





71 The Board discussed the retreat planned for February, which will focus on the role of  
72 the Board, reviewing the Long-Range Plan, setting goals for the Board, and an overview of the  
73 Open Public Meetings Act. The Board will tentatively meet 2-6 P.M. with a social dinner  
74 afterwards.

75 Friends of the Library: There were no Friends present. John and Richard switched their  
76 Friends meeting attendance dates, with Richard attending the January meeting and John  
77 attending the February meeting.

78 **PUBLIC COMMENT** – There were no comments.

## 79 **COMMITTEE REPORTS**

80 Policy & Personnel: Privacy Policy: There are several policies remaining from the  
81 2006 review. Although a Privacy Policy was reviewed and adopted, Richard would like a more  
82 inclusive policy. He has circulated information from the ALA privacy policy that the Board is  
83 reviewing. Judith, as the new committee chair, will meet with Phil and go over what was  
84 accomplished in 2006 and what still needs to be done.

85 Community Relations: John asked additional questions about the Sir Francis Bacon  
86 Foundation grant and how the program would integrate with the Library. He said that the  
87 Long-Range Plan de-emphasized programs in favor of building a strong collection and he  
88 would not want to drift away from its primary focus. Phil agreed, stating that he heard  
89 repeatedly when he arrived that the Library needed to focus on collection. However, the Long-  
90 Range Plan does call for programs that support the collection, address important current issues,  
91 and that would not drain Library resources. An affiliated program could free up resources for  
92 such areas as web development and outreach. John said questions on the direction of the  
93 Library were a large concern two years ago during his interview process for his board position.

94 Judith said that tax resources are very different from independent resources for  
95 programs that would not tap district resources. She felt the lecture series would be affiliated  
96 with the Library, clearly stating that funding is not with tax resources. The community is clear  
97 on supporting a strong collection.

98 Richard said the Friends were approached because it would distance the transaction  
99 from a Board Trustee; there would be more freedom in developing the series outside a taxing  
100 district; and the Library would benefit from an established partnership affiliation. Richard will  
101 attend the Friends meeting and discuss the award with their Board.

102 Technology: Phil discussed the new website design. Judith asked about updating the  
103 Friends pages and Allan asked about the laptop deployment.

104 Finance: Mary reviewed the relationship between the Library, the County and the State.  
105 She gave an overview of the procedures for handling income and expenses, reporting and state  
106 audits.

107 **PUBLIC COMMENT** – There were no comments.

108 **OTHER**

109           The Board discussed the meeting day and time for the regular board meetings. It was  
110 agreed that the meetings will continue to be the second Monday of the month and the time  
111 would be 9:00 A.M.

112   **ADJOURNMENT** – There being no additional business John made a Motion to adjourn the  
113 meeting. Judith seconded and the Motion passed unanimously. The meeting was adjourned at  
114 7:37 P.M.

115 Submitted by: Mary Pugh

116 Approved:

117 \_\_\_\_\_



35 to close all 15 branches in its system due to lack of funding. John, while in the Portland office  
36 of AAA overheard a comment about how wonderful was the Orcas Island Library.

37 Correspondence: Phil received word that Aimee Hirschel, the Lopez Island Director  
38 will be retiring at the end of April.

39 Director's Report: Phil reviewed his report highlighting the proposed addition of sound  
40 panels for the meeting room, the auction of deaccessioned materials, and the addition of  
41 BookPage to the website. John asked about the Accelerated Reader program and items on the  
42 website. Pierrette asked about the microfilm reader, the meeting room sound panels, and listing  
43 of DVDs.

44 Friends of the Library: There were no Friends present. John will attend the February  
45 meeting and Judith will attend the March meeting.

46 **PUBLIC COMMENT** – There were no comments.

#### 47 **COMMITTEE REPORTS**

48 Policy & Personnel: Privacy Policy: Judith, as the new committee chair, will meet with  
49 Phil and have a report at the March meeting.

50 Community Relations: Richard reported that the Friends enthusiastically endorsed the  
51 lecture series supported by the Francis Bacon Foundation. They have agreed to develop a  
52 steering committee composed of Friend's and community members. The Board discussed the  
53 need to observe public meeting requirements for the steering committee meetings. Richard is  
54 hopeful that the series would kick-off in October this year.

55 Technology: Allan said that Phil had covered everything in the Director's report. Allan  
56 discussed the video conferencing installation progress and commented that it would be exciting  
57 to utilize the equipment for the lecture series.

58 Finance: Pierrette had no report.

59 **PUBLIC COMMENT** – There were no comments.

#### 60 **OTHER**

61 The Board discussed the day and time for a Board retreat

62 Mary presented Resolution 01-2007 that designates the Library Director as the agent to  
63 accept claims and legal notices. John made a Motion to adopt the Resolution. Pierrette  
64 seconded and the Motion passed unanimously.

65 **ADJOURNMENT** – There being no additional business Judith made a Motion to adjourn the  
66 meeting. Pierrette seconded and the Motion passed unanimously. The meeting was adjourned  
67 at 9:50 A.M.

68 Submitted by: Mary Pugh

69 Approved:

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36 John would like to have a regular report on how the activities delineated in the  
37 Director's Report compare to the goals of the Long-Range Plan. He envisions compressing the  
38 Long-Range Plan to 5 bullet points that would be measured performance compared to the Plan.  
39 The Board and Phil discussed way in which measurements could be compared with the Plan's  
40 goals and the difficulties of determining which categories narrative items would fall into. Phil  
41 will come up with one or more ideas for this.

42 Pierrette would like to see the specific information on the collection adds and deletes in  
43 the statistical reporting. John asked for additional information on the sound abatement in the  
44 meeting room.

45 Friends of the Library: Gunther reported on the Winter Booksale, which he thought was  
46 well attended. The estimate of gross proceeds is \$2000. He would like to see some additional  
47 publicity, perhaps using a direct mail advertisement. Pierrette thought the proceeds were an  
48 improvement over last year. Pierrette will attend the April meeting and Richard will attend the  
49 May meeting.

50 Rosario Master Plan Display: Phil outlined how the Library was the appropriate venue  
51 for a discussion of the Rosario Master Plan issue and his approval of a display representing  
52 both sides of the issue. He and the Board discussed the mechanics of hosting such a display  
53 and how to improve the launch of future presentations.

54 The Board discussed the role of the Library in presenting information on current issues,  
55 including the idea of something like a town meeting.

56 John remarked that the community has a history of debating current issues and  
57 mentioned the archives of the Deer Harbor Community Club and their debate society from the  
58 1920's. He also mentioned the current Deer Harbor zoning issue and the complicated process  
59 involved getting fair representation. The Board felt the Library was an appropriate venue for  
60 presenting facts and offering debate on issues of community interest. Allan suggested that the  
61 Library offer electronic participation in discussion via the website. Judith questioned whether  
62 space could be made available on the grounds for a "democracy square" hosting posters on  
63 current topics.

64 Allan remarked that he would like to see the Library take a more active role in  
65 developing discussion on issues. Judith expressed caution in the Library deciding what issues  
66 are important to be discussed. She agrees with the Library as host, however is concerned about  
67 expanding our role into that of arbitrator.

68 The Board agreed that the decision on hosting displays lies with the Director. However,  
69 they encouraged Phil to look at ways to expand the Library's role. Judith and John will meet  
70 with Phil to review the Display Policy and if appropriate draft a revised version.

71 **PUBLIC COMMENT** – There were no comments.

## 72 **COMMITTEE REPORTS**

73 Policy & Personnel: Judith stated that she met with Phil and discussed policies and  
74 benefits. Phil remarked that Mary had updated the policy binder and website with the current  
75 versions of policies as of 2006. Mary felt all policies were reviewed with only the Privacy  
76 Policy, at Richard's request, requiring additional discussion. Richard restated his concern that



77 the Library's policy should have more protection and would like to incorporate sections of the  
78 ALA policy. Phil will resend the ALA information to the Board and Mary will have updated  
79 pages for the Trustee binders in April. In addition, Judith and Phil discussed staff payroll and a  
80 salary adjustment for one position.

81 Community Relations: Richard reported that he and John have an appointment with  
82 Bob Lundeen to discuss the endowment committee tomorrow March 13<sup>th</sup>.

83 John told Phil he appreciated the way the Rosario display was handled, with input from  
84 both sides and informing the Board about possible controversy. John is pleased with the  
85 discussion of the role of the Library relevant to democratic discussion and hopes the Bacon  
86 speaker series will pursue important issues in a public forum.

87 Technology: Allan said that he and Tony Ghazel, the Library's Network Administrator,  
88 had a very successful test of the teleconferencing equipment. He is excited about having the  
89 equipment available for the lecture series and would like to explore ways to leverage the  
90 system to create dialog on community issues.

91 Allan asked Phil to explore additional navigational aids on the website. Allan is excited  
92 by BookPage's request to use the Library as a demonstration website for their newsletter.

93 Finance: Pierrette stated that she had a meeting with Phil and Mary to discuss the 3-5  
94 year projections. She would like the Board to have a special meeting to focus on the budget  
95 John referred to the March 9<sup>th</sup> projection spreadsheet, which shows only tax revenue and  
96 therefore projects a shortfall of roughly \$70,000 for each of the next 3 years based on modest  
97 overhead increases and a 3% COLA for staff. Pierrette felt it was necessary to establish within  
98 the budget the role of outside revenue, including endowment distributions.

99 Richard suggested extending the June meeting into the afternoon from 1-4PM, after a  
100 break for lunch, to focus on the budget. The rest of the Board agreed.

101 **PUBLIC COMMENT** – There were no comments.

102 **OTHER**

103 The Board discussed the day and time for a Board retreat and agreed to combine it with  
104 the April meeting. The rescheduled April meeting will be on April 13<sup>th</sup> from 10 AM to noon.  
105 There will be a break for lunch and the retreat will begin at 1 PM. Mary will make the  
106 appropriate community notifications.

107 Richard thanked the Board for the lively discussion and expressed his appreciation for  
108 the productive meeting.

109 **ADJOURNMENT** – There being no additional business John made a Motion to adjourn the  
110 meeting. Judith seconded and the Motion passed unanimously. The meeting was adjourned at  
111 10:26 A.M.

112 Submitted by: Mary Pugh

113 Approved:

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# Draft

## ORCAS ISLAND LIBRARY DISTRICT



### Regular Board Meeting

April 13, 2007

Chair Richard Fadem convened the meeting at 10:04 AM in the Community Room of the Library. Attending were Board members Judith Miller, Allan Adler and Pierrette Guimond, Library Director Philip Heikkinen, and staff members Nita Couchman and Mary Pugh. Gunther Eschenbrenner Friends Membership Chair and Harvey Himelfarb were in attendance.

**WELCOME & INTRODUCTIONS** – Richard welcomed everyone to the meeting and introductions were made.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – There were no changes to the Agenda.

### **ROUTINE MATTERS**

Minutes: The Board reviewed the Minutes of the March 12, 2007 meeting. Pierrette made a Motion to approve the Minutes as presented. Allan seconded and the Motion passed unanimously.

Vouchers and Payroll: Pierrette presented Claims Payment Request No.

|                  |              |
|------------------|--------------|
| ▪ GF-2007-MAR-03 | \$ 1,073.36  |
| ▪ GF-2007-APR-1  | \$ 7,539.49  |
| ▪ GF-2007-APR-2  | \$ 7,988.31  |
| ▪ Payroll        | \$ 22,142.45 |

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

**PUBLIC COMMENT** – There were no comments from the audience. Richard informed the guests of the Board retreat to be held after the regular meeting and a lunch break. He highlighted the areas the Board would be discussing, including individual visions for a cultural center of the community, the Long Range Plan, Board responsibilities, and fiduciary duties. Pierrette mention that there will be a special meeting on June 11<sup>th</sup> to discuss the budget.

### **NEW BUSINESS**

Library Visits: There were no visits to report.

Correspondence: Phil remarked on the generally positive public comments about the Rosario Master Plan display.

Director's Report: Phil reviewed his report and distributed a new statistics sheet that included 2005 figures. Allan would like to have a better understanding of how the Library is being used and asked about tracking printed material, multi-media, entertainment, research or

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36 educational usage. Phil discussed the difficulties of identifying specific uses. As an example he  
37 said a statistic on the use of DVDs might be grouped as entertainment and may not show  
38 educational or historic subjects. Phil stated that he is working on the next generation of  
39 statistical reports, which will include additional categories. Judith made a Motion to appoint  
40 Allan to an ad hoc sub-committee to work with Phil in developing parameters and  
41 methodologies to use for statistical reports. Pierrette seconded and the Motion passed  
42 unanimously.

43 Richard and Pierrette commented on previous community input questioning the  
44 competition with local businesses for DVD and video rental and computer use. Allan felt it was  
45 important to develop a response to the concerns expressed by community members.

46 Phil introduced staff member Nita Couchman. Nita described her background in library  
47 service with the Sitka Library in Alaska for 3-1/2 years prior to moving to Orcas. She started  
48 here as a volunteer and was hired as support staff in 2004. She works a 10-hour weekly  
49 schedule on the front desk, in addition to substituting for staff on vacation or sick leave. Nita  
50 said her regular duties include updating the New York Times Bestseller list for adult and  
51 children's holdings; processing inter-library loan requests; developing topical bookmarks; and  
52 creating a floor plan map of the collection. Personally, Nita is working on her MLS degree and  
53 enjoys creating bookmarks from discarded magazine illustrations.

54 Judith asked Nita if she could describe her perception of how people use the Library.  
55 Nita replied that she felt the majority have their favorite thing that they come to the Library for,  
56 ie. for the magazines, or DVDs, or computers. Nita said that all of the services that the Library  
57 offers are used by some segment of the community.

58 Richard asked if Nita had suggestions for how the Board could better help the Library.  
59 Nita said she would encourage the Board to be in the Library more, to see for themselves how  
60 the Library is being used and to observe the staff. Nita also suggested that the Board members  
61 might each work a volunteer desk shift.

62 Pierrette asked if Nita attended staff meetings. Nita said that she did and stated that she  
63 felt it was important for the continuity of procedures and policies. Pierrette asked if the staff  
64 made suggestions to Phil. Phil replied that this staff feels very willing to express their opinions.  
65 He said that the staff meetings are where everyone makes sure situations are handled  
66 consistently by all the staff.

67 Friends of the Library: Pierrette reported that the Friends were working on the 2007  
68 Library Fair. She will be in charge of the Booksale. Pierrette would like the Board to make a  
69 commitment to volunteer in some capacity during the Fair. She feels it would be a good way  
70 for the Board to get a sense of how closely tied the Fair and Library were.

71 Pierrette also reported on the Director's 2007 Friends Grant request and the confusion  
72 the Friends had with the removal of collection material support. She will be providing the  
73 Friends with a history of prior grants. Pierrette told Gunther (attending the Library Board  
74 meeting as Friends Board member) how important it would be for the Friends to attend the  
75 special budget meeting on June 11<sup>th</sup> to discuss future financing for the Library.

76 Gunther said it was a primary concern for the Friends Board to be able to defend to  
77 their membership and the public how funds provided to the Library are spent. He would  
78 personally like to see additional special requests from the Director that the Friends could fund.

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79 Richard asked Gunther to relay an invitation to the Friends Board to attend the special  
80 budget meeting in June.

81 Richard will be the Board representative at the May meeting.

82 **PUBLIC COMMENT** – Harvey Himelfarb said that he first got involved with the Library 5-6  
83 years ago because he was dissatisfied with the role of the Library and he wanted to help the  
84 Library serve the community better. He said there were large differences from 5 years ago. 1)  
85 the staff is very welcoming and engaging; always is able to answer questions he has; and is  
86 always helping him feel to good about the Library when he is here. 2) there are more books  
87 now making the space feel more like a library; and he does not feel there is a space restriction.  
88 3) the Library is being used more with a greater diversity of users. 4) the new bookshelf  
89 includes new releases of classics, which stimulates interest in other classics. 5) the collection  
90 appears to have a more intellectual core. 6) the Board meetings have moved from discussion of  
91 mundane business to a discussion of things of importance. Harvey said his absence from the  
92 meetings is a testament to the trust he puts in the Board.

93 In addition Harvey said that he would recommend careful review of statistical data so  
94 that the Library does not go in a direction away from the fundamental purpose of what a library  
95 is, which is to educate the public and to enlarge the capacity of public education. He added that  
96 a library is the best forum for independent education.

97 Richard thanked Harvey for his comments, saying that the library should respond to  
98 public tastes; however, it is also essential to educate the public and to lead in that endeavor.  
99 Allan agreed that the central role is to educate; however the island lacks the structure that an  
100 urban area like Seattle has. We need to engage dialogue, and therefore the Library should  
101 provide a means of dialogue and communication that would stimulate intellectual discussion,  
102 beyond just education.

103 Richard called a break at 11:07 AM and the meeting resumed at 11:15 AM

## 104 **COMMITTEE REPORTS**

105 Policy & Personnel: Display Policy Update: Judith met with John and Phil to review  
106 the display policy in light of concerns over the Rosario Master Plan display. They agreed that  
107 the policy should be strengthened to include the purpose of displays, a requirement to include a  
108 factual balanced presentation, and scheduling deployment to allow time to include opposing  
109 views. Phil will present a draft of the updated policy at the May meeting.

110 Privacy Policy Update: Judith explained that she attempted to balance the needs for  
111 brevity and expansive clarity in developing a draft of the policy. She felt it was important to  
112 include some references to the actual law and to have supplemental commentary. Pierrette  
113 asked if the Library could notify a patron if there had been a demand for records. Phil said that  
114 in some cases the law prevents the Library from disclosing any information to the patron. Phil  
115 thought it would be helpful to repost the information on the Patriot Act in the Library. Allan  
116 said patrons who participate in Library-hosted forum or blogs would need to be advised of the  
117 public nature of those discussions. Richard tabled additional discussion on the item until the  
118 May meeting.

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120           Community Relations: Richard deferred discussion of the meeting with Bob Lundeen  
121 until John is present.

122           Richard reported on the lecture series sponsored by the Sir Francis Bacon Foundation,  
123 which will bring nationally recognized speakers on a variety of topics. The committee  
124 comprises two Board Trustees, two Friends members, and three community members. The  
125 committee hopes the series will attract local donors to establish an endowment to provide  
126 financial stability to the program.

127           It is hoped that the programs will be held at the Library; however partnerships with  
128 other venues will encourage wider participation. The committee is looking at a ticketing  
129 system to help predict space requirements. So far the committee envisions events being free to  
130 everyone; however donations to cover expenses will be encouraged. The first event is being  
131 planned for October and the committee would like the series to run through the winter months  
132 until June.

133           Technology: Allan clarified his view that technology is the vehicle to provide forums  
134 and blogs; however the forums and blogs themselves are community relation events.

135           Phil discussed the announcement that Sirsi-Dynix will be phasing out the Horizon  
136 product in 3-5 years during which time there will be few product enhancements and less  
137 technical maintenance.

138           Finance: Pierrette stated she is preparing for the June 11<sup>th</sup> meeting and will have  
139 information at the May meeting.

140   **PUBLIC COMMENT** – There were no comments.

141   **OTHER** – there was nothing additional.

142   **ADJOURNMENT** – There being no additional business Judith made a Motion to adjourn the  
143 meeting. Pierrette seconded and the Motion passed unanimously. The meeting was adjourned  
144 at 11:55 A.M.

145 Submitted by: Mary Pugh

146 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 14, 2007

5 John Ashenurst convened the meeting at 9:08 AM in the Community Room of the Library.  
6 Attending were Board members Judith Miller, and Pierrette Guimond, Library Director Philip  
7 Heikkinen, and staff member Mary Pugh. Allan Adler was in attendance via telephone.  
8 Friends Board Member Ruthie Newman was in attendance. Chair Richard Fadem arrived at  
9 9:13 AM.

10 **WELCOME & INTRODUCTIONS** – John welcomed everyone to the meeting and  
11 introductions were made.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Mary asked that a discussion  
13 of the proposed By-Laws revision be added under New Business.

14 **ROUTINE MATTERS**

15 Minutes: The Board reviewed the Minutes of the April 13, 2007 meeting. Pierrette  
16 made a Motion to approve the Minutes as presented. Judith seconded and the Motion passed  
17 with John abstaining.

18 Richard arrived and assumed the Chair at 9:13 AM.

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

|    |                  |              |
|----|------------------|--------------|
| 20 | ▪ BF-2007-MAY-01 | \$ 9,905.59  |
| 21 | ▪ GF-2007-APR-03 | \$ 3,559.69  |
| 22 | ▪ GF-2007-MAY-1  | \$ 9,498.67  |
| 23 | ▪ GF-2007-MAY-2  | \$ 12,299.04 |
| 24 | ▪ Payroll        | \$ 21,899.94 |

25 Pierrette made a Motion to approve the Requests. Judith seconded and the Motion passed  
26 unanimously.

27 Judith asked for clarification on the voucher approval process. Mary said that the Board  
28 has the ultimate authority to approve payments and could delay or deny approval of any  
29 payment request. Mary explained that she receives invoices and verifies the information, after  
30 which routine invoices are processed for payment. Special or unusual invoices are review with  
31 Phil prior to processing. Just prior to the Board meeting, the invoices are indexed on a  
32 spreadsheet and reviewed by Phil and the Finance Chair. The payment requests are then  
33 presented to the Board for payment approval based on the Finance Chair’s recommendation.

34 Correspondence: Richard said he had received a letter from Andrea Hendricks  
35 concerning the Bacon Foundation Lecture Series.

36 **OLD BUSINESS**

37 Retreat Recap: Phil had a review of the Board retreat summarizing the discussion. In  
38 addition Allan presented a memo on building onto a core foundation to make the Library a  
39 cultural and intellectual center for the community. The Board agreed with Allan's vision and  
40 would like additional time at a meeting to discuss the implementation, with the exception of  
41 Pierrette.

42 **PLANNING AND PRIORITIES**

43 The Board would like this area of the agenda to address items that are of interest for the  
44 Board to keep track of. Items to be included would be the creation of web forums, the 3<sup>rd</sup> Place  
45 concept, and summaries of activities based on the Long-Range Plan. The consensus is that the  
46 Board wants a richer, more meaningful insight into how the community is using the Library,  
47 utilizing a list of items updated each month. Judith volunteered to summarize any action items  
48 from each meeting and follow up with Phil and the Board.

49 **PUBLIC COMMENT** – Ruthie Newman asked about the letter from Andrea Hendricks and  
50 the Bacon Foundation lecture series. Richard explained that the steering committee is a  
51 separate entity from the Library Board and in his capacity on the committee he was keeping the  
52 Library Board informed. Ruthie said the lecture series needed to be clearly identified as  
53 separate and that it not take resources away from the Library. Judith and Richard both assured  
54 Ruthie that the Library Board was very sensitive to the issue and insisted that no Library staff  
55 or funding will be used in the Lecture Series. In addition, Ruthie asked that summaries of the  
56 priorities and planning be included in the minutes.

57 **NEW BUSINESS**

58 Relevant News and Issues: Phil said this is a new item for the proposed agenda that will  
59 include correspondence, library visits and other items of interest.

60 Library Visits: Pierrette said she visited the main branch of the Seattle Public Library in  
61 downtown Seattle. She did not care for the style, however she did use one of the hundreds of  
62 computers available for public use.

63 Director's Report: Phil delivered a final 2007 Grant request which has been approved  
64 by the Friends focusing on programs. The Friends also encouraged Phil to make additional  
65 requests for special funding throughout the year.

66 John remarked that he appreciated reading about Nita's visit to the Board meeting and  
67 Richard encouraged Phil to have each staff member attend a Board meeting at least once a  
68 year. Judith and Pierrette felt it was important to hear from the staff. Pierrette asked about the  
69 Accelerated Reader program and John mentioned the National Poetry Month activities. In  
70 discussing poetry, Phil mentioned that the Poetry Endowment was close to the depletion of its  
71 principle which was a \$5,000 donation to establish the John Chantiny Memorial Poetry Fund.  
72 The fund disburses \$500 annually for poetry related expenses and has a balance of less than  
73 \$1,000.

74 Judith made a Motion to have a summary of all funds with balance information  
75 available to the Board on a regular basis so that strategies could be developed to replenish  
76 diminishing funds. Richard asked to add that the Board would seek to raise additional principal  
77 for the funds. John seconded the Motion as amended and it passed unanimously.

78 Phil discussed with the Board statistics and using surveys to gather information. The  
79 discussion included delivery methodology, what questions to ask, possibly combining the  
80 mailing with the lecture series questionnaire. Judith made a Motion to have Phil compile  
81 information from prior surveys, including return rate and methodology and deliver to the  
82 Board. Pierrette seconded and the Motion passed unanimously.

83 Allan discussed the use of concept or focus groups, instead of surveys, to gauge the  
84 pulse of the community. Pierrette asked Phil to include the 2001 survey information.

85 In addition, Phil said he would be on vacation from July 18<sup>th</sup> to August 9<sup>th</sup>.

86 Friends of the Library: There was no Friends report. Richard will be the Board  
87 representative at the June meeting.

88 By-Laws Resolution: Richard outlined his proposed changes to the agenda. Mary  
89 explained that any changes required a 30-day notice of the proposed resolution to change the  
90 agenda. The resolution will be presented at the June meeting for voting.

91 **PUBLIC COMMENT** – There were no comments.

## 92 **COMMITTEE REPORTS**

93 Policy & Personnel: - Privacy Policy: Judith said she developed a concise policy with  
94 supporting documentation that she feels covers the requested changes from the April meeting.  
95 The proposal states that the Library will keep patrons informed of any changes to the policy.  
96 Board discussed how the language could be interpreted as a promise to inform and how would  
97 the Library follow through on notification of changes. In addition, Richard felt it is imperative  
98 that the Library educate the community on what is happening with the collection of personal  
99 information. Allan agreed with Richard that it is the Library's responsibility to educate the  
100 community on individual rights and how to protect them. Phil agreed; however he does not feel  
101 the information should be embedded in the policy, and would prefer adding it to the  
102 supplemental reference material and adding a link on the web site to the ALA information and  
103 to encourage readers to view the supporting information. Richard tabled the discussion until  
104 the June meeting.

105 Allan left the meeting at 11:00 AM.

106 Display Policy: Judith reviewed the proposed changes to the policy that were presented  
107 at the April meeting. She felt it was a balanced portrayal of the issue. A change was added to  
108 the third paragraph to include "as appropriate" in requiring a balanced display. Richard asked if  
109 the Library was required to have a legal review of policies. Phil and Judith said no. John made  
110 a Motion to adopt the Display, Exhibit and Bulletin Board Policy. Judith seconded and the  
111 Motion passed unanimously.

112 Community Relations: There was no report.

113 Technology: There was no report.

114 Finance: Pierrette gave out resource information for the special June finance meeting  
115 and requested that the Board review the packet and come to the meeting prepared with  
116 recommendations.

117 **PUBLIC COMMENT** – Ruthie thanked the Board for the discussion on privacy saying that it  
118 is an area that she and others do not fully understand.



119 **OTHER** – Phil asked the Board to think about what would be useful in ongoing statistical  
120 reporting of checkout by category.

121 **ADJOURNMENT** – There being no additional business Judith made a Motion to adjourn the  
122 meeting. Pierrette seconded and the Motion passed unanimously. The meeting was adjourned  
123 at 11:17 A.M.

124 Submitted by: Mary Pugh

125 Approved:

126 \_\_\_\_\_



35 The Board discussed how to improve response rates, methodology, and frequency. A  
36 strong concern is obtaining information from the community members who do not use the  
37 Library and how to encourage their participation. Phil said he will have a letter in the Sounder  
38 soon and is looking at the idea of an in-depth interview. He asked the Board to consider  
39 submitting a guest opinion piece.

40 Allan asked the Board to first consider the objective in canvassing the community for  
41 information. Pierrette has experienced responders changing answers; they want more space in  
42 the Library however are unwilling to approve a levy increase to pay for it. Allan felt the  
43 Library has responded to community requests for additional books; however users who have  
44 requested additional space have been underserved. He points out that if one-half of responders  
45 are using the Library for more than checking out books then lack of space is a primary concern.

46 Judith pointed out that there may be community members who don't use the Library;  
47 however they do want a library included in the community because it provides an economic  
48 value to the community. Richard felt it is important to educate the community that the Library  
49 is used extensively as a place of social connection and that type of use should not be  
50 discounted.

51 The Board agreed that the community would like more space in the Library especially  
52 in the children's area and for quiet reading and would give support if the construction could be  
53 funded with outside sources. Richard tabled further discussion. Phil has two people interested  
54 in helping and will meet with Allan and report back at the July meeting.

## 55 **NEW BUSINESS**

56 Relevant News and Issues: These items are covered under other areas.

57 Library Visits: Allan visited the Sebastopol, California library which is part of the  
58 Sonoma County Library System. Although the building was unimpressive there was a large  
59 central reading area with shelving stacks around the perimeter. The library did have a reference  
60 person in the reading area to answer questions, which took advantage of the flow of people  
61 through the reading area.

62 Allan mentioned the Jackson County, Oregon library system funding crisis and how  
63 some of the area churches are taking on the role of library. The Board briefly discussed hours  
64 of service including Sundays, and how fuel costs are driving library visits down.

65 Director's Report: Phil reviewed his report with the Board and discussions included  
66 door counts, Darvill's partnership with author visits and summer reading program, a new  
67 library logo, the next book auction, and hosting a demonstration site for low maintenance  
68 landscaping with Eastsound Water.

69 Phil also announced the retirement of Children's Librarian Carol Erickson. The actual  
70 date will depend on several factors; however most likely will be after August.

71 Friends of the Library: Judith attended the Friends meeting which focused on the  
72 upcoming Library Fair. Judith reported that the Friends are working on revising their By-Laws.  
73 Pierrette will be the Board representative at the July meeting.

74 The Board took a break at 11:11 AM. The meeting resumed at 11:20 AM.

75 **COMMITTEE REPORTS**

76 Policy & Personnel: - Privacy Policy: Judith made revisions to the draft based on  
77 comments from the May meeting. The Board made some grammar and spelling corrections.  
78 Pierrette made a Motion to approve the Confidentiality of Library Patron Information Policy as  
79 amended. John seconded and the Motion passed unanimously.

80 Phil discussed with the Board an incident involving a parent looking for a runaway  
81 child and how the confidentiality policy might affect the sharing of information. The Board and  
82 Phil discussed how patron use of the library could be included in confidentiality and the need  
83 to establish procedures for staff to use.

84 Community Relations: There was no report. Phil had a sample of Spokane Public  
85 Library's annual report that he shared with the Board. The Board also discussed samples of a  
86 new library logo.

87 Technology: There was no report. Phil reported that OPALCO is working on the fiber-  
88 optic pre-wiring.

89 Finance: There was no report.

90 **OTHER** – Phil asked the Board to think about what would be useful in ongoing statistical  
91 reporting of checkout by category.

92 **ADJOURNMENT** – There being no additional business the meeting was adjourned for lunch  
93 at 11:55 A.M.

94 **RECONVENE** – The Board returned at 1:10 PM. Community members in attendance were  
95 Friends Treasurer Doug Ellis, Tom Maiuro and Leith Templin.

96 **FINANCE**

97 Pierrette opened the discussion saying it was her hope that the Board would be able to  
98 get a firm grasp of where the Library finances are and to plan for the next several years. The  
99 Board discussed the current tax structure, the average new construction revenue, and inflation  
100 rates. Pierrette expressed her concern that the largest annual increase is to personnel and  
101 benefits.

102 Allan diagramed for the Board the Library's assets, income and expenses and the Board  
103 referred to the listing of endowments. The Board discussed using donations for operating  
104 expenses and the stability of annual disbursements. It was recognized that most donors prefer  
105 to contribute to the more visible areas of the Library, chiefly the collection, and not to the  
106 mundane expenses of operations. In addition the Board discussed the Friends contribution  
107 with Friends interest in collection and programs and not routine operating expenses.

108 The Board felt that progress had been made in updating the collection and increasing  
109 the selection of great books. The next area to address is the use of space and the Board  
110 discussed how to demonstrate the compelling need for additional space in the Library. It was  
111 agreed that private donations should be used when and if the Library adds space for children  
112 and quiet reading and having operating expenses funded through tax dollars.

113 The Board discussed the reliability of endowment distributions and fluctuations of  
114 Friends' contributions. Mary explained how the Friends annual grant contribution towards the  
115 operating budget is based on 75% of Library Fair proceeds and is given in December at the

116 Holiday Tea. The endowment distributions are not known until the first quarter after the budget  
117 is prepared. The budget is prepared with an estimate of endowment and Friends contribution.  
118 The problem is how to craft a budget using tax dollars and unknown contribution of donations,  
119 satisfy Friends desire to support the collection on a regular basis, and still provide for  
120 acquisitions of 12%.

121 Doug Ellis suggested that the Friends Board would look favorably at a request to  
122 underwrite any shortfall in endowment distributions, in addition to grant distributions, to be  
123 used for acquisitions. Richard asked if the Friends would commit to a five year period and Phil  
124 will bring the request to the Friends Board. Phil felt he would be able to develop a budget  
125 formula what would address the concerns of the Board and provide for collection enrichment.

126 John summarized the discussion: 1) Phil will continue to look into medical benefits  
127 costs while considering possible improvement; 2) keep acquisitions at 12% of the operating  
128 budget; 3) have a secure and predictable means of using donations for acquisitions that would  
129 give the staff flexibility in managing the budget.

130 Richard added that presently there is not a budget crisis. He requested Phil to discuss  
131 the funding proposal with the Friends. Judith asked what the next steps were in space  
132 allocation. Phil will work on developing a focus group with the task of determining what we  
133 need and how to fund it.

134 Pierrette said that the Board's first responsibility is to the taxpayers. However, Richard  
135 and Allan saw a multi-layered responsibility to users, non-users, staff, and visitors, and that all  
136 should be kept in balance.

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

138 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 2:55  
139 P.M.

140 Submitted by: Mary Pugh

141 Approved:

142 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 9, 2007

5 Chair Richard Fadem convened the meeting at 9:08 AM in the Community Room of the  
6 Library. Attending were Board members John Ashenhurst, Allan Adler, Judith Miller, and  
7 Pierrette Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh.

8 **WELCOME & INTRODUCTIONS** – Richard welcomed everyone to the meeting.

9 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – There were no changes.

10 **ROUTINE MATTERS**

11 Minutes: The Board reviewed the Minutes of the June 18, 2007 meeting and Richard  
12 requested additional information on the finance discussion at line 119. John made a Motion to  
13 approve the Minutes as corrected. Pierrette seconded and the Motion passed unanimously.

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

- 15           ▪ GF-2007-JULY-01                                 \$ 6,059.82
- 16           ▪ GF-2007-JULY-02                                 \$ 9,549.95
- 17           ▪ Payroll   \$ 20,929.18

18 Pierrette made a Motion to approve the Requests. Allan seconded and the Motion passed  
19 unanimously.

20 **OLD BUSINESS** – There was nothing to report.

21 **PLANNING AND PRIORITIES**

22 Surveys & Community Feedback: Phil summarized some of the responses to the online  
23 survey noting that those using the Library gave it high marks for service, having more books,  
24 with some negative comments about noise and crowded space. Allan and John led the  
25 discussion on the ranking of responses for the use of space and requests for a quiet reading  
26 area. The Board discussed way to measure the intensity of responses and how to distinguish  
27 present versus future needs.

28 John remarked how Phil has spent the last three years fulfilling the expectations of the  
29 community to add more books and that now there is no more space for shelving to increase the  
30 collection or room for quiet reading. John felt the Board has a responsibility to determine the  
31 most effective use of the building and plan to meet the needs of the community based on the  
32 reality of increased usage and fixed resources. Judith agreed stating that although the  
33 community should be involved in the choices to be made, the status quo is not a viable option.

34 Allan agreed that there is an obvious need for change because there is a segment of the  
35 community whose needs are not being met. The Board discussed the original committee’s  
36 determination about the size of the current building, the need to estimate future use patterns,  
37 the quality of the collection and service if the current level of use continues, alternative storage

38 sites, the viability of branches, cost factors in today's dollars versus future costs, population  
39 projections for the Puget Sound area, amount of space to fulfill needs, and  
40 formulating an ongoing planning process.

41 John, Allan and Phil will meet and have information for the August meeting.

42 The Board took a break at 10:03 M and the meeting resumed at 10:10 AM.

### 43 **NEW BUSINESS**

44 Budget Amendment – Mary presented the resolutions for budget amendments for the  
45 general and building funds. The Board reviewed the spreadsheet with information on  
46 disbursements of the 2006 budget carryover.

47 John made a Motion to adopt Resolution 02-2007 Amending the 2007 General Fund  
48 Budget. Pierrette seconded and the Motion passed unanimously.

49 Pierrette made a Motion to adopt Resolution 03-2007 Amending the 2007 Building  
50 Fund Budget. Allan seconded and the Motion passed unanimously.

51 Relevant News and Issues: Phil asked the Board to review the ALA newsletter.

52 Director's Report: Phil noted that most items were covered under other discussion  
53 groups. The Board discussed door and circulation counts, comparison with similar libraries,  
54 collection additions and removals, and long term disability insurance. Judith asked for  
55 information on peer libraries to develop a matrix for comparing statistics.

56 Friends of the Library: There was no report. John will be the Board representative at the  
57 August meeting.

### 58 **COMMITTEE REPORTS**

59 Policy & Personnel: - There was no report.

60 Community Relations: The discussion of surveys is listed above. There was no  
61 additional report.

62 Technology: There was no report.

63 Finance: John asked about the schedule for the 2008 budget preparations. Phil said it  
64 would follow the same process as past years.

65 **OTHER** – Pierrette asked the Board for help during the book sale at the Library Fair. Phil  
66 reviewed his conference and vacation plans.

67 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 10:44  
68 A.M.

69 Submitted by: Mary Pugh

70 Approved:

71

72

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 13, 2007

5 Chair Richard Fadem convened the meeting at 9:02 AM in the Community Room of the  
6 Library. Attending were Board members John Ashenhurst, Judith Miller, and Pierrette  
7 Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh. Trustee Allan  
8 Adler attended via teleconferencing. Friends Board member Barbara Safriet also attended.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Pierrette asked for a discussion  
11 of Trustee attendance and Judith requested a discussion on standing committees. John asked to  
12 discuss space requirements.

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the Minutes of the July 9, 2007 meeting and made minor  
15 changes. Pierrette made a Motion to approve the Minutes as corrected. John seconded and the  
16 Motion passed unanimously.

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

|    |                   |              |
|----|-------------------|--------------|
| 18 | ▪ GF-2007-JULY-03 | \$ 2,119.32  |
| 19 | ▪ GF-2007-AUG-01  | \$ 6,659.12  |
| 20 | ▪ GF-2007-AUG-02  | \$ 21,886.26 |
| 21 | ▪ Payroll         | \$ 22,119.58 |

22 Pierrette made a Motion to approve the Requests. John seconded and the Motion passed  
23 unanimously.

24 **OLD BUSINESS** – Richard praised the extraordinary turnout at the Library Fair. Pierrette said  
25 the booksale grossed its highest proceeds, and the art and silent auctions also recorded record  
26 proceeds. She said the booksale was a great team effort and benefited from wonderful weather  
27 and a great selection of books. John congratulated her and the Friends for a wonderful Fair.

28 **PLANNING AND PRIORITIES**

29 Surveys & Community Feedback: Phil stated that the online survey with paper copies  
30 available at the desk has not had the participation he hoped for, with only about 50  
31 respondents. He feels the next step is to convene focus groups charged with the task of defining  
32 how the facility is used and long term goals.

33 John reviewed the research he undertook on the original capital committee from 1989  
34 and handed out copies of the committee’s fiscal fact sheet, square footage calculations, space  
35 requirements, organization chart, and scope of work. The committee consisted of the resource  
36 and building subcommittees. The building subcommittee had 2 board members, 2 friends  
37 members and 5 community members and established needs and criteria, along with the



38 architect. The resource subcommittee concentrated on funding through donations, grants and  
39 bonds.

40 Allan said the current facility is undersized for the level of use demonstrated from the  
41 monthly statistics. He feels the Board should state the need for a larger building and ask the  
42 community how it could best be used.

43 John recommends using the same model of the original building committee and  
44 establishing resources and building committees with a focus on needs and function, because  
45 the building style is already established.

46 The Board discussed whether to convene community focus groups first or to have them  
47 emerge from within the building committee; also, how to inform the community of the  
48 expected need and the process to determine future building use. In addition, the Board covered  
49 how to establish the committee(s) and their structure and membership.

50 Judith will work on a motion for the September meeting with appropriate language to  
51 establish the committee. Richard thanked John for his research.

## 52 **NEW BUSINESS**

53 Relevant News and Issues: Judith would like more structure to the standing committees  
54 stating that many of the issues are too complex for a sole trustee and would like to see  
55 additional members added. The committee could meet on an as-needed basis and would make  
56 recommendations to the Board. Allan and John agreed, and John stated that the technology  
57 committee is too narrow and would like to somehow include the physical plant.

58 Richard informed the Board that Allan would be unavailable to participate in person at  
59 the monthly Board meetings. Allan would be available for Board meetings via  
60 telecommunications, or he has offered to resign his position. John and Judith expressed concern  
61 over losing Allan's experience and expertise and would like him to remain until the end of the  
62 year. John would like to begin the nomination process immediately in light of Richard's,  
63 Pierrette's and Allan's departure. Richard will contact Councilman Alan Lichter and Steve  
64 Garrison regarding the search committee. John said the committee should include a condition  
65 of full-time residency in the search.

66 The Board took a break at 10:25 M and the meeting resumed at 10:34 AM.

67 Director's Report: Phil mentioned the fantastic Library Fair and the Art Auction which  
68 has an original Dali print still available. The Friends are working on the best means of selling  
69 the print. He commented on the success of Storyfest and thanked Carol for her hard work. Phil  
70 reminded the Board about the Washington State Library WILL conference September 26-28 in  
71 Kennewick. Richard asked about discards and the auction process and Phil said the in-house  
72 auction is returning less revenue than selling the books through the Friends had previously  
73 generated. He will review the process at the end of the year. Pierrette suggested that the  
74 withdrawn books could be sold in the lobby instead of the Friends books.

75 Friends of the Library: Barbara had nothing to add to the Library Fair report. She said  
76 the Friends Board did approve the request to fund \$5000 in collection materials for the next  
77 five years. The annual meeting is September 24<sup>th</sup> at 7:00 pm at Rosario. John will be the Board  
78 representative at the September meeting.

79 **COMMITTEE REPORTS**

80 Policy & Personnel: There was no report.

81 Community Relations: There was no report.

82 Technology: There was no report.

83 Finance: Phil and Mary will have 2008 draft budget figures by the September meeting.

84 **ADJOURNMENT** – There being no additional business Judith made a Motion to adjourn the  
85 meeting. Pierrette seconded and the Motion passed unanimously. The meeting was adjourned  
86 at 10:50 A.M.

87 Submitted by: Mary Pugh

88 Approved:

89

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 10, 2007

5 Chair Richard Fadem convened the meeting at 9:04 AM in the Community Room of the  
6 Library. Attending were Board members John Ashenhurst, Judith Miller, and Pierrette  
7 Guimond, Library Director Philip Heikkinen, and staff member Mary Pugh. Friends Board  
8 member Lynn Carter, Eastsound Planning Review Committee President Peter Fisher, and other  
9 community members also attended

10 **WELCOME & INTRODUCTIONS** – Richard welcomed Peter Fisher and Leith Templin  
11 and introduced the Board.

12 **EPRC PRESENTATION** – Peter Fisher presented a booklet on *Eastsound Vision Partnership*  
13 – *Community Planning Project* to be used at a community meeting September 15<sup>th</sup> at Orcas  
14 Center. Peter hopes the Trustees will share the information within their personal circles and  
15 encourage as many as possible to attend. He briefly described the EPRC’s history and goals,  
16 commenting on the aerial photos of Eastsound from different decades. The Board asked about  
17 the method of survey, governance and inter-agency cooperation. Peter thanked the Board for  
18 allowing him to bring forward information on this important issue.

19 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Richard asked for a discussion  
20 on Trustee turnover during New Business.

21 **ROUTINE MATTERS**

22 Minutes: The Board reviewed the Minutes of the August 13, 2007 meeting. Pierrette  
23 made a Motion to approve the Minutes as presented. John seconded and the Motion passed  
24 unanimously.

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

- 26           ▪ GF-2007-AUG-03                                 \$ 2,811.66
- 27           ▪ GF-2007-SEPT-01                                \$ 7,136.06
- 28           ▪ GF-2007-SEPT-02                                \$ 8,688.97
- 29           ▪ Payroll   \$ 22,119.58

30 Pierrette made a Motion to approve the Requests. John seconded and the Motion passed  
31 unanimously.

32 **OLD BUSINESS**

33 By-Laws & Standing Committees: At the August meeting Judith recommended  
34 reorganizing the standing committees. Judith feels that it would be best to address this issue in  
35 January when the new Trustees are installed. The item was tabled until next year.

36 **PLANNING AND PRIORITIES**

37 Draft 2008 Budget: Phil reviewed his process for the 2008 budget, where he will keep  
38 the status quo, not adding any additional programs; recommending a 3% COLA and a merit pool  
39 of \$2500; adjusting staff for anticipated staff family and sick leave; increasing long-term  
40 disability benefits per Board request and adding air ambulance coverage; savings within the  
41 building and automation maintenance categories; allocating for designated projects;  
42 maintaining the collection budget at an average of 12% of operations; and returning to  
43 designated budget lines for endowments with the collection spending.

44 Board discussion began with Pierrette expressing her concern for the increases in  
45 personnel and benefits stating that she prefers a bonus that will not increase the base wage and  
46 having staff contribute a portion for medical insurance. Pierrette asked about the calculation for  
47 a position and Mary explained the formula. Mary reviewed the application of COLA to the  
48 salary range and wage rates and described how a line item shows a total of the wages paid,  
49 however is not an indication of the wage rate.

50 Public comment was received by Leith Templin on the application of COLA to the wage  
51 scale. She does not believe San Juan County or private businesses, applies COLA the way the  
52 Library does and does not remember it being the policy when she was on the Library Board.

53 Judith asked if bonuses were an option and Mary said the Board would have to adopt a  
54 policy to cover bonuses. Richard asked if merit was applied to the wage scale and Phil said no.  
55 Richard would like to set aside additional time to discuss the issue of bonuses versus merit.  
56 Pierrette said every year the issue is discussed with no changes and she feels that the district  
57 will reach a point where the budget will not be able to afford the staff; that a position could be  
58 filled in the community at less cost. Pierrette said the same was true with medical benefits and  
59 feels that the businesses are moving to having the employees contribute a portion of the  
60 benefits and would like the Library to adopt this policy as well.

61 John asked about the level of confidence in additional income and the Dynix  
62 maintenance. Mary said the discretionary income is in the miscellaneous donations and  
63 interest income areas which amount to only \$3000. Phil said the automation maintenance is  
64 lower because the hardware has reached an end of life and will be replaced in 2008 and will be  
65 covered by a manufacturer's warranty.

66 John asked about the changes to the collection line items and Phil explained that for  
67 2007 the endowments were included into the regular line items for adult, young adult and  
68 children's expenditures with a spreadsheet developed to show a detail of the spending by  
69 endowment. With this method the regular line items are artificially inflated by the endowment  
70 spending and it would be better to represent endowment spending with their own line. The  
71 result is the appearance that spending is reduced in the regular line items when in actuality the  
72 difference is in the endowment lines.

73 John asked about spending on the collection at 12% of the operation budget and that  
74 spending above that level would fill the shelving at an accelerated rate and would eventually be  
75 counterproductive. Phil agreed stating that we will by the end of 2007 reach the point of  
76 weeding one item for each one added; and that overall a 12% rate of collection spending is  
77 very healthy in the context of our overall budget. Going above that rate would make collection  
78 management, in its various aspects, increasingly challenging. Richard asked about increased  
79 book cost and Phil said he would research this for the October meeting. Phil said maintaining

80 collection diversity can be challenging in a small collection, where meeting the demands of the  
81 community might easily shift the balance of one collection versus another, for example the  
82 recent increases to the music collection.

83 John asked about Phil's commitment to keeping healthy reserves stating that it is the  
84 Board's responsibility to be fiscally conservative and not spend down reserves. Phil said  
85 reserve funds are currently at 32% of operating and it is his procedure to examine reserves  
86 twice a year and to funnel surplus funds into reserves. The draft 2008 budget shows reserves  
87 higher than the actual 2007 budget.

88 Surveys & Community Feedback: Phil said he now has between 75 and 80 survey  
89 responses and he will now work on collating the information. He will also begin working with  
90 Allan to develop peer group information, and is eager to start working with the Board on focus  
91 groups.

## 92 **PUBLIC COMMENT**

93 Comment was received from Lynn Carter who asked if offsite storage for the collection  
94 is still being considered. Phil said that he does still consider it an option.

95 Leith Templin commented that many people felt the 2003 salary study was flawed from  
96 the beginning by not including benefits and she does not believe the district has always  
97 adjusted wage ranges with a COLA. She is concerned with the decisions being made on salary  
98 and benefits and encourages the Board to seek a different approach. She said she has heard  
99 about an expansion and levy and warned that it would not pass.

100 Richard informed her that the Board is not discussing any levy and that her information  
101 is incorrect. Judith asked what her concerns were.

102 Leith responded that she feels the Board is looking to increase the collection and  
103 increase the building and not asking the Director to cut the budget. She feels that the public  
104 dollars are not being spent wisely. Leith said she has spent a lot of time working with the  
105 County on the Library's budget and that she wants to see the Library be the best it can be, and  
106 that the District can not continue its current path because the economy will not be able to  
107 afford it. She does not want to see the Library lose personnel; however she feels the Library  
108 can't continue to increase wage ranges. She said that living on Orcas Island is a benefit in  
109 itself.

110 Richard asked Phil to redistribute the information from the salary and benefit study, and  
111 to research the County's COLA procedures.

## 112 **NEW BUSINESS**

113 Relevant News and Issues: Phil visited two King County Library branches. KCLS uses  
114 central purchasing and processing with limited discretion for local purchases. The Des Moines  
115 branch has about 20 public use computers in 10,000 square feet. Phil highlighted an American  
116 Library magazine article about threats to First Amendment rights. Richard said the Hendrick  
117 Smith Crossroads lecture ties in with the article. Richard asked Phil if the Library's fact sheet  
118 has been updated. Phil said it's in process.

119 Richard discussed the problem of three Trustees leaving the Board at the end of 2007,  
120 which will strain the recruiting committee and reduce the continuity of the Board. He would  
121 like the Board to consider a recommendation to the recruiting committee that Pierrette fill the

122 one year remaining on Allan's term. John made a Motion that the Library Board requests that  
123 the Library Board Search Committee recommend to the County Council that Pierrette  
124 Guimond be appointed to fill out the one-year remainder of Allan Adler's term when he leaves  
125 the Board at the end of 2007." Judith seconded and the motion passed with 3 ayes, no nays, and  
126 Pierrette Guimond abstaining.

127 Richard thanked Pierrette for her hard work and diligence on Library issues. He said  
128 that Pierrette represents a strong community influence and her research on issues has brought  
129 valuable information to the Board. Pierrette thanked the Board for their confidence and will  
130 bring her decision to the Board at the October meeting.

131 The Board took a break at 10:39 M and the meeting resumed at 10:46 AM.

132 Director's Report: Phil reported that a review of the Expenditure Status Report shows  
133 the overall spending on track for the year.

134 Friends of the Library: Friends Board Member Lynn Carter reported final net income  
135 for the 2007 Library Fair was \$19,171. There was a swap in Board representation at the  
136 Friends meetings with Richard attending the September meeting and John attending the  
137 October meeting.

## 138 **COMMITTEE REPORTS**

139 Policy & Personnel: There was no report.

140 Community Relations: Judith has been working on the information from the August  
141 meeting concerning space and collection concerns. She would like to propose Resolution 04-  
142 2007 to establish a Citizens Advisory Committee. The Board discussed the Resolution  
143 emphasizing that additional space is not a foregone conclusion and that the committee would  
144 look at all areas of service including sustaining services within the existing building. John  
145 made a Motion to adopt Resolution 04-2007 to establish a Citizens Advisory Committee.  
146 Pierrette seconded and the Motion passed unanimously.

147 Judith would like to have the Board appoint a Trustee liaison for the Citizens Advisory  
148 Committee. Pierrette made a Motion to appoint John as the Trustee liaison for the Citizens  
149 Advisory Committee. John seconded and the Motion passed unanimously.

150 Technology: There was no report.

151 Finance: Mary reported that a problem has developed with the remote access to the  
152 County Auditor's office and that the staff is working to correct it.

## 153 **PLANNING AND PRIORITIES Cont.**

154 Draft 2008 Budget: The Board returned to discussion of the 2008 budget. Richard  
155 asked if other than personnel and benefits, were there any other questions on the draft budget.  
156 Pierrette said that grounds maintenance including watering continues to be a concern. She  
157 requested Phil to continue to find volunteers to help maintain the grounds. Pierrette also wants  
158 to make sure the spending level for the collection is kept at the same level as prior budgets.

159 John asked what the percentage of the budget covers personnel and benefits for 2006,  
160 2007 and 2008. Phil said the 2008 percentage was up 2% from 57.9% to 59.7% of the  
161 operating budget, however part of the increase is from legally required items that are beyond

162 the Library's control and the increase for LTD the Board requested to add, with air ambulance  
163 costs replacing the requested estimate for covering health insurance deductibles.

164 Richard asked if the Board has ever set a maximum percentage for personnel and  
165 benefits and John said the percentage is usually less than 60% however the Board has never  
166 made a definitive percentage. John would like to know if an increase in the percentage is  
167 becoming a trend, however Pierrette said the actual dollar amounts are just as important.  
168 Pierrette noted that a carryover has been used in every budget for many years and that future  
169 years may not have a carryover to utilize. Phil said he and the staff work very hard to evaluate  
170 spending and control costs, which results in a carryover.

171 Richard asked if the entire staff receives a merit increase and Phil said that increases are  
172 considered however they are applied within the salary range. Phil explained that he prefers a  
173 team approach to performance evaluations rather than isolated merit application which can lead  
174 to morale problems. He sees the staff as a team and if the Library is accomplishing its goals the  
175 team should be rewarded. Pierrette remarked that the Fire Department does not give merit  
176 increases.

177 Judith clarified that the COLA is applied to the wage range at the beginning of the year,  
178 and that if awarded, merit is applied to individual wage rates which increases the base wage  
179 rate based on anniversary date. Pierrette said that this has resulted in a five to seven percent  
180 increase every year. Mary explained that the calculation is on the wage and not the budget line  
181 and that other things beside COLA and merit affect the budget line and therefore the percentage  
182 of increase.

183 Richard asked if an increase in benefits could be seen as a merit increase; Judith that  
184 covering staff benefit costs would free up more net pay. Phil said the current benefits provided  
185 are only basic.

186 John felt the Board is taking an inordinate amount of time discussing an item that  
187 should be left to the Director. He would like to see the Board set a percentage of the operating  
188 budget for personnel and benefits and give Phil broad discretion as long as he stays within the  
189 percentage. This would require Phil to be creative in awarding any increases within the total  
190 dollars given. Richard and Pierrette felt it was a duty of the Board to discuss merit, bonuses  
191 and benefits. Richard said that if the Board did not pick the right percentage there could be  
192 consequences and Pierrette was concerned with the escalating cost of benefits. John said it  
193 would be up to the Director to figure it out, that if there were budget constraints Phil would  
194 have to change the benefits.

195 John sees the Board getting too involved in the level of detail that should be left to the  
196 manager. The Board has accountability for the overall budget, and for ensuring that the staff is  
197 providing good service; however management of the staff should fall to the Director. Richard  
198 felt it is the Board's responsibility to look at all items in the budget.

199 Judith agreed with John saying the Board should set the budget and get out of the  
200 business of managing the employees. That the Board could set a percentage that could be  
201 adjusted each year depending on personnel circumstances. John said it would force the  
202 Director to live within the budget; to motivate to find cost savings, i.e. utilize more volunteers  
203 to save personnel costs.

204 Phil said that traditionally bonuses are not given in library service; that it is more  
205 suitable for private business based on easily quantifiable factors such as sales figures. Phil

206 reiterated that the main increases this year are from the increase in our retirement contribution  
207 which is set by the Legislature and the addition of LTD and air ambulance as discussed  
208 previously. He agrees with John that the Board sometimes goes into management areas to a  
209 degree that it takes time away from policy discussions.

210 John asked Phil to research how a percentage limitation might be applied to the budget.  
211 Judith asked for a review of the carryover from prior budgets and Richard asked for the amount  
212 of merit that has been paid this year.

213 **OTHER** – The Board set October 2, 2007 for an executive session for the annual performance  
214 review of the Director

215 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 12:09  
216 P.M.

217 Submitted by: Mary Pugh

218 Approved:

219

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Executive Board Meeting

4 October 2, 2007

5 Chair Richard Fadem convened the meeting at 9:45 AM in the Community Room of the  
6 Library. Attending were Board members John Ashenhurst, Judith Miller, and Pierrette  
7 Guimond.

8 The Board retired into Executive Session for the annual review of the Library  
9 Director.

10 The Board returned to open session at 11:30 a.m. No additional discussion or action  
11 was taken as a result of the Executive Session.

12 **ADJOURNMENT** –There being no additional business the meeting was adjourned at  
13 11:30a.m.

14 Submitted by: Judith Miller

15 Approved:

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37 Leadership in Kennewick September 26-28, 2007. She found the conference extremely  
38 valuable and would like to make sure incoming Trustees have an opportunity to attend future  
39 conferences.

40 Director's Report: Online Survey Results - Phil discussed with the Board the tally of  
41 the online survey results noting that about two-thirds of the responses were from inside the  
42 Library and that more effort would be needed to reach non-users. John asked if there were any  
43 surprises and Phil said not really. Respondents thought a quiet reading area and/or expanded  
44 children's area would be "nice" but did not strongly support expanding the building. The  
45 overall interest was in getting more books with more than half responding that they thought the  
46 collection was "great" with a significant number commenting on the lack of seating and high  
47 noise levels.

48 Phil noted the high approval of the staff friendliness and availability. John agreed  
49 stating that 73% rated service as excellent and 19% as good among respondents. John also  
50 mentioned the size of the collection relative to the size of the building and that 30% don't  
51 know about programs. Phil said there are those who only come to the Library for books noting  
52 that two-thirds of the respondents check out books when they are at the Library. John would  
53 like to do a better job of getting information on programs and classes to more people. Judith  
54 noted conversely that 48% felt the information on classes and programs was good or excellent.  
55 Pierrette said that a number of people in her circles do not know about the online information  
56 or that the Library will purchase books they are interested in. She suggested a "*Did you know*"  
57 campaign to help inform patrons and visitors. The Board discussed several ways of getting the  
58 word out and John asked Phil to report at the December meeting on how the Library will  
59 increase awareness in these areas.

60 Phil said that 45% of the respondents considered themselves "retired" and 40% worked  
61 one or more jobs. He will be able to break out responses by these two areas and John would be  
62 interested in seeing that information. Pierrette asked about keeping the video tape medium and  
63 Phil said there were still people who used them instead of DVDs and that the staff is slowly  
64 weeding the old medium out.

65 John continued saying there was negative interest in more computers, a lounge or café  
66 type area and positive response for off-site storage, all of which suggest that the collection is a  
67 priority over programming or "*Third Place*" initiatives.

68 Judith asked about the percentage of respondents who were children or teens and Phil  
69 noted that those ages constituted about 6 percent. Phil is interested in targeting community  
70 segments such as retiree, teens, children, working people, etc. with specific marketing for that  
71 particular group. John mentioned the "only my way" responses and questioned how the Board  
72 and Library will work to make sure all views are represented.

73 John felt that overall the respondents indicated that they felt the Library is doing a good  
74 job, and that they are happy with the staff and building without an overwhelming need to  
75 change. Phil noted one respondent who was suspicious of the survey and John emphasized the  
76 need to make it known that the Board is seeking information to form a plan and not to support  
77 a plan already formed.

78 Other – Phil mentioned that the State Auditor's Office was finishing up their audit of  
79 the Library for the years 2004, 2005 and 2006. One area that will need to be addressed is a new  
80 fixed asset management policy. Phil reviewed the statistical measures and the increase in  
81 checkouts and door counts which he feels might begin to plateau next year. One known way to

82 increase circulation is to reface shelving to a more retail bookstore presentation. The Board  
83 discussed updating the statistical graph for 2008.

84 Friends of the Library: Friends Board Member Marilyn Erly reported on a successful  
85 annual meeting hosted by Rosario. There are six new board members; and officer elections will  
86 be held in November. The Friends are looking to encourage more memberships and Marilyn  
87 mentioned that membership dues account for one-quarter of yearly income. Pierrette will  
88 attend the November meeting.

## 89 **COMMITTEE REPORTS**

90 Policy & Personnel: The need for a fixed asset policy was noted above. There was no  
91 additional report.

92 Community Relations: John mentioned the success of the first Crossroads lecture which  
93 he felt raised public awareness of the threat to privacy. Mary said the distribution of tickets for  
94 the second lecture was going smoother. Tickets for the first lecture flew out the door and many  
95 people were disappointed. Now with the change to Orcas Center more tickets are available.

96 John felt that a Citizen Advisory Committee could be a valuable tool in developing  
97 facility plans, similar to how the Budget Advisory Committee looked at budgets. That  
98 committee was made up of distinguished community members who reviewed the income and  
99 expense details and their recommendation was followed.

100 Technology: There was no report.

101 Finance: There was no report.

102 The Board to a break from 9:58 AM to 10:09 AM. Chair Richard Fadem arrived at 10:10 am.  
103 John listed the three remaining agenda items: 1) Annual review of the Director; 2) the Citizen  
104 Advisory Committee; and 3) the 2008 Budget discussion.

105 **EXECUTIVE SESSION** – The Board retired into Executive Session to discuss the annual  
106 review of the Library Director from 10:15 am to 10:26 am. Richard said that the Board also  
107 had an Executive Session on October 3, 2007 for the review of the Director. The Board is  
108 happy with the performance of the Director and discussed salary changes which need to be  
109 followed up in a future meeting, and which will be put in writing from the Board. There was no  
110 additional action taken.

## 111 **DRAFT 2008 BUDGET**

112 John began discussion reviewing the proposal for a \$2500 merit pool. In 2007 there was  
113 a \$2000 merit pool; however he asked what the financial implications for 2008 were from the  
114 application of the pool to wages. John also asked what the implications are for the 2008 merit  
115 pool on the 2009 budget. Phil said the 2008 increase would be approximately \$4600 and  
116 \$5700 for 2009. Phil noted that the increase would still be within the salary ranges and  
117 Pierrette noted that the ranges also increase with the application every year of COLA. The Board  
118 discussed the differences between merit increase and salary steps noting that merit could be  
119 more arbitrary and steps more regimented. Phil felt merit increases were more flexible however  
120 they could be seen as more arbitrary than steps. Richard asked what experience with salary  
121 plans Phil had with other libraries. Phil said, to his best recollection, that Tucson used an  
122 annual step system with ten steps.

123           Pierrette noted that the Library has had approximately a 3% increase in tax revenue  
124 since 2003, however that the salaries have increased over 5% and benefits have risen over 15%  
125 emphasizing that the rest of the budget categories have remained static. Continuing on this path  
126 will result in having to reduce staff or seek a levy increase.

127           John said that the Board needed to answer whether the Library is paying a fair wage,  
128 compared with other libraries and local businesses and that Phil's research shows similar pay at  
129 the other island libraries, Island Market and other organizations and businesses. John continued  
130 that if the Board is committed to fair pay and if budget constraints appear in 2009 or 2010 then  
131 it will be necessary to cut expenses and/or services or ask for a levy lift. If the community does  
132 not feel the Library is doing a good job managing its budget then a levy would be defeated and  
133 expenses would have to be cut. John criticized the "Wal-Mart" approach to wages referring to  
134 hiring part-time employees who are not eligible for benefits.

135           Pierrette emphasized that the Board is responsible for the budget and that the Library is  
136 spending more than it takes in from tax revenues. She felt that compared to the County the  
137 Library is paying reasonable salary and benefits. Mary reminded Pierrette that the County and  
138 Orcas Fire Department have bargaining contracts which the Library does not. The contracts do  
139 allow for COLA and wage increases that are negotiated for a two to three year period and that  
140 the COLA may not reflect the actual consumer price index increase, and in fact has not kept  
141 pace for the past 2 years. Additionally Pierrette feels that it is not reasonable for the Library to  
142 pay 100% of medical benefits when many businesses require their employees to contribute a  
143 percentage.

144           John would like the Board to focus on whether the Library is paying fair wages and  
145 benefits. He said that it is not practical to think the Library can operate in perpetuity without a  
146 levy; that I747 did not restrict levies, only that it be put to a vote. The Board has an obligation  
147 to be accountable to the public and ask the community for a vote. He wonders what principle  
148 the Board will commit to, a future of never having a levy lift for operating expenses or show  
149 the fiscal responsibility of the budget and ask for a levy because it is not possible to continue to  
150 live within the constraints of I747. John foresees a scenario where the Library is unfair to the  
151 staff or requires a cut in services.

152           Judith thanked John for framing the question so well. She asked Phil if he had projected  
153 a trajectory of when expenses might outdistance revenues and carryover. Phil thought a levy  
154 election might be needed in 2009 or 2010.

155           Richard asked Pierrette to clarify her comment that the Library is running a deficit and  
156 Pierrette said based on tax revenues the Library spends more than it takes in. Richard said that  
157 historically the Library has not used only tax revenues in the budget. John commented that the  
158 budget has used a carryover for several years and that a carryover was expected at the end of  
159 2007. Phil noted that the budget has always included non-tax revenues and he has been able to  
160 add to reserves using those amounts.

161           Richard and John asked if the staff should have some input on salary merit issue by  
162 asking their opinion on no merit increase for 2 years and then have a levy vote. Phil felt that  
163 was like borrowing trouble from the future and to cross the bridge when and if there is a  
164 problem in the future. John said that if the Board is committed to fair pay and the community  
165 depends on the staff and services, then a levy should not be feared.

166 Pierrette felt the Board should do a salary survey. She feels the staff is well  
167 compensated with good benefits. Phil thought the benefits are below average because the  
168 Library does not provide family benefits, and that a salary survey would be a good idea.

169 Richard said in his experience within academia that staff never received only COLA and  
170 that the Board going back and forth on the issue is bad for morale. He feels the Library has  
171 been responsible, stating that there was no merit increase in the 2006 budget. He does not like  
172 the arbitrary decision on wages from year to year and would like to see a firm projection for  
173 future budgets. Pierrette noted that there will be a completely different Board next year and  
174 that this issue has been discussed over and over.

175 John would like to be clear about the alternative to always put off a levy and never ask  
176 the question. He sees the Board's responsibility to fair pay even in the face of a levy that might  
177 be protested. John feels the Board and Library are beyond reproach in how the budget has been  
178 handled. Pierrette commented that the projections have shown an increase of 5% every year for  
179 salaries.

180 Richard said it was the Board's responsibility to promote public interest in a vote and  
181 he does not foresee a problem with a levy in the future because the Library has not been  
182 financially delinquent and can justify its spending. He said it was important not to lose any of  
183 the staff. John noted that the summer survey showed a high approval of the staff and operation  
184 of the Library and it would be reasonable that the community would want to support the staff.  
185 Phil agreed that the voters would think that the library has shown frugality with the staff,  
186 collection and building.

187 Pierrette proposed that there be no merit pool for the 2008 budget pending a survey of  
188 salaries and benefits. John asked if the survey would be conducted by a consultant and Pierrette  
189 felt there were many qualified persons within the community who would be able to help with a  
190 survey. Phil said it is reasonable to have wage increases; that local businesses give increases.

191 Richard said he does not like the merit increase system and prefers steps. Phil agreed  
192 and John noted that the school district has steps. Richard felt the perception of using "merit" to  
193 describe wage increases was problematic and with steps the staff and public would have a  
194 better idea of where wages were heading.

195 Pierrette remarked that the budget shows core spending on collection has not increased  
196 at the same rate that salaries and benefits have. She feels it clearly shows that the increase in  
197 spending has been for personnel and benefits. John felt more spending on the collection would  
198 cause space problems with books flying out the door through weeding.

199 John felt the budget discussion was down to questions on salary and benefits and  
200 suggested a second meeting. Richard asked if everyone felt the same, and the Board agreed that  
201 an additional meeting was necessary. The Board discussed schedules and set an additional  
202 budget meeting for Tuesday October 16, 2007 at 9:00 AM.

203 **CONTINUANCE** – There being no additional business the meeting was continued at 11:30  
204 AM.

205 Submitted by: Mary Pugh

206 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Continued Regular Board Meeting

4 October 16, 2007

5 Chair Richard Fadem convened the meeting at 9:07 AM in the Community Room of the  
6 Library. Attending were Board members John Ashenhurst, Judith Miller, and Pierrette  
7 Guimond, Library Director Philip Heikkinen, staff member Mary Pugh. Robert Herrup was a  
8 community member in attendance.

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

10 **DRAFT 2008 BUDGET**

11 Mary told the Board that the current printouts showed the increase to custodial expense  
12 funded by reducing the Savings Accrual. This information was presented at the October 8,  
13 2007 budget discussions and no other changes had been made since the meeting.

14 Richard said that the focus of the discussion will be on salary and benefits. Pierrette  
15 reiterated her research that shows tax revenue increase 3.5% for the last four years and that the  
16 salaries and benefits have increased over 5% and 15% respectively during the same period  
17 while collection spending has remained the same. Richard and Phil said that increasing the  
18 collections spending would result in crammed shelves and excessive weeding. Pierrette asked  
19 about the slat-wall shelving by the children’s room and Phil said it is used for displays now  
20 however it could be used in the future for additional collection space.

21 John asked for clarification on the new construction amount and Phil said that the  
22 budget includes the state allowed 1% revenue increase of \$4891 and an estimate of \$12,000 for  
23 new construction. John remarked that salary and benefits will increase 27% in 2008 and will be  
24 funded using the 2007 carryover, a trend for the past several years which is disconcerting. Phil  
25 reminded the Board that it had recommended an increase in the long term disability benefits  
26 and to reimburse employee deductibles. The financial benefit to staff of the deductible  
27 reimbursement was negligible and Phil had suggested funding the medical airevac instead.

28 John said he felt the Board was in agreement that the Library is operating well, and that  
29 patrons are happy with the quality of the collection and service from the staff. He felt it was  
30 also agreed that even if the Library was frugal that some time in the near future it will likely be  
31 necessary to go to the community with a maintenance and operations levy. The issue in  
32 contention is how to balance two principles; adequate and fair pay to the employees and how  
33 quickly a maintenance levy would be needed. John felt the Board agreed that the Library is not  
34 currently too generous in salary and benefits and can not envision community criticism for  
35 adequately supporting the staff. The rest of the Board agreed that John had effectively  
36 summarized the issue under discussion.

37 John felt the next point to clarify was if the Library was heading in the direction of  
38 being either inadequate or too generous in its salary and benefit offerings. He said there was a  
39 consultant study in 2003 that focused on salaries paid in about 12 different libraries including  
40 others in San Juan County. John said there were community members who felt the study was

41 flawed because it did not look at benefits. Phil said that a benefit study did follow shortly  
42 afterwards. Previously Pierrette suggested that there be no merit increase until a salary and  
43 benefit review has been completed.

44 Pierrette agreed with John re-emphasizing a review of salary and benefits from local  
45 community businesses and area libraries before authorizing a merit increase. She also feels that  
46 businesses are increasingly asking employees to pay a small portion of medical premiums to  
47 help offset the cost. She said that San Juan County and the Orcas School District has asked  
48 their employees to pay a small portion of premiums. Pierrette emphasized that she is not saying  
49 the staff is paid excessively, however she feels an obligation to balance the Library budget.

50 Judith said she knows that it is hard for people who work on the island and some who  
51 have had to leave because they can not make enough to afford to stay and asked if it was  
52 equally hard on the Library's employees. She said a review of local businesses might be  
53 difficult, in comparing skills and duties.

54 John agreed saying that if the staff is under financial pressure it could effect morale and  
55 impact service and thereby the public perception of the Library. Pierrette said not to assume a  
56 lower morale was based on financial pressure; that everyone has choices to make regarding  
57 personal financial situations.

58 John said Phil had previously suggested a cap on the wage scale until a survey was  
59 completed and John asked what the implications would be. Phil said it would keep the salary  
60 ranges at the 2007 level and would affect two staff members in 2008 and if not adjusted would  
61 more likely impact staff in 2009. He said there were two interpretations; that wages are frozen  
62 at the top of the wage scale; or that wages are adjusted annually for an approved COLA. Richard  
63 said that he could not support a freeze on giving a COLA, in that it allowed wages to keep pace  
64 with inflation.

65 Pierrette asked why the new children's librarian with no experience would be receiving  
66 the same rate of the departing staff member. Phil said that the staff member will have a MLS  
67 degree, has 3 years of library experience in Alaska and 3 years here as support staff and only  
68 lacks hands-on experience with children programming. Also, the pay rate of the new position is  
69 at the beginning of the recommended pay range.

70 Pierrette would like to end discussion and place a motion on the COLA and merit pool.  
71 Richard suggested breaking it into separate motions. Pierrette made a Motion to adopt of 3%  
72 COLA in 2008. Judith seconded and Richard asked for comments.

73 Robert Herrup said he has only worked as an independent contractor and has no  
74 experience with a cost of living adjustment however he understands the concept. Richard said  
75 it allows wages to keep pace with rising cost for commodities such as fuel, heating oil and  
76 electricity and that he has never experienced a college not giving a COLA. Phil said that 3% is  
77 less than the CPI in the Seattle area and less than what San Juan Library is asking for.

78 John asked to call the Motion, and it passed unanimously.

79 John made a Motion to form a citizen committee to study wages and benefits from local  
80 businesses and libraries and make recommendations to the Board. Pierrette seconded and the  
81 Motion passed unanimously.

82 John would like additional information on benefits and asked Phil to consider ways to  
83 reduce costs. Phil replied that he reviews information on benefits every year. Richard asked



84 what the trend was in having employees pay a portion of the premiums. Phil felt that the  
85 Library pays less than other libraries because family coverage is not included. San Juan Library  
86 and San Juan County pay for family coverage. Those two entities do have employees pay a  
87 small portion of premiums; however the majority of coverage is paid by the employer.  
88 Pierrette would like information on policies that have higher deductible as well as other  
89 alternatives. John asked if information could be available for the November meeting and Phil  
90 thought he could do that. Pierrette asked about the medical insurance coverage date and Mary  
91 said it runs from January to December and needs a 30 day written notice at the end of the plan  
92 year for cancellation.

93 Judith said the merit and benefit increases were linked and if the budget could not have  
94 both then which would be best, a merit increase or a medical benefits increase. John rephrased  
95 by saying it would be a choice between more wages and less insurance risk. Richard said the  
96 current medical plan offered by the State group is able to provide more coverage for less  
97 money and that an individual plan might be less expensive. Phil agreed saying a free market  
98 plan would be less expensive; however, it would also have less coverage. Richard asked how  
99 many would use family benefits and Phil said there were six employees who might.

100 Judith asked if all the San Juan County libraries could be in a group plan and Mary said  
101 that years ago the libraries did have a group with Regence Blue Shield, however the coverage  
102 was less than the current State plan. Pierrette asked about other plans available and Phil said he  
103 did a survey with a broker and had given the Board information on the plans. In summary,  
104 plans are available at a slightly lower cost however the coverage is not as good.

105 Pierrette asked about the expected family leave and asked where it showed in the  
106 budget. Phil said the budget reflects lower hours for the position with leave and additional  
107 hours in substitute. Richard asked if information about medical benefits could be distributed as  
108 soon as possible. Pierrette said she would meet with Phil to review the insurance information.

109 Phil asked about the Board's previous instruction to increase the long-term disability  
110 and add the airevac insurance instead of reimbursing the copay. Pierrette said an increase in the  
111 benefit to add airevac should not be permanent and be reconsidered each year.

112 John asked about Phil's proposal to cap wage ranges at the 2007 levels and how it  
113 would affect staff. Phil said there are two staff members at the top of their ranges and the cap  
114 would allow them a cola increase but no merit. He said it will be more of a factor in the 2009  
115 budget.

116 Pierrette would like to return to the discussion of a motion not to have a merit increase  
117 in the 2008 budget until a review is completed. John asked about the timetable to adopt the  
118 budget and Mary said the last day to get a budget to the county is November 30<sup>th</sup>; however the  
119 Board could adopt the tax levy and then have until mid-December to adopt the budget.

120 Pierrette said the Library may have to propose a maintenance levy soon and it would be  
121 better to have information on salary and benefits beforehand to forestall arguments about  
122 compensation. John remarked that there were some who did not like the last survey and that  
123 there will always be some who do not agree with the results. Pierrette felt that the situation in  
124 the community is more positive now than it was at the time the other survey was done. Judith  
125 said that a budget amendment could be done after the survey if the decision was made to add  
126 the merit.

127 Richard said that the Board could approve merit from anywhere between zero and two  
128 percent and Pierrette reiterated that she is totally against any merit in 2008 without a study; that  
129 any merit compounds in future years. Mary said the biggest impact on future budgets would  
130 come from capping the wage scale. Phil said that the purpose of merit is to increase the base  
131 salary and noted that the Library's use of volunteers keeps the overall salary percentage down.  
132 Phil said our salary as a percentage of operating is lower than our sister libraries in the San  
133 Juans.

134 John said the discussion assumes that the merit plan would continue and he would  
135 prefer to return to the step wage plan. Richard agreed saying a step plan would be more  
136 predictable. Phil also agreed stating that the step increases were much simpler and noted that  
137 San Juan Library and most other libraries use a step plan. Phil said he could have some policy  
138 language next month to implement a step plan and Pierrette said she does not want any policy  
139 change without the study.

140 Pierrette made a Motion to have no decision on merit increases in the 2008 budget until  
141 a study of wages and benefits is completed by March 10, 2008 and that any decision made at  
142 that time would be retroactive to the first of the year. Judith seconded and Richard asked for  
143 public comment.

144 Robert Herrup commented that when OPALCO was looking for a director he asked  
145 Doug Bechtel about recruitment. The information he received was that a director is recruited  
146 on a national level, managers are recruited on a regional level and staff are recruited on a local  
147 level. He thought that model could be applied to the Library and encouraged the Board to look  
148 at local businesses as well as libraries. Robert said that a levy that funded only salaries and  
149 benefits would be a difficult public relations problem.

150 Richard called Pierrette's Motion and it passed unanimously.

151 **OTHER** – The Board talked briefly on offering condolences to Allan Adler on the loss of his  
152 mother and will get together privately to do so.

153 Phil informed the Board that there is a donor interested in establishing a matching  
154 contribution for the purpose of adding on to the Library if the Library would commit to the  
155 support of maintenance. Pierrette said that any gift needs to be reviewed based on the gift  
156 policy and she does not recommend accepting a gift that has conditions attached.

157 **EXECUTIVE SESSION** – The Board adjourned into Executive Session at 10:55 AM. for the  
158 annual review of the Library Director. The Board returned to Public Session at 11:10 AM.  
159 Richard stated that the Board finalized the letter of review, which will be sent to the Director.

160 **ADJOURNMENT** – There being no additional business the meeting was adjourned at 11:120  
161 AM.

162 Submitted by: Mary Pugh

163 Approved:

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# ORCAS ISLAND LIBRARY DISTRICT



## Rescheduled Board Meeting

November 19, 2007

Vice President John Ashenurst convened the meeting at 9:02 AM in the Community Room of the Library. Attending were Board members Judith Miller, and Pierrette Guimond, Library Director Philip Heikkinen, staff member Mary Pugh. Board Chair Richard Fadem joined the meeting at 9:12 AM via speaker phone. There were no community members in attendance.

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

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

### **ROUTINE MATTERS**

Minutes: The Board reviewed the Minutes of the October 2, 2007 meeting and made a correction. Pierrette made a Motion to approve the Minutes as corrected. Judith seconded and the Motion passed unanimously.

The Board reviewed the Minutes of the October 8, 2007 meeting and made several corrections. Pierrette made a Motion to approve the Minutes as corrected. Judith seconded and the Motion passed unanimously.

The Board reviewed the Minutes of the October 16, 2007 meeting. Pierrette made a Motion to approve the Minutes as presented. Judith seconded and the Motion passed unanimously.

Vouchers and Payroll: Pierrette presented Claims Payment Request No.

|                  |              |
|------------------|--------------|
| ▪ GF-2007-OCT-02 | \$ 9,636.47  |
| ▪ GF-2007-OCT-03 | \$ 1,256.43  |
| ▪ GF-2007-NOV-01 | \$ 10,934.57 |
| ▪ GF-2007-NOV-02 | \$ 10,342.72 |
| ▪ BF-2007-NOV-01 | \$ 3,596.15  |
| ▪ Payroll        | \$ 18,416.05 |
| ▪ Payroll        | \$ 2,192.89  |

Pierrette made a Motion to approve the Requests. Judith seconded and the Motion passed unanimously.

Chair Richard Fadem joined the meeting via speaker phone at 9:12 AM.

### **DRAFT 2008 BUDGET**

Richard opened the discussion on the proposed 2008 budget. Pierrette said she is still opposed to any merit increase because it applies to the base salaries and compounds yearly

35 with the last several years showing a 5% increase in personnel costs. In addition Pierrette has  
36 concerns about the new children's librarian wage rate that will increase 3% in January.

37 Phil said he disagreed stating that the children's librarian wage is at the beginning of  
38 the approved wage range. He also said that a COLA should be applied to the approved wage  
39 range in order to keep the positions adjusted annually for inflation. In addition Phil discussed  
40 the recent court ruling overturning I-747 based on inaccurate publicity information. Pierrette  
41 said that Governor Gregoire has asked all entities to keep their budget to the 1% spending cap  
42 stating that the legislature will be working on a bill to make the cap permanent. John, Judith,  
43 Richard and Phil all agreed that the Library should honor the spirit of I-747.

44 John remarked that the Board has approved the formation of a citizen's committee to  
45 study wages and benefits which Pierrette will chair. The committee will then report back to  
46 the Board by the March meeting and that, other than the 3% COLA, no changes in staff wages  
47 will be made for the 2008 budget year before the committee report. At that time if the Board  
48 does decide to make a change in wages or benefits the changes could be retroactive either to  
49 January 1, 2008 or to each staff member's anniversary date.

50 John thanked Phil and Mary for their work on the 2008 budget and noted Phil's  
51 comments in the Director's Report that show the district is running under budget for 2007 and  
52 thanked Phil for his parsimonious efforts.

53 Richard made a Motion to approve Resolution 04-2007 Adopting the General Fund  
54 Budget for Year 2008. Judith seconded and the Motion passed with 3 yes votes and one no  
55 vote. Pierrette said she could not approve the budget based on her previous positions.

56 Pierrette made a Motion to approve Resolution 05-2007 Adopting the Tax Levy for the  
57 Year 2008. Judith seconded and the Motion passed unanimously.

58 Pierrette made a Motion to approve Resolution 06-2007 Adopting the Building Fund  
59 Budget for the Year 2008. Judith seconded and the Motion passed unanimously.

## 60 **PLANNING AND PRIORITIES**

61 John commented that he would like the new Citizen's Advisory Committee to have  
62 two members from the Friends of the Library and two community members. He is working  
63 with Friend's President Marilyn Jackson and with Steve Garrison on soliciting members. John  
64 will work on getting a packet to the members and would like to meet in January.

65 Phil said that an interesting result of the online survey showed that retired and working  
66 respondents had similar ideas for the library; chief among them was more books. In addition  
67 Phil has met with donors who are willing to underwrite a capital campaign to provide  
68 additional space in the library for children, tutoring, small meetings and programs. John said it  
69 is wonderful to have private funding for a capital project; however the district needed to  
70 initiate a process to see what is in the best interest of the community. If it is determined that it  
71 would be best to take advantage of the private funding then going to the voters for additional  
72 tax dollars to support maintenance and operations would be reasonable. Additional space  
73 would give more space for the collection, plus allowing that an updated display look for the  
74 collections.

75 John commented on an article about Seattle Public Library's main branch and the  
76 problem they are having keeping their collection adequate to meet patron needs, which  
77 increased substantially with their new facility and updated online presence. Phil said that

78 Orcas could achieve additional checkouts by re-facing the collection shelving to a more  
79 bookstore type model. John agreed stating that it made sense if access and availability were  
80 improved then usage and checkouts would increase also.

81 **PUBLIC COMMENT - None**

82 **NEW BUSINESS**

83 Relevant News and Issues: Pierrette had copies of the articles on the I-747 issues. Phil  
84 talked about the upcoming literacy and English As Second Language (ESL) classes. Judith  
85 and Pierrette expressed interest in bringing in our local Spanish speaking population. Richard  
86 commented on an article in the New York Times that reported on lower basic writing skills  
87 tied to less reading for fun.

88 Director's Report: Phil reported on items from the Director's Report including a move  
89 to adopt basic library standards or benchmarks, a pilot downloadable audio book project,  
90 problems with the K-20 network, meeting with the school district superintendent, reallocation  
91 of staff, winter storytime, and some recent programming.

92 Friends of the Library: There was no Friends representative present. Pierrette  
93 commented on the Friends meeting and their new board members. Phil said he and Marilyn  
94 Jackson are working out the details for the 2008 grant request and the check presentation at  
95 the Holiday Tea. The Friends Board has committed to \$6500 funding for the Crossroads  
96 lecture series. Judith will attend the December Friends meeting.

97 **The Board took a break from 10:15 AM to 10:24 AM.**

98 **COMMITTEE REPORTS**

99 Policy & Personnel: The Board reviewed information on medical benefits Phil  
100 collected from other libraries, the county, and some local businesses. John noted that in some  
101 cases the local libraries were not as generous with benefits as mainland libraries; however  
102 they were comparable to local businesses. Pierrette noted that there were 14 libraries that did  
103 not provide any benefits at all and only half of the remaining provided family coverage  
104 commenting on the escalating cost to provide that high of a benefit. John noted that many of  
105 the libraries offering minimal coverage are extremely small, in some cases operated largely by  
106 volunteers. The Board would like additional information on the libraries for comparison  
107 including population size, tax base, and number of employees. Judith will make a matrix of 5  
108 to 10 libraries that most closely match the Library to use as comparison. Phil felt that  
109 comparing the local cost of living would be helpful also.

110 Community Relations: Judith reviewed the Crossroads lecture series and spoke of the  
111 need to advertise more. Pierrette reminded the Board of the importance of attending the  
112 Holiday Tea on December 1<sup>st</sup> from 1:00 to 4:00 PM.

113 Technology: There was no report.

114 Finance: There was no report.

115 **OTHER** – The Board discussed officer positions and assignments for 2008. John will arrange  
116 a meeting with the new Board recruits, Carter Shelley and Lois Cornell.

117 There being no additional business the meeting was continued at 11:30 AM.

118 Submitted by: Mary Pugh

119 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Rescheduled Board Meeting

December 10, 2007

Vice President John Ashenhurst convened the meeting at 9:21 AM in the Community Room of the Library. Attending were Library Director Philip Heikkinen, and staff member Mary Pugh .Board Chair Richard Fadem and Board member Judith Miller joined the meeting via speaker phone. Library Board Member Designee Lois Cornell and Friends Secretary Marilyn Jackson were in attendance.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The Agenda was abbreviated due to the attendance via speaker phone of two members.

**ROUTINE MATTERS**

Minutes: The Board reviewed the Minutes of the November 19, 2007 meeting. Judith made a Motion to approve the Minutes as reviewed. Richard seconded and the Motion passed unanimously.

Vouchers and Payroll: John presented Claims Payment Request No.

- GF-2007-DEC-01 \$ 9,159.92
- GF-2007-DEC-01-A \$ 1,522.01
- GF-2007-DEC-01-B \$ 310.87
- GF-2007-DEC-02 \$ 11,111.36
- Payroll \$ 19,621.58

Richard made a Motion to approve the Requests. Judith seconded and the Motion passed unanimously.

**PLANNING AND PRIORITIES** – There was no discussion.

**PUBLIC COMMENT - None**

**NEW BUSINESS**

Relevant News and Issues:

Director’s Report: Phil reported on items from the Director’s Report including a staff schedules, Jan Lundberg’s November 12<sup>th</sup> program The Myths of Biofuels, English as a second language classes starting on January 3<sup>rd</sup>, and collection spending.

Friends of the Library: Marilyn reported on the election of new board members and officers; the 2008 Grant of \$15,000 which will include \$5,000 for collection purchases; \$6,500 for the Crossroads series as a separate gift; and the Holiday Tea.

35 **PUBLIC COMMENT** – John welcomed Lois Cornell to the Library Board term beginning in  
36 January. He mentioned meeting with Lois and Carter to review the role of the Board and  
37 current issues.

## 38 **COMMITTEE REPORTS**

39 Policy & Personnel: Finalize Director's Evaluation – Judith stated that the 2007 fiscal  
40 budget allowed for the possibility of a 2% average raise based on a satisfactory review. John  
41 agreed and remarked that Phil handled staff reviews and the Board had the responsibility of  
42 the Director's review. John stated that Phil had received more than a satisfactory review and  
43 that action from the review was to be conducted in public sessions. Richard agreed that Phil  
44 had an exemplary review. Richard made a Motion to award a 2% raise to the Director,  
45 retroactive to his anniversary date. Judith seconded and John asked for any additional  
46 discussion. John called the Motion and it passed unanimously.

47 Phil thanked the Board for their vote of confidence. He said he would be working on a  
48 proposal to move the current salary plan back to a step plan instead of merit increases. John  
49 stated that it is the Board intent to return to a step system. It is John's hope that after the  
50 review of wages and benefits is completed the Board can spend less time on administrative  
51 issues and focus on policy.

52 Community Relations: John informed the Board that two members of the Friends have  
53 agreed to join the Citizen Advisory Committee and that Steve Garrison had some suggestions  
54 for additional community members.

55 John said he and Judith are planning a meeting with donors to clarify perspectives and  
56 will report back to the Board.

57 Technology: John reported that he had informed Phil about missing Board minutes and  
58 broken links with the web site. Mary said the minutes were now up-to-date and asked for  
59 information on the broken links. Phil said that because of vacation and sick leave staff has not  
60 had as much time to maintain the website; however he is hopeful that staff assignments in  
61 January will allow more time to be spent on keeping the information current. John said that  
62 the Bookpage addition was very useful and a nice addition.

63 Finance: There was no report. John thanked Phil and the staff for keeping a watchful  
64 eye on expenses and allowing a healthy carryover for 2008. Judith shared that opinion.

65 **OTHER** – John said on behalf of the Board, Library and staff, he wanted to thank  
66 Richard for all his efforts on behalf of the Library and that he was sad to see Richard leave the  
67 Board and Orcas. John commended Richard's involvement in bringing the Crossroads series  
68 to fruition and his dedication to the community and the future of the Library. Judith joined in  
69 John's sentiments and thanked Richard for his work as Chair. Richard replied that it was his  
70 pleasure to serve the community and felt his time on the Board has been worthwhile. Richard  
71 is sad to be leaving Orcas, however he said he is returning in the spring to teach a class.

72 Phil said that Allan Adler could not attend and Phil has appreciated Allan's ability to  
73 gather information to help the Board make decisions. John agreed saying he felt Allan  
74 contributed a great deal of thoughtful insights to issues, especially his work on the technology  
75 committee. John said Allan had to withdraw from the Board for personal reasons and that the  
76 Board is very sorry to see him leave. John hopes Allan would be available for consultation in  
77 the future.



78           John said he is looking forward to working with Lois and Carter commenting that he  
79 thinks they will bring energy and ideas to the Board. Lois said she is looking forward to  
80 serving on the Board.

81    There being no additional business the meeting was continued at 9:56 AM.

82    Submitted by: Mary Pugh

83    Approved:

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