merit pool.
92 Pierrette said she felt that it was important to stand on the principle of the merit; that she did
93 not object to the dollar amount and that she supported the staff. She felt it was a good balanced
94 budget but she would not support the merit. Allan felt that ideally the budget would receive the
95 unanimous support of the Board.

96 Mary read Resolution 10-2006 Establishing the 2007 Tax Levy. Pierrette made a
97 Motion to approve the Resolution. Richard seconded and the Motion passed unanimously.

98 **PUBLIC COMMENT** – Paige discussed with the Board comments received from Leith
99 Templin, a community member, at the October meeting concerning the procedure used in
100 finalizing discussion of individual issues. The Board used a motion procedure instead of an
101 unofficial consensus. Leith felt the new procedure gave the perception that the Board had
102 closed discussion on the item prior to the vote on the entire budget.

103 John said he understood the concern, however he stressed that no discussion is finalized
104 until the vote on the entire budget, as evidenced by the discussion of the collection allocation
105 today.

106 **NEW BUSINESS**

107 Library Visits: Phil visited the Tamarack Resort Library at the Pacific Northwest
108 Library Association's Leadership Institute. Their 15-book collection consists of items left from
109 previous guests.

110 Correspondence: Paige expressed her concern that Board email exchanges could be
111 considered outside the boundary of the Open Public Meetings Act (OPMA) and that she would
112 not be participating in them. The email discussion on collection development concerns her
113 because she feels it is not the Board's responsibility and should not be included in an exchange
114 of ideas outside the Board meetings. Pierrette said the Board has the financial responsibility for
115 the budget. Paige agreed, however stating that the funding is different from the collection mix,
116 which should be left to the Director. Allan said he requested the information to educate

117 himself on materials selection. Paige said discussion between Phil and Allan is permitted,
118 however, not between Board members.

119 John said he had better understanding of how strict the interpretation of the OPMA is
120 after board training last year. It is important not to have the appearance of discussion outside
121 public meetings.

122 Director's Report: Phil discussed his report and the memo on collection development
123 policy, stating that it is the Library's responsibility to serve the public and the entire
124 community. Allan said his review was prompted after receiving community comment on the
125 lack of representation of "great books" and is concerned that the Library has the right mixture
126 for the community. Phil stated that the Library has a good overall collection, has a great poetry
127 collection; and has a good selection of classics. Richard felt it was worthwhile to review the
128 policy. Allan agreed and would like to review the policy next year.

129 The Board discussed training and the use of WSL facilitators. Phil will work on
130 arranging a February date and asking for a free-form question and answer discussion.

131 The Board discussed Phil's suggestion for future projects, including adding incremental
132 space for quiet reading and children's programs and collection. John said it was good to look at
133 goals for 2007; however, Pierrette said it was ironic to be discussing adding space when the
134 current projects are not finished. Pierrette asked about the status of the shelving and the new
135 flat screen monitors.

136 Pierrette asked about the irrigation leaks and stressed it is very important to get the
137 system fixed. Phil said he would be working on an alarm or automatic shutoff.

138 Allan was excited by the news of the teleconferencing grant and would like to see it
139 enhance the presence of the Library in the community. Richard asked about the size of the
140 monitor, and if it could be moved into the Reading Room for programs. Phil said yes, it would
141 be accessible anywhere within the network.

142 Friends of the Library: There was no report. Pierrette will be the Board representative at
143 the December meeting.

144 John call for a break at 6:50 pm and the meeting resumed at 6:56 pm.

145 **COMMITTEE REPORTS**

146 Policy & Personnel: Parameters for Director Review – Richard would like to make
147 sure the review is constructive and objective, covering all aspects of the job – internal,
148 external, and creativity. He would like the Board to consider establishing a major review every
149 3 years and minor interim reviews. Pierrette asked about going outside to others for comments
150 or using only Board input. Richard said it was standard practice in the academic field and he
151 envisions including the staff, Friends Board, volunteers and other peers. Paige asked where he
152 received the review criteria and Richard explained that he contacted the San Juan Library
153 Board. Allan asked about adding agreed upon goals for future years. Pierrette thought goals
154 should be included for this year's review. Paige disagreed because only the Long Range Plan
155 objectives were used to set priorities. John agreed with Paige, and wondered how to evaluate
156 effectiveness, possibility using increased circulation.

157 Phil said the objectives stated at his hiring were based on the current job description
158 and Long Range Plan and that when looking at how the Library is doing a lot of the
159 information would be subjective. John said goals would have to be for future evaluation and
160 that the Board has a lot of information on the performance of the Library from Phil's monthly
161 reports, examples, building information has been supplied with comments about noise and
162 problems with water leaks.

163 Richard would like input from the staff and John said managing the staff is different
164 from the Library's direction. The Board discussed obtaining staff input, confidentiality of
165 responses, and the use of interviews or survey. Allan felt it would not be a criticism of
166 management, however the Board should know if the staff feels supported in growth and
167 professional development. Paige felt that this was an area between the Director and the staff,
168 not the Board. The Board agreed on a survey of about 5 questions with responses coming back
169 directly to John. Phil offered to write possible questions for John's review.

170 John asked about including volunteers with a letter coming from the Board. Phil would
171 supply the name and address of all the volunteers.

172 Pierrette left the meeting at 7:36 pm.

173 John will see that staff and volunteer surveys are distributed. The Board should review
174 reports distributed throughout the year for statistical information and develop responses on
175 personal experiences or additional information from Phil.

176 Privacy Policy: This item was tabled.

177 Community Relations: Results of Trustee Survey: Mary will compile Board responses
178 for the December meeting.

179 Endowment Committee – Update: Allan said he and Richard had an excellent meeting
180 with Bob Henigson, who was very excited about the concept of the Library offering events that
181 would feature remarkable presenters and would draw an elite group of patrons enthusiastic
182 about supporting the Library through endowments. They feel it could take up to three years to
183 build a good base. John felt the next steps would be to develop goals for 2007 and establish
184 connections to bring great artists and speakers to the island through the Library. Richard agreed
185 that we need to find a way to position the library to make it the cultural and intellectual center
186 of the community. He stressed that any project needed to have no additional costs to the
187 library, using instead a sponsor/donor type of participation. John asked Allan to have a draft of
188 ideas for the January meeting.

189 Fact Sheet: The Board agreed that the current layout and information was sufficient for
190 a first run and would be reviewed again next year.

191 Technology: SirsiDynix Hosting: John would like to review the cost of off-site hosting
192 again next year.

193 Finance: Program-Based Budget: The Board agreed with the current format and asked
194 Phil to continue tracking as is.

195 **OTHER** – Paige announced this would be her last meeting as her Board term expires this year.
196 Paige has another commitment and will not be able to attend the December meeting. John
197 thanked Paige for all her hard work and Richard said it has been a pleasure working with her.

198 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 8:00
199 P.M.

200 Submitted by: Mary Pugh

201 Approved:

202 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 December 11, 2006

5 Chair John Ashenhurst convened the meeting at 5:32 P.M. in the Community Room of the
6 Library. Attending were Board members Richard Fadem, Allan Adler, Pierrette Guimond,
7 Library Director Philip Heikkinen, and staff member Mary Pugh. Board Appointee Judith
8 Miller was in attendance. There were no community members present.

9 **WELCOME & INTRODUCTIONS** – John welcomed and introduced Judith.

10 **EXECUTIVE SESSION – Review of Library Director** – John explained the reason for the
11 executive session. He asked if there were any objections to Judith Miller observing and Phil
12 said he did not object. The Board did not object and Pierrette reminded everyone of the
13 confidentiality of the discussions. The Board adjourned into Executive Session at 5:36 P.M.

14 The Board reconvened the regular meeting at 6:55 P.M. Present in the audience were Marilyn
15 Jackson, Friends President; Maggie Schneider, Past Friends President; James Lobdell, Friends
16 Board Member and Lynn Carter. John introduced Library Trustee Appointee Judith Miller to
17 the Friends.

18 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – There were no modifications.

19 **ROUTINE MATTERS**

20 Minutes: The Board reviewed the Minutes of the November 13, 2006 meeting. Minor
21 corrections were made and Pierrette made a Motion to approve the Minutes as corrected. Allan
22 seconded and the Motion passed unanimously.

23 Vouchers and Payroll: Pierrette presented Claims Payment Request No.

24	▪ Payroll	\$ 20,115.43
25	▪ GF-2006-DEC-1	\$ 6,493.96
26	▪ GF-2006-DEC-2	\$ 5,295.27
27	▪ BF-2006-DEC-01	\$ 184.95
28	▪ BF-2006-DEC-02	\$ 272.43

29 Pierrette made a Motion to approve the Requests. Allan seconded and the Motion passed
30 unanimously.

31 Release of Retainage: Mary explained that there were two additional contractors from
32 the Workroom Project that have retainage held with the Treasurer’s Office. As explained in
33 November, the Library was required to withhold 5% from the invoices that the Workroom
34 contractors billed to the Library. With the completion of the construction phase, it was time to

72 Results of Trustee Survey: John reported that Allan had requested Board Members to
73 survey five community members about negative library issues. The results were compiled and
74 Richard stated that he noticed three major themes: 1) noise levels, 2) lack of space, and 3)
75 collection. Allan agreed that noise and space were common elements, and added that the
76 Library is significantly more utilized than other libraries according to state statistics, which
77 show many libraries having twice the space per user. John would like to continue the
78 discussion in January.

79 Technology: There was no report.

80 Finance: There was no report.

81 **PUBLIC COMMENT** – There was no comments.

82 **EXECUTIVE SESSION** – The Board and Phil adjourned into Executive Session to complete
83 the Review of the Library Director at 7:29 P.M.

84 The Board reconvened the Regular Meeting at 8:12 P.M.

85 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 8:15
86 P.M.

87 Submitted by: Mary Pugh

88 Approved:

89 _____