

1 ORCAS ISLAND LIBRARY DISTRICT



3 Rescheduled Board Meeting

4 January 14, 2008

5 Vice President John Ashenhurst convened the meeting at 9:07 AM in the Community Room
6 of the Library. Attending were Board member Judith Miller, Lois Cornell, Pierrette Guimond,
7 and Carter Shelley; Library Director Philip Heikkinen, and staff member Mary Pugh. Friends
8 President Barbara Safriet and community members were also in attendance.

9 **WELCOME & INTRODUCTIONS** – John welcomed everyone to the meeting. John
10 reported that the San Juan County Council had not formally voted on the nomination of
11 Pierrette to complete the year remaining on Allan Adler’s term. The Council will meet
12 Tuesday January 15th in their regular session and will vote on the recommendation at that
13 time. Pierrette said that until the vote is finalized she would participate in discussion and
14 abstain from voting. John introduced Lois and Carter and welcomed them to the Board.

15 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – John added Board officers
16 and committee assignments to the agenda. Pierrette asked to have a discussion of the Board
17 action during the December meeting.

18 **BOARD ELECTIONS** – John made a Motion to elect Judith as President and Chair of the
19 Library Board of Trustees. Lois seconded and the Motion passed unanimously, with Pierrette
20 abstaining.

21 Judith asked for nominations for Vice President. Lois made a Motion to elect Pierrette
22 as Vice President of the Library Board of Trustees. John seconded and the Motion passed
23 unanimously, with Pierrette abstaining.

24 Judith nominated Carter for Secretary, and explained the duties. John made a Motion
25 to elect Carter for Secretary of the Library Board of Trustees. Lois seconded and the Motion
26 passed unanimously, with Pierrette abstaining.

27 John said that at the January meeting, the Board affirms the time and place of the
28 regular monthly Library Board meetings. The Board members agreed to retain the current
29 meeting day of the second Monday of the month at 9:00 AM.

30 **ROUTINE MATTERS**

31 Minutes: The Board is unable to adopt the Minutes of the December 10, 2007 meeting
32 because two members are now retired and Pierrette was not in attendance. The Board
33 reviewed the Minutes and made a grammatical correction. Judith and John agreed that the
34 Minutes were accurate.

35 Vouchers and Payroll: John, on behalf of Pierrette, presented Payroll and Claims
36 Payment Request No.

- 37
 - GF-2007-DEC-03 \$ 2,332.04

38	▪ GF-2007-EOY-01	\$ 3,679.97
39	▪ GF-2007-EOY-02	\$ 4,263.81
40	▪ GF-2008-JAN-01	\$ 5,611.98
41	▪ Payroll	\$ 22,931.93

42 John made a Motion to approve the Requests. Lois seconded and the Motion passed
43 unanimously, with Pierrette abstaining.

44 **PLANNING AND PRIORITIES – Citizen Advisory Board** – John reported that he and
45 Judith met with two donors who are interested in helping the Library add space in the
46 children’s area and for quiet reading, among other possibilities. John wanted to make sure the
47 committee understood the specifics of the proposal and the level of commitment from the
48 donors. John said the purpose of the committee is to consider if the time is appropriate to
49 begin planning for additional space. Currently, stack shelving is almost at capacity
50 necessitating a high level of collection weeding. In addition, some patrons are commenting on
51 the lack of space in the reading room and the noise level. Both of these are an indication of
52 increased use as evidenced by the high door counts and increases in checkouts for the last
53 several years. John said that the building process through 1992 was substantial, involving
54 community planning over three years. He feels it is the Board’s responsibility to consider and
55 acquire information to determine if the process should begin again, now that the 20-year
56 anniversary is approaching. He is hoping that the committee will begin meeting in January
57 and report back to the Board by April.

58 Carter asked what the charge of the committee would be. John replied that it would be
59 to research and survey space and usage. Pierrette said that she remembered previous surveys
60 that resulted in requests for additional children’s space and quiet reading; not just open space.
61 Carter acknowledged that she is here in the afternoons when school gets out and that the noise
62 level in the Library increases substantially. John emphasized that the committee would not
63 plan an addition, but would find out if an addition is necessary.

64 The Board discussed the pros and cons of a compact or larger committee; statistic
65 gathering; underserved constituents and non-library users; and utilizing non-traditional
66 gathering places for survey participants.

67 Salary and Benefit Survey – Pierrette said that she will be meeting with Phil and
68 continuing to compile information.

69 Priorities – Judith said that as President she would like to accomplish two goals for
70 2008. 1) Have Board Trustees a larger presence in the community by visiting community and
71 service groups to speak on the Library’s behalf and gather input. John thought it was a great
72 idea which would parallel his committee’s solicitation of information and encourage
73 participation from the community. 2) Judith would like the Board members to make an effort
74 to spend time in the Library, observing flow and use patterns, perhaps shadowing a staff
75 member.

76 **PUBLIC COMMENT** – Barbara Safriet suggested that the ferry landing would be a good
77 place to canvass for a survey. She also said that any Board members who are looking for
78 insight into the workings of the Library are welcome to help sort books for the booksale.

79 Robert Herrup asked about the prospective donors and cautioned that a donor not
80 dictate direction based on the donation. He also wondered where the funding for maintenance
81 and operations would come from, noting that additional space would require additional staff
82 and materials. Commenting on the Citizen's committee he suggested at least 9 members
83 because the Trustees and Friends would have a majority on a 7 member committee.

84 Leith Templin welcomed Carter and Lois to the Board. She said that community
85 participation in previous Board meetings was small unless there was a problem or people were
86 upset. She encouraged the Board to be transparent in its activities and decision making. Leith
87 does not feel holding a meeting with Board Members via telephone conferencing allows for
88 the necessary discussion to make decisions, especially decisions concerning budget matters.
89 She suggested that it would be more appropriate if a situation arises where there is not a
90 quorum to hold a telephone conference to deal with routine matters and then reschedule the
91 remaining portion of the meeting.

92 Judith, John, Carter agreed with Leith that a telephone-based meeting is undesirable.
93 John said that the Board specifically asked the nominating committee to make sure new
94 appointees make every effort to attend all the meetings in person. Carter said that the meetings
95 are always on the second Monday of the month and a person should be able to plan out an
96 entire year in advance. Pierrette said that the notice is not being placed in the Sounder. John
97 mentioned the change two year ago when the Board met at 5:30 on the second Monday. It was
98 hoped that more community members would be able to attend an evening meeting; however,
99 fewer people participated in the meetings. Judith said the Board would continue to make sure
100 all discussions and decisions are transparent.

101 Leith commented on any donation that had conditions attached, remarking that many
102 years ago the Port of Friday Harbor had to return a donation it had received because of the
103 particular conditions placed on it.

104 Robert Herrup commented on a donation that Yale University had returned. He also
105 asked about discussion of salary items in executive sessions. Carter said the vote is required to
106 be in public session. Judith explained that the Board implemented an action item that was
107 included in the 2007 budget.

108 Pierrette said that she remembered at the executive session in October that the Board
109 was to provide a letter to the Director on his evaluation and that it did not include a pay
110 increase. She was upset to come back from vacation to find that the Board had voted a pay
111 increase. She felt it should have been discussed with the entire Board in executive session.

112 John reminded Pierrette that the Board had decided to give Phil a bonus and it was
113 discovered that a bonus was not permitted. John said that the Board failed to take the next step
114 and implement a raise, however the Board did decide to reward Phil based on his review.
115 Pierrette said that at that time the original decision was moot and the Board should have
116 returned to executive session to discuss the next step to take.

117 Leith Templin remarked that the bonus was not discussed in public session and that
118 after the research was presented that the Board should have discussed what to do next further.
119 John said that the 2007 budget already covered the decision and that any pay increase for

120 2008 should wait until the results of the salary and benefit survey. Pierrette reiterated that she
121 is uncomfortable with the decision that the Board made in December saying it would have
122 been made in executive session and then implemented in public session.

123 **NEW BUSINESS**

124 Resolution for Departing Trustees: Judith said that the Board wanted to recognize the
125 contributions of Allan Adler and Richard Fadem. Judith read the Resolution 1-2008 and 2-
126 2008. John made a Motion to approve the Resolutions. Lois seconded and the Motion passed
127 unanimously with Pierrette abstaining.

128 Relevant News and Issues: Phil asked Carter and Lois if they wanted to receive the
129 ALA e-newsletter and the WSL clipping service.

130 Director's Report: Phil highlighted items from his Director's Report including the
131 community drop, sustainability on Orcas, the statistical report, Crossroads, Washington
132 Legislative Day on February 15th, and staff substitutions for vacation and sick leave.

133 Friends of the Library: Barbara reported on important upcoming dates: February 8th
134 Crossroads lecture; February 12th Friends Board meeting; February 23rd Winter Booksale.

135 Judith explained to Lois and Carter that the Friends meet the second Tuesday of the
136 month and that the Board Members take turns attending. Lois will attend the February
137 meeting and Carter will attend the March meeting.

138 **PUBLIC COMMENT** – Robert Herrup commented that the Library should invest in a staff
139 timekeeping software program.

140 The Board took a break between 10:45AM and 10:50AM.

141 **COMMITTEE REPORTS**

142 Judith said she would like to see a revision to the committee structure to include
143 facilities. Each Board member is responsible for an area and reports to the Board. Additional
144 community members may be tapped to help in any area. Judith as Chair said she would work
145 on monitoring activities in relation to the Long-Range Plan and making sure actions and
146 decisions move forward without getting lost. She also mentioned the idea of starting a
147 monthly community report, to be discussed further in February.

148 Policy & Personnel: Judith asked Carter to chair the Policy and Personnel committee.
149 Pierrette commented that all Library policies were reviewed in 2007. Carter said she would
150 chair the committee.

151 • Draft Policy Updates – Phil said a fixed assets policy and records retention
152 policy will need to be added this year. In addition he has added information to
153 the Community Room policy on private, political and religious use.

154 • Draft salary schedule – Phil has received information from other libraries on
155 salaries, benefits, and step schedules.

156 Community Relations: Judith asked John to chair the Community Relations committee
157 and he accepted.

158 Technology: Judith asked Lois to chair the Technology committee. Judith would like
159 to restructure the committee to include facilities and operations. Mary said that a change
160 would require a resolution to the By-Laws, which she and Phil will work on.

161 Finance: Judith asked Pierrette to continue as Finance chair which Pierrette agreed to
162 do.

163 **PUBLIC COMMENT** – Robert Herrup asked about if there was a policy on children, family
164 and visitors to employees during working hours. Phil responded that there was not a policy;
165 however management of staff time is internal between him and the staff. Phil said that we
166 have a family friendly workplace. However, staff is required to make up any time or
167 productivity loss to personal visits.

168 There being no additional business the meeting was continued at 11:16 AM.

169 Submitted by: Mary Pugh

170 Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Rescheduled Board Meeting

4 February 11, 2008

5 Chair Judith Miller convened the meeting at 9:02 AM in the Community Room of the Library.
6 Attending were Board members John Ashenhurst, Lois Cornell, and Pierrette Guimond;
7 Library Director Philip Heikkinen, and staff member Mary Pugh. No community members
8 were in attendance. Staff member Holly King arrived at 9:30 AM. Leith Templin arrived at
9 9:45 AM.

10 **WELCOME & INTRODUCTIONS** – Judith welcomed everyone to the meeting. She
11 confirmed that everyone had been informed of the passing of Library Trustee Carter Shelley.
12 The Board discussed remembrances for Carter. Lois made a Motion that Judith sends a card
13 on behalf of the Board and to write a letter to the Editor of the Sounder. Pierrette seconded
14 and the Motion passed unanimously.

15 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Judith added the discussion of
16 the process to fill the vacant Library Board seat under Planning.

17 **ROUTINE MATTERS**

18 Minutes: The Board reviewed the minutes of the January 14, 2008 meeting. Pierrette
19 made a Motion to approve the Minutes as presented. Lois seconded and the Motion passed
20 unanimously.

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

22	▪ GF-2007-EOY-03	\$ 1,450.76
23	▪ GF-2007-EOY-04	\$ 5.21
24	▪ GF-2007-01-02	\$ 309.11
25	▪ GF-2008-FEB-01	\$ 9,803.72
26	▪ GF-2008-FEB-02	\$ 16,685.51
27	▪ Payroll	\$ 22,044.99

28 Pierrette made a Motion to approve the Requests. John seconded and the Motion passed
29 unanimously.

30 **PLANNING AND PRIORITIES** – New Board Member Appointment – Judith would like to
31 recommend to the San Juan County Council that Tom Welch be appointed to fill the vacancy
32 on the Library Board. Tom was the first runner-up from the nominating process and was
33 vetted through the nominating committee, which then disbanded. This will enable the Board
34 to bring Tom up to speed quickly. Mary reminded the Board that it was Nominating
35 Committee Chair Steve Garrison’s recommendation that the Library Board form its own
36 recruitment and nominating committee in the future. Judith asked if there were any other

37 community members to consider. Pierrette made a Motion to recommend to the County
38 Council that Tom Welch fill the vacancy on the Library Board. John seconded and the Motion
39 passed unanimously. Judith said that she would write and inform the Council of the Library's
40 recommendation.

41 Board Retreat – Judith deferred discussion until a new Board Member is appointed.

42 Citizen Advisory Board, CACFP – Lois thanked John for his work on the committee's
43 web site, www.orcaslibraryfuture.org and recommended everyone take a look at the postings.
44 John remarked that if Tom Welch were to join the Library Board, the committee will need to
45 fill his vacancy as a community representative. Lois mentioned the article in the Islands'
46 Sounder concerning the committee and asking the community to give input. John told the
47 Board that the committee was having difficulty separating need and funding and he was trying
48 to have the committee focus on research to make a recommendation to the Board. However,
49 the committee saw no reason to move forward if there was no means to fund additional space.
50 John emphasized that it was the Board's responsibility to figure out funding and worry about
51 tax implications, still the group insisted on discussing financing. John told the group that
52 there were donors interested in providing the funding for the construction and at that point the
53 committee focused on needs assessment. Lois said that the Library would be responsible for
54 the additional operating cost, including possible staff increase, noting that there would be
55 increases in visits, activities processing, etc. Phil provided the committee with information on
56 operational costs of increased space.

57 Pierrette commented that the web site was very good in providing information to the
58 community, however she has heard comments that the Board has already decided to expand
59 the facility. She has encouraged those who commented to visit the web site, review the
60 information and make comments to the Board.

61 John reiterated that the Board has not made a decision to expand the building; it is the
62 reason he stressed the needs assessment to the committee. John said the building is 18 years
63 old; there have been population and usage increases. The Board has requested information
64 from the committee in order to determine if it is time to move forward with the planning
65 process for additional space. John said that this committee is definitely not going to "rubber
66 stamp" approval for the Board. Lois agreed saying that the purpose was to get a wide variety
67 of people involved to present a balanced viewpoint. She and John have encouraged the
68 committee members to engage the community and garner as much input as possible. The
69 Board also wants the committee to consider how the building is being used now compared to
70 industry best practices for open space and shelving.

71 Lois remarked that it is understandable that the committee is cautious because of
72 economic concerns, however she also emphasized the committee's need to concentrate on
73 assessment and let the Board focus on the detail of funding if the committee recommends
74 moving forward. Phil agreed saying that the information he is providing can show that
75 building constraints are impinging on service, specifically the noise level, lack of study/work
76 space, and class space. However, it is possible the committee could recommend leaving the
77 building as is and move to alternative solutions such as off site storage, reduced programming,
78 etc.

79 John agreed that the committee should and will look at the option of not increasing the
80 building, but instead, doing something different, i.e. "x-y-or-z". Lois cautioned that in many

81 instances branches or off site solutions will tend to increase cost because a single site is able
82 to group expenses under a single umbrella. Pierrette said it was good all options would be
83 considered and she will continue to urge those she speaks with to comment online. Judith
84 suggested outreach to community meetings and events.

85 **PUBLIC COMMENT** – Leith Templin encouraged the Board to attend small
86 meetings like the Chamber of Commerce because it would reach a different segment of the
87 community. She also reminded the Board of Orcas Island has two County Council members
88 and that information should also be sent to Gene Knapp along with Alan Lichter.

89 **NEW BUSINESS**

90 Relevant News and Issues: Pierrette remarked on Carter Shelley’s passing.

91 Director’s Report: Phil invited Holly to address the Board. Holly described her job as
92 the Young Adult Librarian. She is also in charge of inter-library loans and the large print
93 collection; the meeting room calendar; life long learning programs; the public display
94 calendar; the Library’s web site; the community calendar; and the microfilm project. She
95 remarked about the small space allocated to YA and her need to constantly weed to keep the
96 collection strong in such a limited space. John asked what comments she has heard from
97 patrons and also her own observations about the use and systems of the Library. Holly said
98 the largest impediment is the lack of “down time” explaining that all the staff is always on call
99 taking care of patrons requests, concerns and questions, which limits time to concentrate on
100 tasks off desk. The patrons lack understanding of the “behind the scenes” activity required to
101 keep everything running smoothly. The constant interruptions complicate and increase the
102 time it takes to complete tasks.

103 Judith asked how the Board can better understand and acquaint patrons with what
104 happens behind the desk and Holly replied that the best way is to volunteer or to spend time
105 using a study desk to observe the patron flow, emphasizing that the main reading room is
106 more than just shelving for books. Holly commented on the need to have the shelving
107 accessible explaining the difficulties patrons have reaching the top and bottom of most
108 shelves; and how shelf crowding inhibits browsing.

109 Pierrette agreed saying her time spent volunteering helped her understand the job the
110 staff does. Lois commented that the staff performs primarily a service job and as such the
111 patrons come first even though other tasks are left waiting. John asked if patrons are happy
112 with the Library and Holly replied that she feels the patrons who use the Library are very
113 happy. Judith remarked about the survey results that indicated users were satisfied with the
114 staff. Holly said that with a low staff turnover the staff is able to know the patrons who use the
115 Library and anticipate needs, for example providing laptop computers for use in the Library.
116 Holly indicated the challenge is how to draw more people in, however noting that more
117 people would add more pressure on the collection, space and staff.

118 Phil discussed Holly’s upcoming family leave and the shift of duties to other staff
119 members including inter-library loans, book purchasing, and the web site. John remarked that
120 the web site is great and that he likes the book reviews. Holly said the website helps with
121 renewals, holds and ILL requests. She told the Board that *BookLetters* is a great service,
122 supported by the Friends, that provides content on books and now DVDs. Pierrette remarked
123 that the DVD list on the web site is very popular and needs to be kept up. Phil replied that

124 with the increasing demands on staff time it is a matter of prioritizing the essential tasks.
125 Holly left the meeting at 10:05 AM.

126 Phil returned to the highlights of his Director's Report and the Board discussed having
127 the meeting packet delivered as soon as possible. Mary explained that she normally has a
128 volunteer who works 4-5 hours a week, who has been on vacation since November and she is
129 looking forward to having help again. Phil said he will work on getting information to the
130 Board by the Wednesday preceding each Board meeting.

131 The Board discussed the Crossroads lecture on February 9th commenting on the
132 smaller attendance, and interest in the topic. Phil stated it is a challenge to find the best times
133 for the lectures, and that topics and times of the year vary in how large an audience they
134 attract.

135 Phil said he had updated the chart on the monthly statistics. John felt it is important to
136 have several years presented to observe trends remarking on the increases in visits and
137 checkouts. Pierrette asked about using self checkout stations and Phil said that sometimes they
138 do not significantly speed up checkouts. He has past experience in systems that require
139 additional floor or counter space; can be difficult if patrons have holds or alerts on their
140 records requiring staff intervention. Lois agreed saying her experience in the past was
141 negative, increasing frustration of both patrons and staff. John suggested that Phil write an
142 explanation of the reasoning behind not adding self checkouts and post it on the web site.

143 John remarked that he enjoys seeing staff reports included in Phil's Directors Report.
144 John asked about the concerns on shelf space to make the collection bigger and how it
145 compares now with recommended practices for shelving. Phil said he has prepared a
146 community report addressing the concerns. Phil said a tour of the shelving with community
147 members showed space available on the top shelf, to which he replied that top shelf space
148 inhibits young and/or older patrons who might have vision problems; there are concerns about
149 using stools to reach the shelves; and historically patrons do not ask for help in reaching items
150 so the items on the shelves do not circulate as well. Vision and access problems also
151 accompany use of the bottom shelves.

152 John said the feasibility of the issue needs to be addressed, similar to the self checkout
153 questions. Judith agreed commenting that the community needs to be informed that these
154 issues are being addressed and that an informed fact sheet is a good means to do so.

155 Friends of the Library: There was no report. Pierrette reminded the Board of the
156 Winter Booksale on February 23rd. Pierrette will attend the March Friends meeting.

157 **COMMITTEE REPORTS**

158 By-Laws Revision – Judith explained her desire to expand the description and
159 responsibilities from of the Technology Committee to Facilities and Systems. Judith read the
160 Resolution to change the By-Laws and the Board discussed nomenclature. The Resolution
161 will be presented at the March meeting.

162 Policy & Personnel: If Tom is appointed to the Board, Judith will ask him to assume
163 the chair.

164 • Community Room Policy – Judith tabled this item until the March meeting.

165 • Salary schedule discussion – Judith asked Phil to resend the information on
166 salary steps. Pierrette believes any discussion should wait until after the salary
167 and benefit survey, the results of which she will have at the March meeting.
168 Judith tabled the discussion until March.

169 Community Relations: John had no additional report.

170 Phil said he has replied to community concerns about weeding stating that the criteria
171 for weeding include current content, usage, wear, and similar offerings. Phil emphasized that
172 the classics are not weeded and in fact are updated with current editions. He said that a
173 collection should meet roughly 80% of the community needs, and include standard titles in
174 classics, art, and for Orcas, local northwest interest. Judith Miller said that the acquisitions
175 committee recently spent time weeding and found many obscure items. Phil talked about the
176 80/20 rule for collection use and that the staff provides ILL for items not in the collection. He
177 also said that most items recommended by the acquisition committee are added to the
178 collection in addition to most items requested by patrons. John said it is good to have
179 community concerns addressed and in written records for review.

180 Technology: Lois reported that she spent time with Phil and discussed the County's
181 upcoming electronic timecard software and self checkout, among other items. She said careful
182 consideration must be made to ensure that new items are able to integrate seamlessly with
183 current systems.

184 Lois would like to develop a rolling three year technology plan which will allow the
185 Library to keep abreast of new technology on a timely basis. She would also tie the plan to the
186 Long Range Plan.

187 Finance: Pierrette had no report. She asked about the new Expenditure Status Report
188 and how it incorporates the year end. Mary explained that the County's new accounting
189 system does not allow for a 13th month and therefore the two reports for December
190 incorporate transactions for December and the end of the year.

191 There being no additional business the meeting was continued at 11:04 AM.

192 Submitted by: Mary Pugh

193 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
March 10, 2008

Library Board President Judith Miller convened the meeting at 9:00 AM in the Community Room of the Library. Also attending were Trustees Pierrette Guimond, John Ashenhurst, Lois Cornell, and Tom Welch. Library Director Philip Heikkinen also attended. Friends Board Member Marilyn Jackson arrived at 9:05.

WELCOME & INTRODUCTIONS – Judith welcomed everyone to the meeting. She noted that Library staff member Mary Pugh was absent, and that Phil would be recording the minutes. Lois offered to take backup notes.

Judith welcomed new Trustee Tom Welch, appointed by the County Council on February 26. She noted that Tom was one of the three finalists for the two Board positions slated to begin in 2008, and that the recruitment and nominating committee had suggested him for a full Board term to begin in 2009. Therefore, with his having already been vetted by the committee, the Library Board felt it appropriate to ask the County Council to approve him to fill out the remaining four years and ten months of Carter Shelley’s term. Judith also appointed Tom to the Crossroads Committee and to head up the Policies and Personnel Committee.

Lois Cornell made a MOTION, seconded by Pierrette Guimond, to make Tom Welch the Board Secretary. The MOTION passed unanimously, with Tom abstaining.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – To New Business, Judith added her proposal to write a letter of thanks to the Friends for the Winter Booksale on behalf of the entire Library Board; also, her idea for the Board to make a gift to the Library in memory of Carter Shelley, using personal funds but acting as a group. Third, she added a discussion item: to consider organizing a volunteer thank-you event.

ROUTINE MATTERS

Minutes: Judith made the following corrections to the minutes from the February 11 meeting: on lines 11 and 89, correcting the spelling of Carter Shelley’s last name. On line 33, about the recommendation of Tom Welch to fill out the remainder of Carter Shelley’s term, to add “vetted through the nominating committee, which then disbanded.” On line 172 to state “Judith Miller said” instead of “John Ashenhurst said.” On line 157 referring to changing the Technology Committee, to state “expand description and responsibilities from Technology Committee to Facilities and Systems.” Pierrette MOVED that the Board approve the minutes as corrected, John seconded, and the MOTION passed unanimously.

Tom asked about the process of correcting and signing the minutes. Judith said that the Secretary signs then; and then suggested that Tom ask Mary Pugh to explain the process.

38 Vouchers and Payroll: due to Mary’s absence, nothing was prepared and available to
39 approve. Phil said that he and Mary will process the paperwork, which then will be
40 reviewed at the April Library Board meeting.

41 **PLANNING AND PRIORITIES**

42 Board Retreat: Judith suggested a retreat following the next board meeting, and Tom
43 said that he has a prior commitment on those afternoons. The Board decided to work with
44 Mary to set an appropriate date and time and publish notice of the meeting in compliance
45 with the Open Public Meetings Act. Through discussion, the Board arrived at the following
46 topics:

- 47 1. A review of the open public meetings act
- 48 2. A review of the long-range plan as it relates to our current work and priorities
- 49 3. A conversation about the “principles/values” document that Phil prepared in 2006
- 50 4. Our committee structure
- 51 5. How levy lid lifts work; Judith asked John to prepare this topic for the retreat
- 52 6. How the Director’s annual review should be structured
- 53 7. The process for recruiting and appointing new trustees; making sure it remains
54 independent and transparent
- 55 8. Policy and practice on accepting gifts with conditions
- 56 9. As needed, continued conversation about the CACFP and the Salary/benefits
57 survey

58 Tom asked whether the Board had brought in a facilitator for previous retreats. John
59 said that three years ago we had a State Library staff member who reviewed roles of library
60 trustees, but that the Trustees felt they could cover the same material on their own.

61 CACFP (Community Advisory Committee for Facility Planning): Lois reported that
62 the group had held three meetings so far, with the fourth and final scheduled for March 27 to
63 discuss findings and make recommendations to the Board. She said that the group had good
64 discussion about potential donations, and goals for the process. Lois noted that in looking
65 over summaries of newspaper clippings forwarded regularly by Phil, she saw numerous
66 building projects despite the challenging economic climate. Bellingham is an obvious
67 example. Lois and John will invite the CACFP members to the April Library Board
68 meeting. Lois said she was happy to receive feedback from the PTSA compiled by Barb
69 Skotte. Both Orcas Island County Council members, Alan Lichter and Gene Knapp, wanted
70 to be copied on all email communication sent to the CACFP members.

71 Lois said that the big question now is whether to start discussion now about next
72 steps. John said that the group considered and evaluated eight alternatives to the idea of a
73 building addition, and that each was found inadequate. At this point it appears that the
74 committee by consensus will recommend adding to the building. Lois said that the
75 availability of private funding has strongly contributed to the likelihood of there not being a
76 minority report. John said that the group wanted to know about financing, so at the second
77 meeting he did share that we had likely donors, but that we still needed to look at reasons
78 for an addition. Some people might add caveats such as encouraging the Board to set up an
79 endowment for operating expenses.

80 John asked the Board to consider how best to respond to the anticipated
81 recommendation. For example, during the project to build the existing building, one
82 committee looked at the building project itself and a second worked on financing. One of
83 the likely donors suggested a third committee to work on community relations, publicity,
84 and education of the public about the project. John saw benefits to keeping energy and
85 momentum going, and Lois agreed that with a long project momentum is important—it took
86 two or three years for the previous project. John said that he explained to the committee that
87 at the minimum, we can anticipate at least \$25,000 in additional annual operating costs
88 simply for the facility, so that we would clearly need to ask the voters for a levy lift. Also,
89 we are very likely to need additional paid staff. When to hold the election is an important
90 question. If this November, we would be able to provide only general information about the
91 project; if later, we would be able to provide details. The donors clearly would like to see it
92 move ahead so that they can begin to prepare financially. Pierrette asked about whether the
93 donors could set up a fund with OICF, and that she feels cautious about rushing something
94 through for a vote this year; and that we should hold an open house for the public focusing
95 on this single issue, and put a notice in the newspaper.

96 John and Lois said that they would write a letter to the newspaper updating everyone
97 about the process. Pierrette said that such a letter before the April Library Board meeting
98 would be good and the more publicity the better. Judith said that she is reluctant to take any
99 action today, and that we should wait for the committee's report. She said that one of the
100 donors is in more of a hurry and the other is more interested in seeing that the Board is
101 careful to get the community on board. She agreed that it was important to be ready to move
102 ahead at the next Library Board meeting. Judith also said that it would be good for John and
103 Lois to meet with and update the donors; and John said that they had been doing that
104 regularly. Phil said that the donors felt that the idea of a public levy lift vote was important
105 as a sign of public commitment. John agreed. Tom asked what the donors would recognize
106 as community support, and John responded that it would be a levy lid lift. Tom said that
107 usually that takes a lot of time, and that another way might be for the Library to create a
108 fund to accept public contributions in even modest amounts. Pierrette mentioned the
109 Harrison Memorial Library in Carmel, California, that solicits and uses large amounts of
110 private contributions, and agreed with Tom's idea.

111 Phil said that one or two committee members suggested that the donors or others
112 create an endowment to pay for increased operating costs. But John and Phil said that the
113 donors wanted public buy-in through a levy lid lift. Pierrette reminded that it is important to
114 be careful and clear about accepting gifts with strings attached. Lois reiterated that she
115 would invite the committee to the next board meeting. Judith said that it would be helpful to
116 further discuss gifts at the retreat. Lois said that CACFP members seemed interested in
117 discussing philosophical issues about library services. John said that the website has turned
118 out to be a good means of sharing documentation and information, and that we could keep it
119 going. Judith thanked Lois and John for their work.

120 Shelving Capacity of the Building: Phil said that this study was in process, and that
121 he would be building on information he has shared previously with the Board. Also, he said
122 he would be distributing information about key issues such as this on the website.

123 Self-Checkout Option: Lois said that she would be visiting the Burlington Library to
124 find out how they like their new self-checkout units installed last year; and would visit the
125 Lopez Library, which is considering adding one for the summer. Phil said that he would also
126 write about the idea as it related to our library.

127 John asked about adding an FAQ section. Phil said that was very much what he was
128 thinking about, and that it would be good to share in a clear fashion information about issues
129 of most importance to the public.

130 **PUBLIC COMMENT** – Marilyn Jackson that she was attending as Friends Board
131 representative. She said that the Winter Booksale was very productive, netting about 20%
132 more in sales than last year. At the meeting tomorrow, board members will begin discussing
133 this year’s Library Fair. As a member of the CACFP, she agreed with Lois and John’s
134 comments, and that it has been an effective process. The website that John set up was a
135 good source of data.

136 **NEW BUSINESS**

137 Relevant News and Issues: nothing to add

138 Thanks to the Friends: Tom made a MOTION to support Judith in writing a letter to
139 The Sounder thanking the Friends for their hard work and support in putting on the Winter
140 Booksale. It was seconded by Pierrette and passed unanimously.

141 Director’s Report: Phil reported on items from the Director’s Report including a staff
142 visit by Kathy Stribling to today’s board meeting, a good 2008 budget picture so far, and a
143 new format created by Mary Pugh for his Selected Measures spreadsheet, the Core Values
144 draft that he shared with this month’s packet (and shared previously with the Board in 2006
145 as a result of discussions at that time). Phil said that based on input from Judith, he is going
146 to rethink how he writes the Highlights section at the beginning of each report. Instead of
147 treating it more as a description of our more exotic activities, he will make sure to include
148 and emphasize our core services and resources. Lois asked about the idea of a library
149 column, as the Lopez Library has in the Islands Weekly. Phil said that The Sounder declined
150 his request for a regular column because Orcas Island has many nonprofits and the
151 newspaper has limited space. However, he said he would explore the idea of a column on
152 some basis in The Weekly.

153 Memorial Gift: Judith suggested the idea of the Trustees as a group making a gift to
154 the Library as a memorial for Carter Shelley. After discussion, she said that she would set it
155 up so that individual trustees could contribute as they choose. John said that he and Tom
156 Frazer had talked a bit about possible donations from Carter’s own library. Phil will discuss
157 that further with Tom, along with alternatives for how to spend memorial gifts, which so far
158 total over \$1300.

159 Volunteer Appreciation Day: Judith said that she would like to schedule an open
160 house and volunteer appreciation day. John agreed that we use volunteers heavily, and that
161 they help us to look very good in our expense profile.

162 Friends of the Library: Marilyn had nothing to add to her previous comments. Lois
163 said that she would represent the Library Board at the April meeting; Pierrette is attending
164 tomorrow.

165 Staff Visit: Kathy Stribling talked about her job responsibilities, including
166 overseeing more than 60 volunteers, selecting and ordering about 95% of the new items for
167 adults (which she began doing about 4 ½ years ago), buying supplies, cataloging (and
168 overseeing volunteers who help with cataloging). John mentioned that he often finds items
169 already in our collection when he comes in with a list from the *NY Review of Book*. Kathy
170 also talked about doing staff training, such as for our Horizon online system and for the
171 Interlibrary Loan system, among other software applications. Pierrette asked Kathy if she
172 thought that it would be feasible to use a volunteer who would oversee the other volunteers,
173 and Kathy replied that it would be very difficult because that coordinator would have to be
174 here basically every day, and would have to be familiar with all aspects of the library
175 operation. John asked what issues Kathy would describe are most important for the Board to
176 look at, and Kathy replied that we are understaffed, and that space is tight for both staff and
177 public. Phil asked Kathy to comment on collection development and adding more books and
178 space; Kathy said that without additional staff, we'd be better off not adding onto the
179 building.

180 Tom Welch asked about staff training needs; Kathy said that we have some limited
181 access to it, with staff taking turns, though time and funding is a bit tight. Even online
182 training can be difficult to schedule. Phil commented that budgeting for training is
183 important, though also tends to be one of the politically sensitive items—many people don't
184 see its importance. Pierrette asked if a staff swap with other libraries is workable; and Kathy
185 said that it would have benefits, and that we'd have to plan ahead and make the time—
186 perhaps planning it for a slower time. Before the internet, we were busier in the wintertime;
187 now, we are busier in the summer, though still busy in the winter too. Kathy said she is
188 working on author visits, with three lined up so far this year, including Art Thiel, Greg
189 Atkinson, and William Dietrich. She gave an update on Holly King's newborn Jimmy, who
190 appears to be recovering strongly from serious health challenges.

191 **PUBLIC COMMENT** – none.

192 **COMMITTEE REPORTS**

193 Policy & Personnel: Bylaws revision – This was the second reading of the proposed
194 change from the former Technology Committee to the Facilities and Systems Committee.
195 John made a MOTION to approve the change, seconded by Lois, and approved
196 unanimously.

197 Community Room Policy – Phil reviewed the changes, which consisted mainly of
198 adding language to more clearly spell out priorities for scheduling the room, including uses
199 for a private meeting if deemed in the community interest. (The recent example was a court
200 deposition by a local resident for a court in Denver.) Pierrette made a MOTION to approve
201 the revised policy, seconded by John, and approved unanimously.

202 Salary and Benefits study: Pierrette said that it would be ready to report on at the
203 April meeting.

204 Community Relations: nothing to report

205 Facilities and Systems: nothing to report

206 Finance: Pierrette had nothing to report, except that she would be presenting the
207 March vouchers and payroll at the April meeting.

208 **OTHER** – nothing additional

209 There being no additional business the meeting was adjourned at 10:56 AM.

210 Submitted by: Phil Heikkinen

211 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
April 14, 2008

Library Board President Judith Miller convened the meeting at 9:05 AM in the Community Room of the Library. Also attending were Trustees Pierrette Guimond, John Ashenhurst, Lois Cornell, and Tom Welch. Library Director Philip Heikkinen, staff member Mary Pugh and Friends Board Member Harold Lentzner also attended. Community members were Kevin Sloan, Leith Templin and Robert Herrup.

WELCOME & INTRODUCTIONS – Judith welcomed everyone and thanked them for attending the meeting.

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

ROUTINE MATTERS

Minutes: Judith made corrections to the draft minutes. Pierrette MOVED that the Board approve the minutes as corrected, Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Pierrette noted that vouchers from February and March as well as April were being presented because of staff member Mary Pugh’s absence at the March meeting. Pierrette presented claims for payment and payroll:

- GF-2008-FEB-03 \$1,331.39
- GF-2008-MAR-01 \$6,992.95
- GF-2008-MAR-02 \$8,264.37
- GF-2008-MAR-03 \$ 251.60
- GF-2008-APR-01 \$7,881.46
- GF-2008-APR-02 \$5,056.31
- Payroll \$20,749.27

Pierrette made a MOTION to approve all claims and payroll. Tom seconded and the MOTION passed unanimously.

PLANNING AND PRIORITIES

Board Retreat Follow-up: Judith reviewed items from the Board retreat that the Board will begin to work on:

1. Principles of service and the Long Range Plan – Judith noted that almost 3/5s of the LRP timeframe has passed and together with the Citizen Advisory Committee for Facility Planning report would like suggestions for moving forward. This will be addressed at the May meeting.

36 2. Policy and Personnel – Tom will work on the processes for the Director’s
37 Evaluation and for the nominating committee for Board Trustees to the County
38 Council. This will be addressed at the June meeting.

39 3. Board Committees – Trustee chairs including citizen members to help advise on
40 community issues as each Trustee deems necessary. Judith would like to hear from
41 committee chairs at the June meeting.

42 Pierrette asked if there were minutes of the retreat available and Phil said he had
43 notes that he would write up. She commented on the good discussion the Board had at the
44 retreat.

45 CACFP (Community Advisory Committee for Facility Planning): Lois presented to
46 the Board the final report with recommendations from the Committee. The original report is
47 awaiting committee signatures. Judith asked if the report would be posted on the planning
48 committee’s website, OrcasLibraryFuture.org and if the website would continue. John
49 replied that the report was posted and that with the upcoming processes, the website would
50 be crucial in keeping the community informed.

51 Lois said that the committee concluded, based on their research, that the Library
52 Board should seriously consider expanding the library building, and that it should begin
53 looking at how that might be accomplished. The committee felt that the expansion should
54 only be undertaken if construction could be accomplished without tax dollars.

55 The committee recommended

- 56 • That the added space be flexible enough to incorporate varying needs for
57 open space, class and/or program space, computers and shelving.
- 58 • That the space reflect the guidelines of the Long Range Plan
- 59 • That the process be transparent, involving the Board, the Director, staff, and
60 the community.
- 61 • That details about projected operating costs be developed and available to the
62 community.
- 63 • That any change be practicable and cost effective.
- 64 • That an endowment be developed to support operating costs.
- 65 • That parking limitations be addressed.

66 Lois said she had a wonderful time working with the committee members, and that
67 it was a great team who loved the library. John said that the committee members had been
68 invited to the Library Board meeting and Leith Templin was in attendance. Pierrette thanked
69 Lois, John, and the committee for their work and asked what the next steps were.

70 Tom asked if the donors who have expressed an interest have set any preconditions
71 to their proposed donation and John said that the donors requested a show of community
72 support by way of a levy lid lift to fund additional operating costs.

73 Leith asked if the community support could be in the form of an endowment and
74 John replied that he was not sure. Leith cautioned the Trustees about accepting gifts stating
75 that once a monetary gift is accepted the Board has the authority to change its purpose based

76 on the best use for the Library even if it changes the original purpose of the gift. Judith said
77 that the Board would be very clear about the purpose of monetary gifts, however she felt a
78 moral obligation to not repurpose gifts because of the message such action would send to all
79 donors, not to mention possible legal issues.

80 Pierrette asked if the amount of the donation was known and John said that the
81 donors' estimate was based on adding 4,000 square feet to the building for approximately
82 \$1.2 million. Pierrette said that there were many steps in the process and questioned
83 spending money upfront and not having the donation in hand to offset expenses.

84 Lois said the most immediate steps would be 1) to decide how to post the
85 information on the website; 2) meet with the donors to discuss the committee report and
86 firm up the donors' intention; and 3) covering start-up costs. Pierrette said there are capital
87 funds with OICF and the Friends.

88 Lois said that the building project would likely have 3 committees: finance, facility,
89 and communications. She recommended a Trustee head each committee with an alternate
90 backup Trustee. Pierrette was concerned about Trustees who would be retiring during the
91 process and Lois said that was an additional reason to have a backup. In addition Friends
92 and community members should be recruited by the committee chair. Judith and John
93 suggested assigning chairs now and have those chairs start recruitment so that detailed
94 assignments could be delivered at the May Board meeting.

95 Judith asked if Lois's suggestions made sense and Tom thanked Lois for such a good
96 analysis. The Board agreed that John would chair the communications committee with Lois
97 as backup, Tom would chair the finance committee with Pierrette as backup; and Lois
98 would chair the facility committee with John as backup.

99 **PUBLIC COMMENT** — Leith Templin asked if the donors would support start-up
100 money and if they would support a smaller expansion. John said her questions would be
101 included in the discussion with the donors.

102 Kevin Sloan asked why some of the alternative suggestions listed in the committee's
103 report were not implemented beforehand, which may have negated the need for an
104 expansion at this time. He also said that the report seemed to dismiss the alternative
105 suggestions. Lois responded that each of the alternative suggestions was researched and
106 discussed by the committee. Judith said that several of the alternatives had merit as an
107 additional service to the community; however they would not solve the need for additional
108 space or meet the needs of the community 15 to 20 years out.

109 Lois explained that the suggestion of a balcony was explored previously and was
110 determined to be too expensive. Kevin thought that it could be used to store books and Mary
111 pointed out that even if only staff had access the space would still need to be ADA
112 compliant, which would add to the construction expense. The entire library would also need
113 to be closed for construction. Leith thought that a basement should have been added when
114 the library was originally built and would be good to add for the expansion. Lois pointed out
115 that to retrofit a basement would be very expensive and would severely impact service.

116 Pierrette asked if information about the committee's report could be sent to the
117 newspaper and Judith and Lois felt it would be better to wait until after the meeting with the

118 donors and the committee formation. Friends Board Member Harold Lentzner suggested an
119 article in the upcoming *Bookmark*. John asked the deadline and promised to get something
120 by the end of May.

121 The Board took a break at 10:03 AM and returned at 10:08 AM.

122 **NEW BUSINESS**

123 Relevant News and Issues: Lois said she visited Lopez Library and discussed their
124 self checkout pilot project. She also plans to visit the Burlington City Library because it is
125 the most recent construction project in the area.

126 Director's Report: Phil said the highlight of his report is the installation of new
127 toilets. The old ones continued to have problems and he felt it would be more economical to
128 replace them with new low-flush pressurized units using only 1.1 gallons of water.

129 There is a Crossroads lecture on Saturday, April 19th featuring John and Julie
130 Gottman discussing relationships and communication. The committee will be working on
131 content and funding for the second season.

132 The second series of English as a Second Language (ESL) classes began April 1st
133 with about 15 participants. Skagit Valley College will lose one of the instructors in the fall.
134 Judith felt there were several reasons for a lower enrollment rate and Phil agreed saying that
135 the initial demand was high and now there is not as much reenrollment. Additionally, the
136 longer daylight increases outdoor work hours, conflicting with class hours. Pierrette thought
137 the threat of immigration checks could be contributing to the decline. She is also hoping that
138 textbooks could be provided for the students and would like to approach the Friends for the
139 purchase of dictionaries. Judith pointed out that Skagit Valley College does not provide
140 textbooks for any classes; however Pierrette would still like to see if something could be
141 done.

142 Phil described the new Northwest Anytime Library subscription which will allow
143 audiobook downloads to compatible players like PC, laptop, PDA or MP3, however not yet
144 for iPods.

145 Pierrette asked about water leaks and Phil said that the staff is checking the meter
146 daily for signs of extreme usage. John mentioned attending a storytime and how crowded
147 the space was. Judith asked about the selected measures and Phil said the graph is based on
148 the daily average, adding that checkouts were down last month while visits are up.

149 Friends of the Library: Harold discussed the start of ticket sales for the Library Quilt
150 asking the Library Board to continue the tradition of taking a turn selling tickets on
151 Saturdays at Island Market. He asked the Board to contact Monique Gincig to sign up. Lois
152 will attend the Friend's April and May meeting.

153 **PUBLIC COMMENT** – none.

154 **COMMITTEE REPORTS**

155 Policy & Personnel: Salary and Benefits Study: Judith began by saying that the
156 adopted 2008 budget incorporated a 3% COLA and reserved any decision on a merit pool
157 until a compensation study could be conducted. She noted that it is the desire of the Library

158 Board to recognize staff service; however raises have a long term effect on the budget. In
159 order to strike a balance a study of peer libraries was undertaken by Pierrette, Phil and Tom.

160 Pierrette said it was difficult to cross check information from the state library with
161 individual libraries. She was able to get information to Tom (as the newest member,
162 replacing Carter Shelley) and unfortunately not everyone agreed on the conclusion. John
163 asked if the committee members agreed on the facts and Pierrette said yes.

164 Pierrette said the information she distributed shows compensation from lowest to
165 highest from 2003 to 2007 in positions that best compared to OILD's positions and reflects
166 a wage range rather than the actual paid. Phil said the 2008 salary information from the state
167 library is not available yet. Pierrette said she was unable to get information from the local
168 private sector as the businesses contacted were not willing to give out the wage information.

169 Pierrette said that after reviewing the salary information she believes the current
170 positions at OILD are comparable noting for example that the Public Service Librarian is
171 higher; the Administrative Assistant is in the middle. Phil said it was difficult to compare
172 the positions based on the state library's descriptions. For example, our Public Services
173 Librarian has some duties comparable to a department head and others comparable to a
174 Library Associate. Phil also said that our benefits are provided only for employees, and not
175 for families, while many other libraries pay a large percentage of the premium for family
176 coverage. Pierrette said that the funding available to larger libraries is changing. Those
177 libraries are looking at the marketplace because the cost is so high for medical benefits they
178 are having employees contribute a percentage of the costs.

179 Judith asked if these were city libraries. Mary said some of them were and some
180 would have collective bargaining agreements.

181 Pierrette said that it is necessary to look at the percentage wages and benefits to tax
182 revenues. She said that in 1995 it was 50% and in 2008 it is 70% and currently forecasts a
183 3.23% increase for 2008. Judith asked what other libraries were doing with raises. Pierrette
184 said that San Juan Library has a step schedule with longevity pay. She would like OILD to
185 look at steps that do not escalate; otherwise there is a never-ending escalation. Pierrette
186 wants the budget to work within the tax revenue and reminds the Board that the school and
187 fire department are both in trouble with their salary decisions.

188 Pierrette recommends studying a step wage plan with longevity pay. She said that
189 the staff was given a 3% COLA for 2008 and advocates a COLA with merit in 2009. She said
190 that Lopez Library has no merit; that most use a step scale. Phil said that OILD has had
191 both a step scale and merit increases. He would recommend returning to a step scale.

192 Judith wanted to clarify that a COLA keeps up with inflation; a merit goes beyond a
193 COLA; and that steps do not distinguish. Phil corrected that a step scale would still adjust for
194 inflation. Leith Templin commented that the county does not give merit. Phil reminded her
195 that the majority of the county is under a collective bargaining agreement. Pierrette said that
196 a COLA and merit increase compound the wage rate every year and that the bottom line is
197 that it continues to increase.

198 Tom said that when he joined the committee that he thought it would be straight
199 forward. He has since learned that it is very complicated and he feels that he lacks a full
200 understanding to be helpful. Tom sees that the community is very happy with the service

201 from the staff and has no desire to punish the staff. He notes that other libraries are not
202 compatible in their position description and some are city or county institutions. Tom
203 acknowledged that there is an underlying assumption that the cost of living on Orcas Island
204 differs from the mainland.

205 Tom said he does not have enough information to make a recommendation. Judith
206 asked what other information would be useful for a decision. Tom would like see additional
207 pay scale and user satisfaction information. Pierrette said she would feel different if the
208 study showed that the staff was not well compensated; however the information show the
209 Library is on par with comparable libraries. She feels it is important to work within the tax
210 revenues we currently have and that the Library can not continue to give a 5% increase
211 every year because of how it compounds the salary expense every year.

212 Pierrette said she would recommend approving for 2008 a reimbursement for the air
213 medical services with Airlift Northwest which would be \$100 per employee. Tom asked if
214 other libraries are covering this expense and Mary said that San Juan Library and San Juan
215 Fire District #3 provide reimbursement.

216 Judith suggested that the discussion be continued at the May meeting and made a
217 priority to give everyone enough time to look over the information.

218 Public comment was received from Robert Herrup stating that he felt salary
219 comparisons should include community businesses as opposed to just governmental
220 agencies. He felt this would lead to greater legitimacy; however he recognized the
221 difficulties in obtaining information. Robert also felt that the desirability of the job and
222 living environment should be considered because it is a choice to live on Orcas Island with
223 the increase in living expenses and not a great job market. He said the compensation is the
224 quality of life Orcas Island provides compared to large urban areas and feels this theoretical
225 factor should be added into the equation for salary compensation. Robert is concerned about
226 news reports that suggest a continuing rough economy and stresses the need to be prudent.

227 Judith replied that both sides need to be considered: property tax implications and
228 the desire to have a diverse social and economical community including families and young
229 adults.

230 Leith Templin commented that she has been involved with many successful
231 businesses and that compensation is a difficult topic. She said she has been involved with
232 prior salary studies that have struggled with providing a fair wage for staff. She sees few
233 coveted jobs and many relying on second jobs as wait staff or cooks. Leith cautions the
234 Board about studies and comparisons because she would be just as able to find opposing
235 information to any study. She wonders how the island's Spanish speaking population
236 continues to increase if it is so expensive to live on Orcas Island. She feels it is a choice to
237 live here and that it is possible to live cheaper somewhere else. She said she is worried about
238 the compounding effect of COLA and raises. She warns the Board about becoming
239 personally involved with the staff to the point of making decision difficult. She said any
240 staff will always ask for more compensation; however it is the Board's responsibility to look
241 at the entire budget for books, utilities, and salaries. She said the county has grappled with
242 long-term employees because how can they keep one person at a higher wage when there
243 are qualified people for less. Leith said that people have a choice to look someplace else.

244 She recognizes the hard decision; however, that the Library can not pay more because we
245 like the staff.

246 Pierrette said she had a copy of the Fire Department salary study she can give out.
247 She cautions the Board not to follow in their path. Judith noted that the option of a bonus is
248 not available and Phil said that it could be if the Board adopted requirements and procedures
249 for the 2009 budget.

250 Judith closed discussion and added the item to the May agenda. Phil said he will
251 resend the limited business information he has to the Board.

252 Community Relations: nothing to report

253 Facilities and Systems: nothing to report

254 Finance: nothing to report

255 **OTHER** – nothing additional

256 There being no additional business the meeting was adjourned at 11:27 AM.

257 Submitted by: Mary Pugh

258 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
May 12, 2008

Library Board President Judith Miller convened the meeting at 9:00 AM in the Community Room of the Library. Also attending were Trustees Pierrette Guimond, John Ashenhurst, Lois Cornell, and Tom Welch. Library Director Philip Heikkinen, staff member Mary Pugh and Friends Board Member Barbara Safriet also attended. Community members were Leith Templin and Robert Herrup.

WELCOME & INTRODUCTIONS – Judith welcomed everyone and thanked them for attending the meeting.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – The staff visit by Martin Arnold will be postponed until his arrival.

ROUTINE MATTERS

Minutes: Lois requested corrections to the draft minutes. Pierrette MOVED that the Board approve the minutes as corrected, Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Pierrette said she had reviewed the invoices to be paid and discussed with Phil her concern of the landscaping invoice to replace several trees. Phil said he had authorized the purchase; however in light of a possible building project he agreed that the purchase could reasonably have been deferred. Pierrette presented claims for payment and payroll:

- GF-2008-APR-03 \$3,461.93
- GF-2008-MAY-01 \$9,449.11
- GF-2008-MAY-02 \$7,977.49
- Payroll \$18,861.50

Pierrette made a MOTION to approve all claims and payroll. Lois seconded and the MOTION passed unanimously.

PLANNING AND PRIORITIES

Salary and Benefits Survey Discussion: Judith asked if the Board had had an opportunity to review the information from the April meeting. Phil said he recommends a simple step system that does not force the current range into a complex matrix. The salary step plan in 2003 had reasonable percentages prior to combining the Library Associate and Public Service Librarian positions. The plan he recommends would be contingent on performance. Phil recommended that the Board fund a 2% step increase for 2008 in addition to the April bullet points of med-evac subscription reimbursement and an increase to the long term disability insurance. Judith clarified that the reimbursement and insurance were in

38 addition to the 2% salary increase. Tom asked how Phil determined the 27% range in
39 salaries. Phil said that the 2003 salary schedule had seven steps with overall ranges of 27%
40 for each position; and when the Library Associate I and II and Public Service Librarian I
41 and II positions merged those ranges changed to 59% and 41%, respectively. John asked if
42 the COLA applied and Phil responded that the 2008 3% COLA was applied to staff wages but
43 not to the overall wage scale. Phil said the Board decided during the 2008 budget
44 deliberations to hold off on the merit pool and range adjustment until after the salary study.

45 Pierrette said she did not agree with the recommendations from the Director. She
46 said the purpose of the salary study was to determine whether the salaries of the Library
47 were comparable with other libraries and local businesses. She said that while it was
48 difficult to get information from local businesses, the study did show that the current wage
49 ranges are in line with other libraries. Pierrette recommended that the Board not fund a 2%
50 increase, but that it does fund the med-evac subscription reimbursement. She feels it is
51 important to show constraint if a levy lid lift proposition is placed before the voters.

52 Judith clarified that Phil was recommending 1) establishing a step salary schedule;
53 and 2) implementing a 2% salary increase for 2008. Lois added that there was also the
54 option to 3) increase the long term disability benefit.

55 Tom asked if generally the benefit package offered at other libraries was better than
56 at OILD. Phil said that most municipal libraries and San Juan County offer family coverage;
57 however the three San Juan County libraries do not.

58 Tom asked if the local libraries offered med-evac subscription reimbursement and
59 Phil said that San Juan Library and Fire Districts Nos. 2, 3, 4 and 5 offer the reimbursement.
60 In addition Phil said that Lopez library offered better long term disability coverage, and San
61 Juan offers longevity pay increases

62 Pierrette said that if the Board continues to fund a COLA and merit increase every
63 year it will reach the point that the Library will not be able to keep employees. In addition
64 the Director has said the Library could use an additional staff person. How would that
65 position be funded? Pierrette said that the current scale pays top dollar and why would the
66 Library increase the scale higher than other libraries. She said the other libraries have good
67 employees also and asked how OILD's employees are better.

68 Phil said that the Library's compensation should be higher than mainland libraries
69 because of the significantly higher cost of living on Orcas, with a surcharge of at least 20%.

70 Tom said he has prepared a minority report. He acknowledged Pierrette's expertise
71 in obtaining wage information; however he did not agree with her recommendations. Tom
72 said it is important to compare apples to apples especially when reviewing commercial
73 wages. Tom also said that the community expectations of library service are high and that
74 increasing services and pay go together. He acknowledged that salaries and benefits had
75 crept up over the years; however noted that all costs, including supplies and collections,
76 have also increased.

77 Judith said that a COLA is supposed to compensate for increases in the cost of living.
78 Tom asked what an appropriate COLA would be; and how to compare the Seattle area to
79 Orcas Island. He was not able to find any local 2007 information; however noted the

80 additional cost of ferry fare and fuel. Tom said it is obviously more expensive to live on
81 Orcas. Phil mentioned redfin.com as one source for comparisons.

82 Tom agreed that the scope of the survey was to compare with other libraries and in
83 that regard the Library seems comparable. However, he does not agree to compare with
84 businesses because these have additional revenue incentives (bonuses, profit sharing, time
85 off in lieu of pay, etc.) that are not available to the Library.

86 Lois asked whether increases in benefits or in salaries be more important; it was
87 Phil's opinion that the staff would be more interested in a salary increase because it would
88 see to immediate needs, such as fuel and food.

89 Pierrette restated that the purpose of the salary study was to compare the Library's
90 wage scale with other libraries and she felt the information has proven that the staff is well
91 compensated. She said that in some ways it may cost more to live on Orcas, but that in other
92 ways it costs less. There are library positions that make \$41,000 to \$45,000 a year and that a
93 single person should be able to live on that amount and if not they are not making good
94 choices. She wondered why a single person can't live on that amount of money. Ultimately,
95 Pierrette said it is not the Board's responsibility. The Board's responsibility is to approve
96 the budget and it should focus on the percentage of salary and benefits necessary to run the
97 library. She does not want to see the mistake that was made in 2002 to cut public hours or
98 to see a salary roll back if a levy lid lift is not approved.

99 Pierrette said staying with a 3% COLA and including the med-evac subscription
100 reimbursement is a prudent action and that if a levy lid lift is required it will be good to
101 show how prudent the Library has been by holding salaries in 2008 and giving a merit
102 increase in 2009. This will demonstrate to the public that the Library is prudent.

103 John moved on to the benefit recommendation; saying that except for Social Security
104 and Medicare the purpose of insurance is to reduce the risk. He said that a medical air
105 evacuation could cost between \$6,000 and \$8,000. The same is true with long term
106 disability insurance to reduce risk of possible catastrophic financial setback resulting in
107 bankruptcy, losing a home, etc. He asks if the Library staff would rather have full adequate
108 protection from risk or an increase in pay.

109 Phil said the current policy is not adequate against risk; however if he had to chose
110 between the two, he would go with a salary increase. John said the premium for the med-
111 evac subscription is about \$600 annually for the entire staff, and that a salary increase would
112 be about \$6 a month. Phil said it was a low cost for a high benefit and would like to see
113 both the med-evac and the LTD premium increase.

114 John said that the LTD premium is approximately \$1500 a year or \$15 per month for
115 each employee; the current policy pays \$240 a month; and the new benefit would be more
116 substantial. Phil said yes the new benefit would provide up to about \$2,000 a month. John
117 said he understood the problem someone could have without LTD doverage and for the
118 Library to offer it would be prudent.

119 John said that insurance benefits are currently non-taxable to the employees. He said
120 that the purpose of having insurance is to reduce significant unpredictable events. The
121 problem arises if people are not paid well and have a big risk. An even bigger problem is not
122 having adequate pay and bad health benefits. Other countries do not have the same problems

123 because of socialized medicine. John wants to understand the issue of benefits versus pay.
124 Lois felt that it is impossible to predict the cost of medical insurance and therefore keeping
125 the benefits might be a higher return than having a salary increase. Judith agreed saying that
126 the cost of insurance does not get built into an increase. Pierrette also agreed saying it does
127 not compound every year.

128 Judith summarized, saying that the Library employees are superb and that the Board
129 should do the best it can for them. The question is what to do now because the cost steadily
130 goes up and is divergent with the tax base, which may require going to the public for a
131 maintenance and operations levy. At the same time it may be necessary to go to the public
132 with a levy lid lift for a facility project. One advantage to keeping the same level of benefits
133 is that the cost is not compounded to a base.

134 Lois asked how medical benefits are obtained or is the Library locked into a state
135 program. Phil explained that the Library currently is with the state medical provided Public
136 Employee Benefit Board (PEBB). He said that every year he looks at medical insurance
137 providers and studies the costs of policies. In addition, last year he asked a broker to provide
138 a quote. That broker was able to find lower cost policies; however they did not match the
139 benefit level provided by the current policy. A lower cost benefit would provide lower
140 benefit coverage.

141 Lois asked about the possibility of a cafeteria pool of benefits. Phil said it was a
142 possibility for 2009. John remembered planning for the \$2500 merit pool during the
143 November budget discussions. Phil said it was not in the 2008 budget and Mary explained
144 that the Board decided to wait until after the salary study and the \$2500 was put into
145 reserves until a decision was finalized.

146 Phil said that the salary review shows that the current positions are in the mid range
147 of our compensation group. He said that the Public Services Librarian has some
148 responsibility equal to a department head and also does some of the work of a library
149 assistant. Currently the positions are being paid within the salary ranges. Phil said the actual
150 cost of living is running higher than the 3% adjusted in January and without a 2%
151 adjustment staff would be losing ground. He does not feel the bottom line should be
152 absolutely only dollars and cents. Phil said that the high level of service and resources to the
153 community should be higher considerations than just pay. He feels it is important to fund the
154 increase, and if necessary ask the public to vote on the level of services they want.

155 Phil said it will be necessary to go to the public within the next couple of years with
156 a levy lid lift. Judith questioned if it would be at the same time as a facilities project and Phil
157 said that a maintenance and operations levy could be separate from a building levy. Pierrette
158 asked what would happen if it was voted down. She does not advocate being put at the edge
159 and said it would be different if the staff were not getting a decent salary but that is not the
160 case at this time. Pierrette said that the survey showed the staff is getting a good wage and
161 that everyone is affected by the cost of living; that everyone is paying increased prices.

162 John said there were three proposals; Phil's, Pierrette's and Tom's. Judith asked if
163 there were any more questions. Tom asked about the carryover from 2007 and Phil said
164 there was approximately \$57,000 from 2007 that was put into reserves. John said that

165 historically the carryover is used to fund a portion of the next year. Pierrette said it would be
166 better to rely on tax revenues.

167 Tom asked if other revenues would be used for salary and benefits and Phil said
168 there was usually some Friends money for special projects. Mary explained that most donors
169 preferred to fund within the collection as with the endowment distributions. She said when
170 that happens, tax funds within the collection are shifted to keep the spending with the
171 collection to approximately 12% of the operating budget. The tax funds can then be floated
172 to general overhead costs, including salaries and benefits.

173 In an attempt to move forward, John said that until 2003 the Library had a step plan
174 and usually had a COLA that was 3%. A step plan allows for predictability for the Board,
175 Director and staff; it would be know how to move up to the next step. The current merit plan
176 is unpredictable every year never knowing where in the range an individual's performance
177 will be placed. John would like to propose a step plan that is not tied to COLA but is
178 reviewed every two years and adjusted. This would allow for predictability. He would like
179 Tom and Phil to develop the step plan. For 2008, John proposed to fund the med-evac
180 subscription reimbursement. John proposes not funding the merit pool and instead using the
181 funds to provide an additional pretax benefit that would reduce risk like the cafeteria plan.
182 The total would be the \$2500 from the November budget discussions.

183 Pierrette said she is uncomfortable with the vague language of increasing the benefit.
184 John said it would be a medical, life or disability insurance benefit best determined by the
185 employees, with a \$2500 cap.

186 John made a MOTION to 1) move from a salary range plan to a salary step plan with
187 the detail on steps to be voted on in an upcoming meeting; 2) do not fund the 2008 merit
188 pool; 3) fund the med-evac subscription reimbursement; 4) have Phil recommend to the
189 Board how to use the remaining funds from the \$2500 cap to provide an additional pretax
190 benefit i.e. long term disability coverage. Lois seconded the MOTION and Judith asked for
191 public comment.

192 Public comment was received from Barbara Safriet on the long term disability
193 insurance coverage. John explained that the current benefit is very minor and the new
194 benefit would increase the coverage. Lois said a LTD plan typically pays a percentage of
195 wages.

196 Leith Templin said that she is uncomfortable with several things in the preceding
197 discussion. 1) the discussion on the salary step plan has not come up before and it would be
198 better for the Board to delay action on the matter until they have thought it over. She
199 foresees a step plan having huge long-term issues including how it will affect long-term
200 employees if there is no COLA adjustment.; 2) Leith does agree with providing the med-evac
201 subscription reimbursement. However, she does not agree to have a motion that does not
202 have the financial consequences figured out. She thinks the motion is convoluted.

203 John replied that a step plan is not a new topic; the Board has been discussing it for
204 over a year. He said the motion begins the development of the steps; it does not adopt the
205 steps. He hopes Phil and Tom will have a plan to the Board by September to be
206 implemented in 2009.

207 Leith said that the Seattle paper had an article about a family's challenges getting by
208 on a limited income. She said there is a lot of information on COLA that could be debated for
209 either side. Leith said when she first moved here the doctor was available only on Tuesday.
210 She does not feel that 50% to 70% of a budget devoted to salary and benefits is good. She
211 said the Director will always ask for more money for staff, which is his job, but it is the
212 Trustees' job to determine how to spend it.

213 Robert Herrup said what about a plan with no COLA? He said that he can not find a
214 logical ration to keep increasing pay for the staff. The cost of living is high on Orcas, but
215 people made the decision to move here. He said it is the same as living in the LA area;
216 people choose housing locations based on their income, for example not Bel-Air or Topanga
217 Canyon. An upgrade in salary should not be based on how expensive it is to live on Orcas.
218 He said that everyone shares the same economic conditions.

219 Phil said that a COLA is an annual adjustment based on market conditions. He asked
220 that the Board not put an absolute \$2500 cap, but to allow him to determine the exact figures
221 for the additional benefits being discussed. Phil reiterated that the high level of community
222 satisfaction in the service provided be an additional consideration and he recommends a step
223 plan with COLA adjustments.

224 Pierrette said she is still uncomfortable with the motion. She understands the med-
225 evac subscription reimbursement and the long term disability insurance. However, she is
226 unsure about applying a benefit to unknown areas and would like recommendations to come
227 back to the Board for approval. Pierrette said that Lopez School superintendent contract
228 negotiations did not have a pay increase. [Note from Phil Heikkinen: Lopez Library staff did
229 receive a 3.7% COLA increase.]

230 Lois said that the recommendation is to apply the increase to a non-taxable benefit.

231 John made a MOTION to approve a step plan compensation policy with the values
232 to be approved by September 2008; that there is no merit increase in 2008; that a med-evac
233 subscription reimbursement is approved; that Phil develop additional non-taxable benefits
234 for the staff for approval by the Board. Lois seconded and the MOTION passed
235 unanimously.

236 The Board took a break at 10:28 am and returned to session at 10:33 am.

237 **CACFP (Community Advisory Committee for Facility Planning):** Lois recommends
238 that the Board change the name to the Library Expansion Project now that the determination
239 to proceed has been made. John said that he delivered a copy of the summary from the
240 meeting with the donors. Pierrette said she is unsure about the discussion of construction
241 costs. John said that there were two points of view on the community ownership of the
242 project possibly including paying for part of the construction costs. However, it is not a
243 requirement from the donors. Pierrette felt that the community would not support the
244 project if it included a levy to pay for part of the construction.

245 Pierrette asked if the donors are requiring the use of the existing plans. John said the
246 donors suggested saving money by using the basic design and utilizing a more open floor
247 plan. Lois said the plan developed by Lewis Architects in early 2004 would be a starting
248 point.

249 Pierrette asked if they had discussed with the donors where the donation was going
250 to be placed; if it is a secured investment. John said it is not appropriate for the Board to tell
251 the donors where to place their donation. He also said part of the funds would be paid in
252 installments.

253 Pierrette suggested having an open house at the Library, preferably on a Sunday, to
254 invite the donors and the community to discuss what is happening and where the plans
255 should go. Lois said the donors felt it would be important that the Library promote and
256 inform the community in every step of the process, and suggested developing a prospectus.
257 John said there was an article in the Sounder of unknown origins with some misinformation.
258 He and Lois will attempt to get information from the Sounder on the authorship.

259 Lois said the next step should be to put together a timeline for the project utilizing
260 project management software. She recommends only two committees, a communications
261 and building committee, and a finance committee. Lois felt the communications and
262 facilities portion of the project would work very closely together and would benefit from
263 being a single committee.

264 John agreed stating that the Board agreed with the committee to begin a process that
265 would lead to a levy lid lift vote; and after the results, to decide whether to proceed. John
266 would like to proceed in building the committees, saying it will be almost like a part-time
267 job with a large time commitment. He wants to make sure the membership will represent all
268 aspects of the community. The first order of business is to produce the suggested prospectus.
269 Pierrette said that a mini survey could be used to ask if the community would fund an
270 expansion through additional operation costs. She said the Library must be very careful and
271 educate the public in every step. She wants a very open process. John thought a survey
272 process would be important and suggested an insert into the Sounder. Pierrette said that not
273 everyone reads the paper.

274 John said the Long-Range Plan was very clear to bring the community into the
275 process. He would like to create a narrative to give out on what is happening and why.
276 Three different sizes could be developed; small (like a bookmark), medium (like a half
277 page) and large (like a tri-fold pamphlet). John said he and Lois will work on an article for
278 the Sounder and the Bookworm with a mid-June deadline. Tom said looking and applying
279 for grants could take a lot of time.

280 Pierrette left the meeting at 10:50 am.

281 Values Statement & LRP Review Process: Judith said that the Long Range Plan is an
282 ongoing process and that it is necessary to touch base with the community by inviting
283 comments and measuring against the LRP. She will meet with Phil to discuss the process.
284 The Values Statement was tabled.

285 **PUBLIC COMMENT** — Robert Herrup asked if a levy lid lift vote failed would the
286 donors withdraw their support. John said that a condition of the donation is a show of
287 support from the community in tax support for operations via a levy vote. He said they were
288 very clear that if the community is not willing to pay for the operation they are not willing to
289 pay for construction. Lois said it might be possible to establish an endowment for overhead.
290 However John said the donors did not encourage pursuing that.

291 Barbara Safriet asked that the Board keep the Friends informed of what is happening
292 and John said he plans to have an article in the upcoming Bookworm at the end of May.

293 **NEW BUSINESS**

294 Relevant News and Issues: There was nothing additional to report.

295 Director's Report: Phil distributed a summary of funds held with the Orcas Island
296 Community Foundation and said the fees are an aggregate over the life of the funds. Phil
297 said that Holly is planning on returning May 27th. John asked about SirsiDynix hosting the
298 online system. Lois asked about the system that Lopez Library uses and Phil explained that
299 it is a low-cost prototype from a former Gates Foundation staff member. John asked if Phil
300 was considering a change for 2009 and Phil said that was his general timeframe, and that the
301 current system has been in use since 2005, so he will consider additional vendors when we
302 decide that an upgrade or change is worthwhile. John felt that having the provider host the
303 system would save in technology expenses. Lois said that if it improves the operation of the
304 system it would make sense to change. Phil said that in addition to several advantages of
305 that arrangement, one possible weakness is that the system would be somewhat more
306 vulnerable to communication interruptions because everything would be accessed over the
307 internet.

308 Friends of the Library: Barbara said that in addition to the previous discussion, the
309 Friends are working on the upcoming Library Fair, August 9th. The Friends also have
310 several board positions to fill.

311 Staff Visit – Martin Arnold: Judith welcomed Martin at 11:02 am. Martin described
312 his background in retail management and wine distribution. He began volunteering on the
313 front desk and cataloging. Martin joined the staff when Holly went on family leave. He is so
314 excited about the Library that he has begun a masters program in library science at San Jose
315 State University. He is substituting in some of Holly's duties. Judith asked his thoughts on
316 the library and community. Martin said that a library is necessary part of the community and
317 that the Orcas Library is one of the nicest he has seen. He is hopeful that the building can be
318 expanded because of the need for more computer space, places to sit, and for programs.

319 Judith asked about the Library's laptop computers. Martin said they are used some
320 and are a good backup resource. He sees internet access as a necessity for many people in
321 the community. He also sees a need for an expanded collection. John asked what Martin
322 has garnered from the patrons about the space being crowded. Martin replied that he has not
323 had verbal comments, however he sees some patrons look for a place to sit and leave
324 without finding any. Martin said that some of the older patrons complain about kids using
325 the computers to play games. Lois asked if there were complaints about the noise and
326 Martin said that he has not experienced many complaints, noting that the Library is a
327 meeting place for the community and as such will have more conversations and activities
328 than a quiet room.

329 Tom asked if there were any predictable problems and Martin said that he has not
330 encountered anything he would consider predictable. Martin said he has no foreboding
331 about coming to work. Martin feels the community has a sense of ownership in the Library
332 and people are less likely to damage something that they own.

333 Phil said Martin is going to be helping with the web site.

334 **PUBLIC COMMENT** – none.

335 **COMMITTEE REPORTS**

336 Policy & Personnel: There was nothing additional to report.

337 Community Relations: There was nothing additional to report.

338 Facilities and Systems: There was nothing additional to report.

339 Finance: There was nothing additional to report.

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

341 There being no additional business the meeting was adjourned at 11:20 AM.

342 Submitted by: Mary Pugh

343 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
June 9, 2008

Library Board President Judith Miller convened the meeting at 9:00 AM in the Community Room of the Library. Also attending were Trustees Pierrette Guimond, John Ashenurst, Lois Cornell, and Tom Welch. Library Director Philip Heikkinen, staff member Mary Pugh and Friends Board Member Marilyn Jackson, staff members Nita Couchman and Karen Hiller also attended.

WELCOME & INTRODUCTIONS – Judith welcomed everyone and thanked them for attending the meeting.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – The staff visit by Karen Hiller will be added after Vouchers and Payroll.

ROUTINE MATTERS

Minutes: Lois and John requested corrections to the draft minutes. Pierrette MOVED that the Board approve the minutes as corrected, Lois seconded, and the MOTION passed unanimously. Judith and Lois thanked Mary for her work on that minutes allowed for helpful perspective on past proceedings.

Vouchers and Payroll: Pierrette said she had reviewed the invoices and recommended payment. Pierrette presented claims for payment and payroll:

- GF-2008-MAY-03 \$3,899.98
- GF-2008-JUNE-01 \$7,109.60
- GF-2008-JUNE-02 \$6,925.01
- Payroll \$21,964.97

Pierrette made a MOTION to approve all claims and payroll. John seconded and the MOTION passed unanimously.

STAFF VISIT

Karen said she has a long history with Orcas Island, first visiting in the ‘70s and then living part-time in the ‘90s, and finally full-time in 1998. She was a high school teacher in Los Angeles involved in a pilot program with USC Medical School to bring AIDS education to students. Karen started working part-time at the Library in March 1999. Her main duties are front desk work and managing the periodicals, on a Thursday through Saturday schedule, approximately 15 hours per week. She said that staff is currently in the annual process of reviewing the periodical usage for the upcoming subscription renewal, at which time slow circulating items are removed and new items added.

36 Judith asked Karen about archiving the periodicals. Karen said that the monthly
37 editions are kept for a year and the weekly editions for six months or less depending on
38 space. Judith asked about the circulation of magazines. Karen replied that the current issue
39 is for in-house use only and the older issues can be checked out. Karen said that the
40 children's and homeschooling issues circulate the most; gardening issues are next, running
41 between 4-5 checkouts per issue. She was surprised that handyman/home
42 repair/maintenance issues used to have high checkouts and now are almost nothing; she
43 speculated that the patrons who used them most are no longer on-island.

44 Judith asked if the selection was meeting patron demand. Karen said that similar to
45 the entire collection, the more titles offered, the more requested. Pierrette asked how many
46 periodicals are in the collection. Karen said about 105 and Phil said there were also eight
47 newspapers: New York Times, Wall Street Journal, Seattle Times, Seattle P-I, The Sounder,
48 The Journal, and New York Review of Books. Karen said that the Christian Science
49 Monitor was a donation from Pat Pomeroy (lately deceased) and that the CS group was
50 interested in continuing the tradition, but has not committed yet.

51 Judith asked if Karen had any other comments. Karen said that moving the
52 periodicals to the sunroom dramatically increased the in-house usage of all items. She would
53 have the Board consider, in any expansion plans, to keep in mind the amount of casual in-
54 house reading the patrons enjoy. Judith asked if they were reading or just looking for a place
55 to sit. Karen said both; that the Library as a whole is fairly crowded and always busy on her
56 shifts. Karen sees lots of people visiting and meeting others who would stay if there was
57 more room.

58 Tom asked if the same patrons were making repeat visits or if there were new unique
59 visits. Karen felt it was both regulars and new visitors. Tom also asked about the frequency
60 of visits. Pierrette said she spoke with many visitors who come to the Library to read and
61 ask for Sunday hours. Karen said that when the Library tried Sunday hours most visits were
62 for computer use and very little checkouts.

63 Judith asked if there were problems with transients who use the library to get warm
64 and the restrooms to wash. Karen said that there were always one or two a year, even in the
65 winter. Judith asked if there were any problem with the interaction with other patrons. Karen
66 said the largest complaint was from odor. She said the staff had to intercede when the
67 restrooms are taxed, but noted that the new toilets should help. Phil said two years ago
68 someone lived intermittently in their car in the Library's parking lot.

69 Tom asked if the wifi access was available 24/7 and Karen said it was, commenting
70 that many use it in the parking lot. Tom asked Phil why the coverage was so extensive and
71 Phil said it was related to increased service to those who have their own computers with
72 availability outside on the benches, the lawn and in cars. Pierrette said she found it common
73 for libraries to offer wifi access. Lois said it was more of a risk to turn a system on and off
74 than to leave it running. Phil agreed saying there was very little risk.

75 **PLANNING AND PRIORITIES**

76 Pre-Tax Benefit Information: Judith said that the Board had asked Phil to provide
77 information on pre-tax benefits for the staff. Phil referred to his report for additional
78 information. He said that in polling the staff, the most common request was for a leave

79 adjustment that converted sick leave into vacation or compensatory time. He said that leave
80 is easier to administer without requiring the reason for the leave. He said the cash-out at
81 termination would have to be adjusted. Lois said the concept of personal time off (PTO) is
82 a new standard in administering vacation and sick leave. Pierrette said she thought Phil's
83 request was for an additional paid day off not a new policy. She wanted to know the cost
84 involved in a change.

85 Judith said she was also confused; was it to add additional days or make the current
86 days more flexible. Phil said the net effect of increasing leave would be an increase to the
87 substitute line. Phil said it was more popular than increasing LTD. Judith asked what the
88 current and future cashing out formula would be. Lois said that generally it is not open
89 ended; that only a part of the balance could be cashed out. Tom asked what the current
90 policy was and if cashing out would be a problem. Phil said that sick leave is not currently
91 cashed out and that doing so would create additional costs. Pierrette said the current policy
92 allows for vacation cash out and that recently the Orcas Fire District cashed out some
93 vacation time for the chief. Pierrette said she was inclined to give an additional personal
94 day off, but not to cash out sick leave. Lois said the Board would have to structure the
95 policy carefully because the accrual of expense would need to be taken into account;
96 however, it could lead to a higher satisfaction level among the staff.

97 Phil said that some staff members have large sick leave balance, and others close to
98 zero. Lois said she has experience with PTO and Pierrette said she could only approve an
99 additional day off.

100 Judith said she would like to look at the proposal within the 2008 budget to reward
101 the staff until a step system is in place. She likes permitting cash out on annual basis without
102 keeping a looming liability, and that it would put money directly into the staff's pockets.
103 She would ask Phil to get together with Tom and Lois and come back with ideas.

104 Comment was received from Karen Hiller who said she utilized a large sick leave
105 balance when she broke her leg and would encourage converting only part of the sick leave.
106 Nita Couchman said she liked the idea of personal leave and does not see a need to reserve
107 any sick leave. Judith asked whether in an emergency the staff would take unpaid leave and
108 Nita said yes.

109 Pierrette said she wanted the extra day with pay. Phil said a consideration could be to
110 increase the vacation schedule, or to add longevity pay. Mary said the current schedule
111 increases vacation at 3, 7 and 10 years of employment.

112 Judith thanked everyone for the discussion and confirmed that Phil, Tom and Lois
113 would come back with a proposal.

114 **Building Expansion Project:** John had a handout with the beginnings of talking
115 points to be used in short, medium and extended conversations concerning the building
116 project facts that he hopes will help the Board and committee members in discussing the
117 project with the community. John also has a draft of a piece for insertion into the
118 *Bookworm*. He wants the piece to identify the problem, give some history of the committee
119 and their recommendation, and describe the work to be done. He wants to encourage the
120 Friends interested in participating and hopes to get several members with experience in

121 similar projects. Lois agreed saying that the Friends focus now is on the Library Fair, but
122 hopes to have more participation when that event is over.

123 John said it would be important to say that 18 years ago the Board, staff and
124 community took bold action to raise taxes and invest in a building to serve the community.
125 He would encourage the current community generation to have the courage to prepare a
126 Library for future generations. One theme he is working with is: *Library For a New*
127 *Generation*. John would like to persuade the community to have courage in the future in
128 light of today's economy; that to not prepare now will jeopardize future generations and
129 limit library services.

130 The Board discussed John's drafts and gave comments and suggestions including:
131 stating the commitment of current donations; be more specific about the research of
132 projections from the County; the terms for discarding collection items; and describing the
133 additional 20% shelving and size of the collection.

134 Pierrette was uncomfortable in describing the shelving as full when all the shelves
135 are not in use. Lois said use of the top and bottom shelves is a problem for a large portion of
136 the community who are elderly and not able to access those areas safely. Judith said the
137 larger message is that in a very short time the shelves will be full and will require heavy
138 weeding. Phil also noted that in times of economic hardship libraries are used more not less.

139 The Board took a break at 9:53 am and returned to session at 9:58 am.

140 The Board continued the discussion of the additional narratives including a Q&A
141 pamphlet that will try to answers questions that may come up, but also answer questions
142 from the previous projects. John mentioned the cost and timing of a levy. Lois suggested
143 getting help from the County on timing and participation in a joint ballot. John does not
144 anticipate anything before November 2009 with an education campaign 2 months prior to
145 the election. Pierrette was concerned about where the pre-vote money would come from to
146 cover the cost of an election, architect, etc. Lois said there was some building fund money
147 available.

148 Pierrette thanked John and Lois for their hard work; however she is not comfortable
149 going forward without more information from surveys and community discussions. John
150 said there was still a lot of preliminary work to be done first. Tom noted that in previous
151 elections the farther out from Eastsound the less people voted for the initiative. Pierrette said
152 that in 2003 the community could see a need for more quiet reading and children's space
153 and not for classes and programs. It was felt that there were enough other places for
154 meetings than to enlarge the library.

155 Judith said the space should be described as flexible space and suggested "educate"
156 might be considered elitist and liked "inform" better. She also suggested multi-generational
157 language and that a levy increase would be modest. Lois agreed that an estimate of the mil
158 rate should be included. John said the three documents would continue to be re-arranged as
159 needed; thinking more of living documents that mature and change over time; saying that
160 the process will take several years.

161 Phil said a key point was that libraries are needed more in hard times because when
162 people hunker down they will turn to libraries. Pierrette said that people will reduce trips
163 because of the cost of gas and not come in as often. Lois said that those same people will

164 not be making trips off island and will use the resources on Orcas more and John said they
165 will be more likely to borrow a book or DVD than buy one. Pierrette suggested making the
166 language appropriate to show that when they reduce trips they will use the library more.

167 Tom said it would be more important than ever to find out what the community is
168 thinking; to go out and talk with groups and attend organizations to promote local support
169 especially in the outer hamlets.

170 John thanked everyone for the input.

171 Values Statement & LRP Review Process: Judith said that a draft of a Values
172 Statement was presented in May and that together with the Long Rang Plan will provide the
173 Board with a good base for decisions on services and the collection. She felt it is time to
174 revisit the plan with public outreach to patrons and the community. One way might be to
175 hold an annual public meeting, focus group meetings, and/or an open house giving high
176 visibility to soliciting community comment. John would like to have something this fall;
177 Phil said we also need an open house to show the workroom addition.

178 Pierrette asked about having the Board meeting at a different venue and Judith said
179 the business meeting of the Library should remain the same, but that a special meeting could
180 be held anytime. John wondered about including something with the Holiday Tea, the first
181 Saturday in December. He felt a report to the community in a social setting would be well
182 received.

183 Pierrette suggested that the Trustees could go to existing service organization
184 meetings, i.e. Kiwanis, Lions, Chamber, etc., and give a report. John felt that giving an
185 annual report of the Library at such meetings would dilute their meetings and the
186 presentation of the report. He said the Library should have its own annual meeting every
187 year. Judith said attending the service organization meetings was a good idea to increase the
188 visibility of the Library in the community. Pierrette said the groups like the Kiwanis enjoy
189 having speakers and Karen Hiller said the Lions allow 10 minutes during their meetings for
190 speakers.

191 Judith said she will ask the Friends to include an address from the Library Board at
192 their annual meeting. She also wants the Trustees to attend their annual meeting. Judith
193 asked that the discussion be continued to the July meeting.

194 **PUBLIC COMMENT** – Marilyn Jackson said she liked the drafts of information that
195 John provided and suggested to emphasize the size and quality of the collection; remarking
196 that size does not equate directly to quality. She said the Board should anticipate the
197 discarding of books to be an issue, especially among those who do not regularly use the
198 Library. John said he would look at discussing the collection (how, why, and what) as being
199 important to the project and in general understanding of how the Library works.

200 Karen Hiller said she has noticed that the patrons who live in outlying hamlets are
201 not using the Library as much and felt it is necessary to state how valuable the Library is.
202 She said patrons appreciate having book returns in Olga, Deer Harbor and Orcas. Lois said
203 it correlates to the increased use of the online catalog, holds and renewals. Judith said it
204 would bring up the interest in a bookmobile again.

205 **NEW BUSINESS**

206 Relevant News and Issues: There was nothing additional to report.

207 Director's Report: Phil distributed the selected measures for May which showed
208 fewer visits but more checkouts resulting in a new high for May. Tom asked if it were
209 possible to determine the number of unique checkouts by users and Phil said it was not
210 easily available, quoting the 80/20 rule in which 80% of the checkouts can be attributed to
211 20% of the people.

212 Phil said that Heather Lewis is working on the annual report project, including a
213 survey. He hopes to specifically talk about the building with the space available and what is
214 needed. Judith asked that a copy of the draft be sent to the Board.

215 Phil said that the K-20 system had very good up-time in May with 99% connectivity.
216 He is working on improving the online access for the Community Network of personal
217 libraries.

218 Phil said that a ruling had come down concerning LSTA funding which will restrict
219 access to continuing education grants in favor of funding technology improvements.
220 Pierrette mentioned the new shelving in the lobby for book sales and Phil credited Larry
221 McNair and Pierrette for increasing the number of books available for sale with the
222 additional shelving. Pierrette said that the shelving for the DVD collection does not allow
223 viewing of the title and Phil said the shelving was purchased for video sizing and the
224 volume of the collection does not allow for display of titles because it takes up so much
225 space.

226 Phil said he had a request from the school on what the Library could do if there were
227 no library services at the school. Phil would need to determine if it was possible to provide
228 the service on the school campus. His first thought is that the Library provides services for
229 the public and it would not be possible to provide service on the school campus and not
230 have it available to the general public. That scenario would put non-students in very close
231 proximity to students from elementary to high school. There are studies that indicate there
232 would be increased costs for two locations because of duplication of staff for a full-time
233 librarian and 1.5 FTE staff.

234 Judith asked why the school was asking for a proposal in light of the levies
235 previously approved for the school. Phil said that by state law only 24% of the school's
236 operation budget can come from public levies and their budget is maxed out. The school
237 district would be able to provide the building and electricity and the Library would provide
238 staff and collection. Marilyn Jackson reminded the Board that five years ago there was a
239 similar proposal which showed no advantage of having the Library run the school library.
240 Phil agreed saying that would be true even if we were to move the children's collection to
241 the school and free up space here.

242 Pierrette remarked that the staff is stretched now and any additional staff would
243 require a levy. Phil estimated that services could be provided for \$.05 mil rate.

244 Judith asked what Phil needed from the Board and Phil said he would like Library
245 Board feedback to report back to the school board. Pierrette said she felt it was a school
246 issue and not part of the Library's mission. Lois said from her experience teaching that the

247 school library would have unique requirements separate from a public library; that it might
248 ease the space here but that the school had a different mission. Marilyn Jackson agreed,
249 especially for grade school, stating the need for curriculum support that would be
250 concentrated in the school library. Judith said she saw little to no advantage; only giving
251 credit for good citizenship in the event of extreme circumstances and felt it should be
252 resolved in the school. John felt that there were legal considerations involved in the school
253 being seen as trying to circumvent the law on how to raise funds. Tom said he would be
254 concerned with mixing adults with a school population on a campus that would be forced to
255 be open to the public.

256 Phil thanked the Board for their input and said he would respond to the school.

257 Friends of the Library: Marilyn Jackson said the Friends Board is gearing up for the
258 Library Fair with James Lobdell as chairman bringing several years experience to the job.
259 She said they specifically need help with traffic control as the Lions are not available. Judith
260 suggested contacting the Odd Fellows. Marilyn mentioned the quilt and weekend ticket
261 sales. Work is continuing on the silent auction and booth applications. Pierrette said the
262 book sale will be huge with many wonderful books. Pierrette said the Friends have had
263 several board resignations and are struggling to find replacements. Pierrette will attend the
264 July meeting.

265 2008 Budget Amendment: Judith said that the Board had an opportunity to review
266 the request from Phil to amend the budget based on the 2008 cash forward, new revenue and
267 updated expenses. She asked if anyone had additional questions or comments. There were
268 no additional comments or questions. Pierrette made a MOTION to adopt Resolution 03-
269 2008 Amending the 2008 General Fund Budget. Lois seconded, and the MOTION passed
270 unanimously.

271 **PUBLIC COMMENT** – none.

272 **COMMITTEE REPORTS**

273 Policy & Personnel: There was nothing additional to report.

274 Community Relations: There was nothing additional to report.

275 Facilities and Systems: There was nothing additional to report.

276 Finance: There was nothing additional to report.

277 **OTHER** – Pierrette asked about the volunteer recognition. Judith said she is working on
278 something for this fall, perhaps in connection with a library annual meeting. Judith
279 commented that the Orcas Center Board provides a dinner for their volunteer staff that is
280 very appreciated. John said the paid staff should also be given recognition.

281 There being no additional business the meeting was adjourned at 11:16 AM.

282 Submitted by: Mary Pugh

283 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting

July 14, 2008

Library Board President Judith Miller convened the meeting at 9:00 AM in the Community Room of the Library. Also attending were Trustees Pierrette Guimond, John Ashenhurst, Lois Cornell, and Tom Welch. Library Director Philip Heikkinen, staff member Mary Pugh, Friends Board Member Barbara Safriet, and staff member Nita Couchman also attended.

WELCOME & INTRODUCTIONS – Judith welcomed everyone and thanked them for attending the meeting.

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

ROUTINE MATTERS

Minutes: Pierrette requested corrections to the draft minutes. Pierrette MOVED that the Board approve the minutes as corrected, Lois seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Pierrette presented claims for payment and payroll:

- Invoice Accounting Report 6/23/2008 \$1,211.97
- Invoice Accounting Report 6/30/2008 \$7,750.81
- Invoice Accounting Report 7/13/2008 \$13,671.56
- Payroll \$21,819.72

Pierrette made a MOTION to approve all claims and payroll. Tom seconded and the MOTION passed unanimously.

PLANNING AND PRIORITIES

Employee Leave Policies Discussion: Judith asked if the Board had reviewed the information sent in the Trustee packet. Pierrette said she was not clear why a new policy was being suggested when the Board requested Phil to make recommendations on using the \$2500 originally set aside for possible wage increase for some kind of pre-tax benefit for the staff. Judith said that the Board was considering what other value might be awarded the staff in lieu of raises. Lois said the personal time off (PTO) concept was discussed in June. Phil commented that he did poll the staff and the response he received was to increase the flexibility of time off, or to allow a cash benefit for sick leave, rather than additional long term disability insurance. Phil said that after discussions with Tom and Lois he researched the vacation and sick leave and developed two proposals, which were included in the Trustee packet.

Pierrette said that looking at the figures, Phil’s proposals are more expensive in 2008 and even more so in 2009. She asked what is the currently policy for vacation and sick

37 leave. Phil said that currently all benefit accruals are based on FTE. He did not have the
38 specific rates available at the meeting, however he and Mary gave some rough estimates.
39 (Note: Actual vacation accrual rates are up to 3 years accrues 10 days per year; 3 to 7 years
40 accrues 15 days per year; and 7 years and over accrues 18 days per year.) Phil said there is
41 no limit for sick leave annual carry-over and no cash out on termination. For vacation leave
42 Phil said that up to two weeks could be carried over each year and that the vacation balance
43 is cashed out on termination.

44 Pierrette asked why Phil was proposing the change in policy instead of calculating
45 an additional floating holiday for the staff as she had suggested. Phil said that he worked
46 with Tom and Lois to come up with a benefit based on staff input as DISCUSSED AND
47 REQUESTED BY THE Board in May and June. Pierrette said that when she asked
48 constituents the response she received was that sick leave should be for illness not for extra
49 pay; that sick leave should be used and saved for illness.

50 Phil said that another possible change is to go to PTO. Lois said that businesses are
51 moving away from sick and vacation leave in favor of PTO. She said that employers offer a
52 block of days per year that can be used for anything; that the time still needs to be scheduled
53 but no reason for taking the time off is given. Lois said that a person who does not use sick
54 leave and loses it on termination is denied a major benefit for not getting sick. She said
55 some businesses will cash out PTO at the end of the year; some will carry it over, or force
56 staff to use it or lose it. Lois said the requirements for non-profits and/or government
57 agencies may be different.

58 Pierrette said it would be very costly to the Library. Lois said that technically it
59 could have a large financial exposure. Judith asked for clarification on the terms cash out
60 and days paid out. Lois said these were not the same, and said that without a limit on the
61 carryover it could have large financial implications. John said that was the reason the Board
62 was discussing the policy now. Pierrette asked what would be implemented for 2008. She
63 said the Board approved a \$2500 benefit to the staff. Pierrette felt the current discussion was
64 a totally new idea that was not appropriate for 2008. Phil said that the discussion has
65 progressed for the last several months when the Board did not specify the use of the
66 monetary difference (\$1868) of the med-evac insurance reimbursement benefit (\$632) and
67 the \$2500 benefit for 2008. Phil said he has met with staff and Lois and Tom to develop the
68 current proposal, and that the maximum cost for any cash-out benefit is fully under the
69 Library's control as set by policy.

70 Judith agreed saying it has been a gradually evolving discussion in an attempt to not
71 raise the base wage and still provide a benefit for the staff. She said that by exploring the
72 PTO option it would give more flexibility to the staff in using paid leave. Judith said for
73 2008 the Board had approved the \$2500 benefit; however the discussion now includes
74 preparing for 2009. Pierrette said she thought the discussion should start with the new wage
75 step plan and how it fits into total compensation. Pierrette would like to finish the plan for
76 the \$2500 benefit for 2008.

77 Tom asked for an explanation of the \$2500 benefit pool. Pierrette said that the
78 discussion began at the October-November 2007 budget discussions and was put aside until
79 the Board determined if a merit increase would be implemented for 2008 after completion of
80 the salary survey. She does not feel that discussion has been finalized and is not comfortable

81 starting new discussions on benefit policies until it is. Tom asked if the benefit pool was not
82 to increase the wage base. Phil said yes; that the Board approved the med-evac subscription
83 reimbursement as one part of the pool and was now discussing the remainder of the pool.
84 Pierrette said the \$2500 was for 2008 and that the current discussion is going much further
85 than what the Board was discussing.

86 Lois said that the discussion would impact the 2009 budget. She said that only
87 recently the Board was criticized for taking action on items that appeared to be last minute
88 discussions and she approves of the Board discussing a policy change now. She said the
89 Board did request information for the staff before proceeding with finalizing the \$2500
90 benefit. Pierrette said she did not have a problem discussing the policy now; however she
91 would like to finish the 2008 benefit first.

92 Phil said that the med-evac reimbursement was approved by the Board and he was
93 then asked to poll the staff about the remaining benefit. That feedback produced the
94 information on alternatives as requested by John so as not to increase the base wage. The
95 PTO option could be used in 2008 if the Board approved it. Tom asked if it would amount
96 to the \$1868 for 2008 and Phil said it would only cover the second half of 2008. Pierrette
97 said she would not approve anything that did not have definite figures and without bringing
98 it to the public. Pierrette said the biggest expenditure in the budget is staff and benefits.

99 Tom asked whether salaries and benefits are 70% of tax revenues. Phil said yes – if
100 including only the tax revenues. Phil said the range of cost on an annual basis would be
101 between \$3200 and \$6500 in the examples, and that the policy could control the maximum
102 cost. Judith said that cashing out leave is expanding the PTO flex leave policy. Phil said that
103 if the leave is not cashed out then it does not affect the budget because the leave is absorbed
104 through staff scheduling; however the staff might trade time off for the cash out. He said
105 PTO would allow staff to use time off if they were not sick. Pierrette said giving 1 or 2
106 personal days with pay would do the same thing with less cost.

107 John summarized the discussion: 1) finish the discussion on the \$2500 benefit for
108 2008; 2) for 2008 cash out 2 sick days before the end of the year depending on the cost
109 figures allowing staff who have large sick leave balances to use it; 3) as part of the wage
110 step plan develop a leave policy that would allow a cash out of sick leave or perhaps go to a
111 PTO policy. John noted that sick leave does not benefit staff who are in good health because
112 they don't get to use it. He would like to develop a leave policy that suits the staff and does
113 not damage the district's finances.

114 Pierrette said that cashing out sick days is against current policy; that the policy
115 would need to be changed. John said the Board can change the policy. Pierrette said she is
116 not comfortable changing the policy when she does not know how it will financially impact
117 the budget. Lois said that the Board sets the policy for days off and sick leave and that it can
118 change those policies. John said Phil could calculate the figure for 2008 and the policy could
119 be revamped. Judith said that Phil could have the figures available for the August meeting;
120 within the \$1868. Phil said it would be prorated among the staff by FTE.

121 Pierrette said the Board needed to be really cautious about changing the sick leave
122 policy to compensate staff. Mary said that a Board change would also be required to

123 increase the floating holiday benefit; that regardless of the type of payout a policy change
124 would be required. Phil said he would ask the State Auditor about a policy change.

125 Public Comment was received from Barbara Safriet who said it would be helpful to
126 have everything laid out on one page, the current policy for sick and vacation leave and then
127 the proposed change. She also said the policy should clearly distinguish that the paid leave
128 is not upon termination. She also recommended research on whether the policy would be
129 considered a bonus.

130 The Board took a break between 10:21 AM and 10:27 AM.

131 Building Expansion Project: Lois said that she spoke with the elections office on the
132 timing of a ballot initiative in 2009. There are two ballots now scheduled in 2009, a primary
133 in August and the general in November. It is very expensive to hold a special election. An
134 initiative must be filed 120 days before the election and can be withdrawn. All initiatives on
135 the ballot would share in the cost.

136 Lois is working to have survey questions available for the Library Fair, suggesting
137 Trustees walk around with clipboards and engage people at the Fair to take the survey. The
138 questions will be quick, taking about a minute to complete. Lois and John felt it would be a
139 great way to kick off the surveys. John suggested the ferry line would be a good place to
140 poll people. The Board agreed that it would be worthwhile to do the survey at the Fair and
141 will help when not tied to booksale duties. The Board discussed purchasing tee shirts for the
142 persons wielding the clipboards with a slogan, possibly *Ask Me About The Library*.

143 Lois said the letter for the newspaper was sent in the Board packet. She would like
144 comments by Thursday July 17th through Phil. Lois said this is the start of the process to
145 gather more information in order to prepare a need and cost analysis. Lois said that if the
146 school district chooses not to have a library it will bring additional stress to the staff and
147 building. Pierrette said that the school would have a library, just no staff. Lois said a room
148 housing books is not the same thing and the students will end up here.

149 John noted that Phil's report on the director's conference stated that the levy lifts that
150 have failed are bond elections and that the M&O levies have passed. Pierrette said it is
151 important to look at the local economy and what is happening at the school. She referred to
152 a New York Times article about budget cuts for libraries.

153 Values Statement & LRP Review Process: Judith said that a draft of a Values
154 Statement was presented in May and that together with the Long Range Plan will provide
155 the Board with a good base for decisions on services and the collection. She felt it is time to
156 revisit the plan with public outreach to patrons and the community. One way might be to
157 hold an annual public meeting, focus group meetings, and/or an open house giving high
158 visibility to soliciting community comment. John would like to have something this fall;
159 Phil said we also need an open house to show the workroom addition.

160 Pierrette asked about having the Board meeting at a different venue and Judith said
161 the business meeting of the Library should remain the same, but that a special meeting could
162 be held anytime. John wondered about including something with the Holiday Tea, the first
163 Saturday in December. He felt a report to the community in a social setting would be well
164 received.

165 Pierrette suggested that the Trustees could go to existing service organization
166 meetings, i.e. Kiwanis, Lions, Chamber, etc., and give a report. John felt that giving an
167 annual report of the Library at such meetings would dilute their meetings and the
168 presentation of the report. He said the Library should have its own annual meeting every
169 year. Judith said attending the service organization meetings was a good idea to increase the
170 visibility of the Library in the community. Pierrette said the groups like the Kiwanis enjoy
171 having speakers and Karen Hiller said the Lions allow 10 minutes during their meetings for
172 speakers.

173 Judith said she will ask the Friends to include an address from the Library Board at
174 their annual meeting. She also wants the Trustees to attend their annual meeting. Judith
175 asked that the discussion be continued to the August meeting.

176 PUBLIC COMMENT – There was no additional comment

177 NEW BUSINESS

178 Relevant News and Issues: Trustee Retirement & Recruitment – Judith said Steve
179 Garrison has bowed out of the Trustee Search Committee. She would like to continue the
180 process stating that no other process is as transparent. Judith noted that Pierette’s term ends
181 this December and that a committee would be needed soon. Harvey Himelfarb and Doug
182 Bechtel were suggested as possible appointees. Judith felt it would be best to have the
183 Council determine the participants. It was agreed that Judith would contact the Council.

184 Director’s Report: Phil asked if there were any questions on his report. Lois asked
185 about the status of an annual report and Phil handed out several samples from other libraries.
186 He asked about the title: *Annual Report* or *What’s New @ the Library?* The Board agreed
187 that *Annual Report* should be in the title.

188 Phil reported that the school board estimated that cutting all library staff would save
189 the district \$51,000. In addition, Phil said that school superintendent Glenn Harris has
190 resigned effective July 24th.

191 At the Public Library Directors’ Conference participants discussed developing early
192 readers, book clubs, and a proposal for library standards or benchmarks. Also discussed was
193 the state initiative to elect library trustees. The group felt the appointment process is
194 working well as is. It could cost up to \$20,000 for a district to elect trustees.

195 Phil mentioned working on video conferencing with San Juan and Lopez libraries;
196 the community network library; a Sustainable Orcas Island permaculture approach to
197 landscaping at the Library. Tom asked if it was together with the master gardeners and rain
198 water catchment and Phil said that both should be considered.

199 Friends of the Library: Barbara reported that the Friends will have a meeting before
200 the Fair on August 5th. She said that quilt tickets and silent auction items are going well;
201 booth sales are slow. They are still looking for traffic monitors.

202 Barbara said the Friends are interested in a annual meeting in conjunction with the
203 Library’s volunteer appreciation and open house; stating it would help showcase the
204 Library. The date would likely be in September. Pierrette will attend the July and August
205 meetings.

206 **PUBLIC COMMENT** – none.

207 **COMMITTEE REPORTS**

208 Policy & Personnel: Update Procedures for Director’s Review – Tom gave out a
209 review of the procedures to date, stating that it is most important to be collaborative between
210 the Board and the Director and not to wait until the anniversary date. Tom said tying the
211 procedure to the Long-Range Plan would provide basic objectives which would be
212 expanded into a questionnaire format. Judith asked who would be included and Tom said
213 many institutions use board, colleagues, staff, and some use public input. He suggested that
214 the process include an informal checkup at three and six months. Lois agreed suggesting a
215 quarterly review because things can come up during the year that would change objectives
216 that were set the prior year.

217 Judith asked what the next steps would be and Tom said it would be to develop the
218 questionnaire form which would include objectives, behavior traits, and a detailed job
219 description. Lois asked what was currently in place. Phil said Richard Fadem developed a
220 similar process in 2007; however Lois noted that the objectives were not in place for 2008
221 for an anniversary date review. Judith said that in the next two months the Board would
222 come to an agreement on the objectives to use for 2008 and put the procedure in place for
223 2009 objectives.

224 Judith and Tom will develop a draft for the August meeting.

225 Community Relations: Nita Couchman, Children’s Librarian marched in the
226 Historical Days Parade, along with Phil, Tom Welch, Heidi Laursen and Harold Lentzner.

227 Facilities and Systems: Lois referred to Phil’s report on outsourcing the collection
228 and patron database to the service provided, SiriDynix. She said the optimum time to
229 consider such a change is when the system is due for a major upgrade.

230 Finance: There was nothing additional to report.

231 **OTHER** – Judith gave the names and dates for the Fall Crossroads speaker series.

232 There being no additional business the meeting was adjourned at 11:39 AM.

233 Submitted by: Mary Pugh

234 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
August 11, 2008

Library Board President Judith Miller convened the meeting at 9:02 AM in the Community Room of the Library. Also attending were Trustees Pierrette Guimond, John Ashenhurst, Lois Cornell, and Tom Welch. Library Director Philip Heikkinen, Friends Board Member Barbara Safriet, staff member Nita Couchman, and Leith Templin also attended. With Mary Pugh absent, Phil Heikkinen took the minutes.

WELCOME & INTRODUCTIONS – Judith welcomed everyone and thanked them for attending the meeting. She noted that the Library Fair was a great success despite the intermittent rain, and specifically mentioned Pierrette’s coordination of the successful book sale portion of the Fair. Pierrette said that she had a great team. Judith said that the book sale raised the most money ever, about \$9500, though the booth rentals were down slightly. She and Phil agreed to write a thank-you letter to The Sounder, including mention of what the Friends gifts accomplish for the Library, and that the Fair is a community effort. She talked about a woman who bought 27 boxes of books for her father who lives in an assisted living facility and shares the books with other residents. Bellingham Public Library is interested in looking at our fair as a model, because it includes a range of unique and successful elements.

Judith noted that she will be away during the September board meeting, and that as Vice President, Pierrette will preside. Judith asked that we hold off on detailed discussion of staffing and budget issues until October.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Lois asked that we include an item at the end of each agenda to list action items and make sure they’re clear. Pierrette said that we need to be cautious about any listing of action items via email that might generate online discussion. Judith agreed.

ROUTINE MATTERS

Minutes: Trustees requested two corrections to the draft minutes. Pierrette MOVED that the Board approve the minutes as corrected, Lois seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Pierrette presented claims for payment and payroll, noting that due to Mary’s absence some of the later vouchers would need to be approved in September:

- Invoices totaled \$8,730.13
- Payroll totaled \$21,124.23

Pierrette made a MOTION to approve the vouchers and payroll. Tom seconded and the MOTION passed unanimously.

39 **PLANNING AND PRIORITIES**

40 Employee Leave Policies Discussion: Judith began the discussion of Phil’s proposed
41 sick leave policy update and his recommendation that the Board approve up to two days per
42 FTE of sick leave to be, at the end of the year, either cashed out or transferred into vacation
43 leave. She read through the proposed changes and said that she favored approving the
44 specific recommendation for this year. Pierrette said that in reading through the Library’s
45 benefits, she didn’t find the word “policy” in them. Phil said that the employment package is
46 still a policy, despite not having the word in the title. Tom asked if Phil had queried the
47 State Auditor’s Office about the process for approving the change. Phil said that he had, and
48 that the response was that the proposed change was allowable as long as the Board had
49 previously updated the policy; he also checked with an attorney at the Municipal Research
50 and Services Center of Washington, receiving the same opinion. Pierrette asked for
51 clarification of the timing for creating a cash-out policy and the lack of a stated limit in the
52 wording. Judith said that the lack of a specific limit was not a problem, because any future
53 board could change any aspect of the policy anyway. Phil said that he would recommend
54 discussing cash-out limits during the context of adopting a new budget each year.

55 Pierrette asked what would happen if someone had no sick leave balance. Lois said
56 that person would then have no option for cashing out; and said that was common practice.
57 Tom asked whether all staff is currently on track to receive the proposed two days this year,
58 and Phil said that so far everyone is. Pierrette said that her only concern is that we’re mixing
59 sick leave with other benefits. Lois said that sick leave is a benefit. Judith said that for
60 people who don’t get sick, this is a good change. Judith asked further about details of the
61 proposed changes. Phil read through them. Judith and Lois said that at this time they would
62 prefer not adopting a change to the amount of vacation leave that can be carried over to the
63 next year. Judith said that she saw three motions: 1) Adding the word “Policy” to the title
64 “Employee Benefits,” 2) Keeping the existing wording on the maximum vacation leave
65 carryover, and 3) Allowing some days of sick leave to be cashed out or transferred to
66 vacation leave. She then invited public comment.

67 **PUBLIC COMMENT**: Leith Templin expressed concern, saying this issue came up in an
68 attempt to address the \$2500 merit pool not being approved, and that sick leave is a benefit
69 that should only be a vehicle for helping staff members who are sick, and that it shouldn’t be
70 used to provide extra money. There should be more discussion, because once approved it
71 would be difficult to take this benefit away.

72 Lois made a MOTION to approve the first two motions as stated above, seconded by
73 Pierrette, and the MOTION passed unanimously.

74 Judith invited discussion or action on the third motion. Pierrette said that she was
75 uncomfortable with it, and would prefer an extra day off with pay. Tom said he liked having
76 a new option for how the Board can reward the staff, without the same budget impact as a
77 merit increase. He said he was not comfortable with not doing something for a high-
78 performing staff. Phil said that this is another useful tool, and as with any other option
79 impacting the budget, is subject to overall budget approval each year. Judith said that the
80 Library offers decent pay but that the staff is struggling like other working people. Tom said
81 that others are similar to the Library staff in having cost pressures, but that the Board has a
82 duty to be sensitive to staff needs, including some financial rewards. Leith Templin

83 interjected that the staff gets 11 days of paid holidays, already a generous policy; and Phil
84 replied that our benefits overall are fewer than at other regional libraries. John said that we
85 should focus on this narrow question before us, instead of considering the universe of
86 options for staff benefits. Lois said that this change is intended to affect 2008, and that we
87 can look at the entire leave policy again in October. John agreed with looking at overall
88 benefits along with the step system review.

89 Lois made a MOTION to approve the policy change as stated above in #3, John
90 seconded, and the MOTION passed with four in favor and Pierrette abstaining.

91 Building Expansion Project: Lois said that we received 75 responses to the
92 interviews/surveys by Library Trustees at the Library Fair, and asked Phil to distribute
93 surveys at the Library and elsewhere. She said she would email her compilation of survey
94 results from the Fair to Phil for distribution to the Board. She summarized some of the
95 survey results, saying people expressed very positive feelings about the Library; but also,
96 people are definitely not unanimous about the idea of expanding the building. Judith said
97 that her experience with the interviews was that library users tended to be very supportive of
98 the idea of more space, while non-users didn't see the need. Lois said that we definitely
99 need to get the non-users' points of view. She also mentioned that the Sounder published her
100 letter about the building addition, and that she wrote notes (shared today) about exchange of
101 emails with the prospective donors, who OK'd sharing their thoughts publicly, though
102 anonymously.

103 Lois talked with Doris Schaller of the County and learned that once a ballot is
104 certified and the ballot printed, that we wouldn't be able to back out of the levy lid lift
105 process; that would likely be shortly after the 120-day deadline for proposing ballot
106 measures. August 2009 looks like our earliest practical date for an election. Judith noted that
107 August is not much different from November; and Lois responded that November would be
108 the cheapest time to offer a ballot measure.

109 Lois and John said that they want to write up some FAQs for the public. Judith said
110 that for the surveys she would like to have some milestones or checkpoints to help us decide
111 whether to continue with the process. Lois agreed, and said that she is re-looking at the
112 overall timetable, and will set up checkpoints for deciding go or no-go. She said that the
113 economy is very uncertain. Judith said that she would want to go into an election with at
114 least a fair expectation of success. Lois said that we would need another levy even if asking
115 only for maintenance and operations increase.

116 She and John will give a presentation at the September 26 open house, reviewing the
117 CACFP process, surveys, etc. They won't have drawings at that time; however, perhaps we
118 could ask the Friends for support for any future architectural drawings. Pierrette said that
119 some of the Library's endowments at OICF could help with this kind of thing. Lois said that
120 the current plans may or may not be helpful. Judith suggested that it might be a good idea
121 conceptually to have a notion of the ranges of possibilities, such as if a full expansion is not
122 possible—for example, a quiet reading room only. Lois added that an architect would still
123 be involved, that we can have drawn up a "library-lite" versus "library-full" comparison,
124 and that we need more feedback on people's sense of the needs. Pierrette said that she thinks
125 people see the top three needs as a larger children's area, a quiet reading area, and a larger
126 youth area. We could present ideas in phases. Lois said that we can't present specific

127 drawings right now, and that we need to think things out before paying for a design. Judith
128 said that we can focus on uses rather than actual designs. Lois suggested that we could look
129 for donated architectural services. Phil said that one way to do that is to have an architect
130 submit an invoice with some level of discount applied, and that we would treat that discount
131 as a donation.

132 Tom asked about options for demonstrating public support in order to satisfy the
133 donors. Judith said that one of the donors in particular has insisted on community buy-in.
134 John agreed that it was very important. Lois agreed that the operating funds should be from
135 the taxpayers. Pierrette said that the Fire Department might be coming to the voters in 2011.
136 Lois said that our donors have a sense of urgency about the project. John said that his own
137 sense from discussions at the Library Fair is that a levy rate election today would fail; that
138 those opposed feel strongly, but those in favor do not feel as strongly in favor. He said
139 surveys alone are inadequate to understand people's minds, because the situation is subtle;
140 we need to find ways to talk with people in depth, with more than 15 minutes to identify
141 things people oppose or don't understand; and added that there's still a lot to do. He was
142 sobered by his discussions with people, many who think that we should stay very modest.

143 Lois said that this is an unprecedented time economically, that she sees a systemic
144 change in how we need to live. Judith said that we have a challenging October meeting
145 ahead, such as relating to staff levels and compensation. She added that Phil has said that
146 we're close to being or already understaffed, and that by next year or certainly by the
147 following year, it just won't be working as is. What's best for the library, adding onto the
148 building or making sure the existing library is appropriately funded? It would be unfortunate
149 if the failure of an expansion then causes us problems in going for a smaller lid lift. Phil said
150 that we could offer two alternative levies. Lois said that people still might see them as
151 related.

152 Judith said that for September, we can report on the FAQs and report on planning for
153 the 9/26 event. In October, we can focus on the budget; and in November, perhaps a special
154 session to talk about the building. Pierrette said that we may need a special session for the
155 budget, too. John and Lois said that they will get together and talk some more. Judith said
156 that funding for a capital project shouldn't drive the process. Pierrette said that everyone is
157 changing lifestyles.

158 Employee Leave Policies (resumed): Judith said that the Board needs to return to the
159 specific issue of Phil's proposal about cashing out or transferring sick leave to vacation
160 leave this year. John made a MOTION that, in accordance with the new Employee Benefits
161 Policy, the Library offer staff the option to either cash out or transfer to vacation leave up to
162 two days of unused sick leave at the end of 2008, prorated per FTE. Tom seconded, and the
163 MOTION passed with four in favor and Pierrette abstaining. Lois commented that any
164 change at all, even adding an extra day of personal leave, would have required a policy
165 change.

166 Annual Report: Phil reviewed the report as he developed with the extensive help of
167 volunteer Heather Lewis, and as printed and shared in time for the Library Fair. John said
168 that this was a good report, with no need to make changes at this point. Pierrette said that we
169 can offer it to people at the checkout desk and in the lobby; John added that we can also post
170 it on our website.

171 **NEW BUSINESS**

172 Relevant News and Issues: Open House, Board/staff get-together, Friends Board
173 Meeting Rep, and Trustee Search – Judith said that in relation to the Annual Report, we'll
174 also be offering a recap to attendees at the September open house, for which she listed some
175 of the agenda items to include in the Friends Annual Meeting, a welcome by Judith and Phil
176 including a brief annual report, and Lois and John's discussion about the possible building
177 project. Phil said that we will be working on and publicizing further details and that at the
178 open house we'll also be thanking donors and volunteers who helped with the workroom
179 expansion and shelving project. Pierrette said that she can offer to help with planning for the
180 open house.

181 Lois said that she wants to host the Board and staff at her home this year on a
182 Sunday in October; and that she will work on date options with Phil and the staff.

183 Judith asked who could serve as Board representative at the September Friends
184 Board meeting; and John offered. Lois said that she could attend the October 14 Friends
185 Board meeting.

186 Judith said that she plans to talk with Gene Knapp and Alan Lichter about the
187 Library Trustee search process.

188 Director's Report: Phil gave a brief overview. He started with a show-and-tell using
189 recent and current staff front-desk schedules, color-highlighting times when he had extra
190 shifts to cover absences and days when at least one staff member was out on leave. He also
191 discussed his Selected Measures spreadsheet showing a new high in attendance for July and
192 July checkouts that matched the previous record for that month. He mentioned a graph by
193 Nita Couchman about Summer Reading Program participation, a donated carving by Troy
194 Roberts, the idea of renting a car for work trips off-island instead of using staff members'
195 own cars, and the upcoming Crossroads lectures.

196 He asked for questions about his report. John talked about interlibrary loans, saying
197 that if we fill about 111 requests per month at a cost of perhaps \$15,000 per year, we are
198 covering a lot of costs, both direct and indirect; and wondered what effect it might have on
199 our ILL costs if more people start using our service due to rising book prices. He suggested
200 that as discussed awhile back by Phil, if we are able to increase the size of our collection
201 then it might take some of the pressure off our ILL operation. Lois said that libraries really
202 aren't free. Tom added that offering ILLs is almost like an increase in our collection size.
203 Phil clarified where various direct and indirect ILL costs come out of the budget, and how
204 we consider a requested book for either ILL or for purchase (i.e., if it is likely to be
205 requested by a second or third person).

206 **PUBLIC COMMENT** – none.

207 **COMMITTEE REPORTS**

208 Judith reviewed the agenda, noted Tom's work on Procedures for Director's Review
209 in light of Phil's review in 2008 and beyond. She had to leave the meeting at 11:01, when
210 the meeting took a break until 11:08.

211 Policy & Personnel: Update Procedures for Director’s Review – Tom shared some
212 handouts on evaluating a library director. He suggested that the Board gather input from the
213 staff and community as part of the review process. Pierrette asked if the staff input would be
214 anonymous; Tom said it should, and Pierrette agreed. Tom said that ideally, the Director
215 will sit down with the Board or President to talk about the long-range plan and have
216 quarterly checkups. We would start the new process for the next review cycle. John
217 reviewed Tom’s handout and asked what Tom suggested we do this year. Tom
218 recommended that each Trustee write an individual evaluation. Pierrette and John asked
219 about the idea of distributing a “draft questionnaire” with the staff this year. Pierrette said
220 that it wouldn’t work well to ask the public directly about the director. John asked whether
221 the Board could use the previous staff questionnaire to some degree, perhaps also using
222 what Tom has developed to a large degree. Pierrette liked the example survey from the
223 Manitowoc Public Library. John asked Phil for feedback. Phil said that it would be good to
224 use the job description as a reference point, along with annual goals as highlights. Lois said
225 that the Board could include one more general goal as part of a list. Tom said he would
226 modify his outline using today’s comments, for example changing “strategic plan” to “long-
227 range plan,” adding the job description as part of the review, and adding the statement about
228 core service values.

229 Community Relations: nothing additional to report.

230 Facilities and Systems: nothing additional to report.

231 Finance: nothing additional to report.

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233 There being no additional business the meeting was adjourned at 11:27 AM.

234 Submitted by: Phil Heikkinen

235 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting

September 8, 2008

Library Board Vice President Pierrette Guimond convened the meeting at 9:00 AM in the Community Room of the Library. Also attending were Trustees John Ashenhurst, Lois Cornell, and Tom Welch. Library Director Philip Heikkinen, staff members Mary Pugh and Nita Couchman; and Leith Templin also attended.

WELCOME & INTRODUCTIONS – Pierrette welcomed everyone and thanked them for attending the meeting.

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

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from the August 11, 2008 meeting and made corrections. Tom made a MOTION that the Board approve the minutes as corrected. Lois seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Pierrette presented claims for payment and payroll:

- Accounting report 8/25/2008 \$15,301.89
- Accounting report 9/04/2008 8,000.00
- Accounting report 9/08/2008 12,942.12
- Payroll totaled \$22,774.71

Tom made a MOTION to approve the vouchers and payroll. John seconded and the MOTION passed unanimously.

PLANNING AND PRIORITIES

Building Expansion Project: Lois asked the Board to review the spreadsheet with the survey results that was included in the packet. She said there were approximately 136 responses from the Library Fair, Olga, and in house and would like to continue collecting responses until the end of September. Lois said that with more responses the statistics would become more significant.

Pierrette asked if there was a difference between the responses from the Library Fair and other sites. Lois said there was not a dramatic difference. A significant response was that 60% felt the space is adequate or comfortable. John noted that more books and materials had the highest response; Lois agreed saying it was way above any other response. John noted the high percentage who said the space was comfortable and not as important to add space. Lois said the responders from the Library Fair gave more importance to space in their additional comments. John said not to discount the 46% who said there was not enough space.

37 John remarked that the survey echoed the 2007 survey respondents who want more
38 collection materials. Lois said the additional comments received about hours of service said
39 they wanted Sunday hours. Tom said there was less support for computers than collection,
40 and Lois said the comments she received were that respondents had computers at home and
41 did not need to use the Library for them. Phil said there are many users who are dependent
42 on the computers. Tom mentioned visiting the Library the previous week where he noted the
43 large number of users in the reading room using computers. Tom and Phil noted the safety
44 issue of computer cords in the middle of the floor. John noted the decrease from 2007 in
45 respondents who wanted additional computers. Lois also said that statically there was not a
46 demand for additional meeting room space, which was consistent with the previous survey.
47 Pierrette said there was plenty of meeting space at other facilities on the island.

48 Lois said that she and John were meeting with the donors to discuss the survey
49 results and bring them up-to-date. One item to be discussed is the possibility of a partial
50 project. She said it was important to be up front with the donors and not have any surprises.
51 Lois will have a report of their discussions for the October meeting.

52 Lois will have a presentation at the September 26th Friends Annual meeting and
53 Open House on the entire project to date. In addition to the current survey, there will also be
54 a straw poll asking participants if they would vote favorably for a levy lid lift of a specific
55 amount. Tom asked if there was a way to enlist input from other groups, i.e. Senior Center,
56 which may generate fresh ideas. Lois said there were plans beginning with the Friends and
57 expanding to other groups. However, John said it would be better to be specific and not be
58 open-ended. Lois agreed stating that it is difficult to garner support without providing
59 details.

60 John plans to have three alternatives information sheets or FAQs available within the
61 next two months to use in discussions with constituents. He said it would be useful to have
62 several preliminary sketches representing different ideas for expansion and to that end has
63 begun to work with Google's Sketchup.com that allows manipulation of basic dimensions to
64 produce sketches quickly. Lois said it would reduce the cost of architect services if a sketch
65 could be provided. Pierrette asked if the donors had indicated the amount of the donations
66 because that would give an idea of what direction to take based on the amount. Lois replied
67 that it was a "Catch22" because the donors would like to see a prospectus of the scope of the
68 project and the project is difficult to define without knowing the funding. John said the
69 donors want the committee to do some serious work to determine the space needs first. Tom
70 asked about in-kind donations from local contractors. Pierrette did not think they would
71 come forward because it did not happen with the workroom addition.

72 Phil said that the survey responses all gave a high desire for more collection
73 materials with additional reading and computer space coming in second and third. He said
74 the community needs to be shown that the current space can not accommodate additional
75 materials. There are additional less-than-ideal alternatives available with compact shelving
76 and archival storage. However, the point needs to be made that more books can not be added
77 without more space.

78 Open House/Friends Annual Meeting: Pierrette said the open house and meeting is
79 scheduled for September 26th, 6:30 – 8:30 PM, in the Library. Phil commented that there
80 are other events that day, but hopes for a good turnout. He said Kathy Stribling is working

81 on an invitation to the volunteers encouraging them to attend and the Friends are advertising
82 in the Sounder. Phil also said he is working on an article for the Sounder detailing what is
83 happening with the survey and the open house with the Friends Annual Meeting.

84 **PUBLIC COMMENT**: There was no comment.

85 **NEW BUSINESS**

86 Relevant News and Issues: There was no report.

87 Director's Report: Phil mentioned his goal of having the Library as a resource for
88 the group Sustainable Orcas Island and reviewed a sample of books in the collection. He
89 would like the Library to play an important part by providing ideas, tools, and educational
90 projects. This includes the Whole Island Catalog being developed through the Library with a
91 grant from the Economic Development Council. It is projected to go online at the end of
92 September 2008. Phil also said he would be attending a transportation summit in Friday
93 Harbor next week.

94 John asked for additional information on the collection figures. Phil said that at the
95 current acquisition rate, the collection would increase a net 1000 items by year's end, which
96 will require weeding of about 3000 items. The monthly statistics show checkouts continuing
97 to go up. Phil indicated he did not want to totally fill the shelves, citing safety issues in
98 using the top and bottoms of most shelves, and the need for shelving flux within the
99 collection.

100 John asked about the dedicated funds included in the 2008 carryover. Tom asked if
101 checkout reports are available by age group in order to determine if there is an increase in
102 circulation based on the reduced hours at the school library. Phil replied the Library's
103 Horizon reports could track by collection type, i.e. toddler or easy reader books, not by age
104 of the readers; however he would be able to get a sense if the children's circulation
105 increased. Pierrette asked if the school collection would be different. From the audience,
106 Children's Librarian Nita Couchman replied that the collection is very similar; noting the
107 difference would be in the number of copies of an item to accommodate an entire class
108 reading a particular book. Phil said we would be contacting the school to determine special
109 needs for class projects. Phil said the school's budget for the library is bare bones with .36
110 FTE plus an aide. He called the situation distressing. Tom said it could not help but impact
111 the Library.

112 Friends of the Library: There was no Friends report. Lois will attend the October
113 meeting and John will attend the November meeting.

114 **PUBLIC COMMENT** – none.

115 **COMMITTEE REPORTS**

116 Policy & Personnel: Update Procedures for Director's Review – Tom distributed an
117 updated version of the Director's review questionnaire, which was based on Board input
118 from the August meeting. Tom said that the 2008 review should be with Trustee surveys
119 only. After finalizing the process, the 2009 review will include staff and community
120 comments. Lois asked what the timetable was and Tom said ideally the process would

121 begin 60 days prior to the anniversary date for staff and community input and 30 days for
122 Trustee input. For 2008 Tom would like responses from the Trustees within the next 3
123 weeks, prior to the October meeting. John asked if the Director's interview would be part of
124 the October meeting and Tom said an executive session would be added for the October
125 meeting.

126 Pierrette asked about the 2009 timeline stating that goals should be developed for
127 quarterly review. Tom agreed stating that he would like the process for 2009 finalized in
128 December. John agreed that it is essential to know the goals for 2009 and he would like to
129 have quarterly reviews built into the calendar and on the agenda. For 2008, Tom asked the
130 Trustees to have their evaluation forms to the Chair by October 7th. Pierrette said they
131 should not be sent by email. Tom agreed and asked that they be mailed or left at the library
132 in a sealed envelope. Lois asked for a copy of the Director's job description.

133 The Board took a break at 10:03 AM. and returned at 10:10 AM.

134 Modification to Employee Benefits Policy: Lois said that at the August 2008
135 meeting the Board did not specifically state the intent to have the option on an annual basis
136 for a reimbursement of the medical air evacuation insurance premium paid by staff. Phil
137 said that the Board could vote at each budget cycle to approve a reimbursement; however
138 for transparency he recommended the addition to the benefit policy. John made a MOTION
139 to add the new section:

140 **AIR EVACUATION INSURANCE** - Each budget year the
141 Library District will consider reimbursing, either in whole or in part,
142 the cost for staff family air evacuation insurance coverage.

143 Lois seconded and the MOTION passed unanimously.

144 Community Relations: There was no additional report.

145 Facilities and Systems: Lois said she would contact Lopez Library to find out the
146 results of their trial run with a self checkout system. Phil said that San Juan did not add a
147 self checkout system. He said there were pros and cons for using the systems. John said it
148 continued the business model of having the customer do their own work, thereby freeing
149 valuable staff time from routine tasks. John also said sometimes it is not worth shifting the
150 work to patrons. Tom remarked that space would be an issue and Lois agreed that the
151 equipment would need to be within line-of-sight for the staff. Pierrette said that other
152 libraries use the system and it should be investigated further for use in the Library.

153 Finance: Pierrette said that she met with Phil and Mary to discuss the 2009 budget,
154 updated copies of which were distributed at the beginning of today's meeting. She said that
155 the majority of the budget is unchanged from 2008, with the exception of salaries and
156 benefits. The 2009 draft has an estimate for COLA at 4%, sick leave cash out of \$4000, and
157 med-evac reimbursement. Pierrette asked why the cash out for 2009 was larger than 2008.

158 John suggested that the discussion wait until the report on salary ranges; however,
159 Phil said the COLA could be discussed now. John said that salary and benefits were the
160 most controversial issues and should be put aside until after discussion of the remaining
161 categories. Pierrette said the remainder of the budget was a status quo for 2009.

162 Lois asked about the estimate for new construction and Mary explained that the
163 Department of Revenue determined that districts must specify the new construction dollars
164 they want to collect and could only collect that amount. Mary said that is why new
165 construction income dollars are overestimated and offset with an expenditure to property tax
166 reserves. An adjustment is made mid-year when actual new construction amounts are
167 known.

168 The Board discussed the CPI in the Seattle metro area, amounts for travel and
169 conferences, technology costs for hardware and software, and the annual maintenance of the
170 Horizon system. Lois asked that the calculation for FICA be checked; she did not think the
171 figures were correct. John asked about the percentages of expenditure for personnel and
172 benefits compared to overall operating expenses.

173 John said that the collection budget was contentious in 2008 on using a rule of
174 thumb for collection expenditures of 12% of operating expenses. Phil said that 12% is used
175 as a base, but that it usually increases with donations and endowment distributions. Pierrette
176 said that the Friends have committed to an additional \$5000 for collection materials for the
177 next 2 years. John asked about the shelving in light of the increase in collection items. Phil
178 thought the shelving would be full by the end of 2009. John asked if adequate shelving
179 would be a problem in 2010 and Phil replied that it would.

180 John asked about staffing levels and funding for 2009 commenting that a frank
181 assessment is needed because of the increase in visits and the subsequent stress in staff
182 coverage. Phil said that the overall hours remain similar by shifting hours between staff and
183 noted that he would rely on the substitute funding of \$4000 to compensate for additional
184 hours. Phil anticipates needing additional staff by the end of 2009 and will look to adding ½
185 FTE for a Library Associate position in the \$15 range. He will reassess at mid-2009. John
186 asked Phil to project for 2010 and Phil said that the salary costs would be approximately
187 \$15,000. Phil said the increase may require the request for a maintenance and operations
188 levy.

189 John said it will be a challenge to keep customer service approval high if it takes
190 more time to accomplish duties, considering the growing checkouts and collection materials
191 processing. Lois agreed with Phil that a levy would likely be within a two-year horizon.
192 Tom asked about utilizing an internship for university students and Phil said in most cases it
193 was not practical for students because of the costs of housing and transportation. Phil
194 described the internship program used last year in partnership with the high school and
195 funded by the Friends. Pierrette asked if he would be continuing the program and Phil said
196 he hoped to and that he needed to check on how it would be administered by OISD for the
197 2008-2009 school year.

198 Phil said that he will be asking for funding for a landscaping project within the
199 Building Fund 2009 budget using donations and reserves. He will have additional
200 information at the October meeting.

201 **OTHER** – Lois reminded the Board of the reception she will host for the Board and staff,
202 on October 19th between 2:00 PM and 7:00 PM.

203 There being no additional business the meeting was adjourned at 11:10 AM.

204 Submitted by: Mary Pugh

205 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



2009 Budget Public Hearing and
Regular Board Meeting
October 13, 2008

Library Board Chair Judith Miller convened the meeting at 9:02 AM in the Community Room of the Library. Also attending were Trustees John Ashenhurst, Lois Cornell, Pierrette Guimond and Tom Welch. Library Director Philip Heikkinen, staff members Mary Pugh and Nita Couchman. Community members were in attendance.

WELCOME & INTRODUCTIONS – Judith welcomed everyone and thanked them for attending the meeting.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Judith explained that the Board would discuss the 2009 budget in addition to the regular meeting agenda. She moved the Friends’ report to be addressed before the break.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from the September 8, 2008 meeting and made corrections. Pierrette made a MOTION that the Board approve the minutes as corrected. John seconded, and the MOTION passed unanimously with Judith abstaining because she did not attend that meeting.

Vouchers and Payroll: Pierrette presented claims for payment and payroll:

- Accounting report 9/17/2008 \$471.55
- Accounting report 9/18/2008 \$5,453.55
- Accounting report 9/29/2008 \$4,416.23
- Accounting report 10/9/2008 \$11,686.38
- Accounting report 10/10/2008 \$6,808.85
- Payroll totaled \$22,135.06

Pierrette made a MOTION to approve the vouchers and payroll. Tom seconded and the MOTION passed unanimously.

Draft 2009 Budget with Public Testimony

Judith asked Phil to begin the discussion, which he started with projected income based on a maximum 1% increase in tax revenue and assessments on new construction estimated at \$9000 with an additional \$5000 in property tax reserves. This would be a revenue increase of 2.8% over 2008. Judith explained that it is necessary for the District to over estimate new construction revenues because of a Department of Revenue ruling that only amounts for new construction requested in the levy will be allowed. This requires the Library to overestimate the amount.

37 Phil explained that the beginning cash is the balance of reserve funds at the end of
38 2008. In addition, he expects to have a minimum of \$49,000 in carryover based on the
39 current projection for 2008 spending. Lois asked about items that were considered a pass
40 through and Phil said that they were projects were the income and expenses canceled each
41 other, i.e. the 2008 Writer's Festival, and class fees. Tom asked about spending through the
42 end of 2008 and Phil said that some expenses are predictable, i.e. wages, insurance; the rest
43 are estimates.

44 Judith asked about the SFB Lecture Series revenue. Phil said it is an estimate of the
45 2008 carryover, which will be about one-half of their budget. He said adjustments would be
46 made with the 2009 budget amendment. Pierrette asked is the amount included the
47 donations from the public at the events. Phil said it was included and estimated about \$300
48 per event. He said the Crossroads' committee is working on a plans for fundraising. Judith
49 wanted to make sure it was understood that the Library does not fund Crossroads and Phil
50 said that was correct. Pierrette asked if Friends carryover was included and Phil said yes.

51 John asked about the reduction in interest income and endowment distributions. Phil
52 said it was a hard area to predict, however in light of current financial news it was
53 reasonable to assume there would be a reduction in 2009. Mary said the interest income was
54 the same budgeted for 2008 and was increased in the 2008 adjusted budget based on
55 receipts. Tom asked about class fees and promotional items. Phil said that both are basically
56 pass-thru for revenue and expenditures currently, though some promotional items in the
57 future may not be.

58 Phil said the Library continues to keep healthy reserves noting the increase of total
59 reserve funds in 2008 from \$187,284 to \$253,411. Tom asked how the funds increased and
60 Phil said that funds carried over from 2007 are either distributed throughout the operating
61 budget or used to increase reserves. For example in 2007 several maintenance items were
62 either postponed or came in under budget. That allowed those funds to be reallocated into
63 reserves.

64 Judith moved the discussion to expenses, noting the earlier discussions in
65 September. She said it appeared that the majority of the budget was unchanged from 2008
66 with the exception of salaries and benefits. Tom said that the salary expense represents the
67 salary committee's recommendation for a 3% COLA and 2% wage adjustment. Pierrette said
68 this is different from the September recommendation and asked about the change. Tom said
69 the committee had several meetings to discuss a new salary step system. They reviewed
70 information from Lopez and San Juan libraries. Ultimately the committee decided that the
71 economic forecast was too turbulent to settle on a definitive scale that might, in the near
72 future, need to be altered. The committee felt it would be better to review the information
73 year to year.

74 Pierrette said the salary study conducted earlier this year included other libraries in
75 the county and others in close proximity. The study concluded that OILD salaries were
76 comparable with the others. She is opposed to a merit increase because it accelerates the
77 salary base. She does not think the Library can afford a COLA, merit and sick leave cash out.
78 Lois said that San Juan Library is proposing a 4.7% COLA in addition to step increases and
79 that Lopez Library is completely reconfiguring its salary plan to include steps ranges and
80 pay for performance. Lois plans to closely watch what Lopez adopts.

81 Phil said that nationwide the COLA is running above 5% and that social security
82 recipients will receive a 5.7% COLA increase in 2009. The changes in position hours will
83 result in a total spending increase for personnel of only 2.5%. Lois noted that the economy
84 is so uncertain it is difficult to project the future; to go forward without going over the
85 “cliff.” She noted that the increase is less than either San Juan or Lopez Libraries.

86 Pierrette said that in 2008 there was a one-time cash out of sick leave benefits and
87 the proposed 2009 budget would double that amount. Phil said that the cash out was not
88 necessarily a one-time benefit; that the Board adopted a policy to consider it on an annual
89 basis. Pierrette said that with the merit adding to the base it compounds the increase to
90 salary and benefits netting an increase between 5% and 7% for the past four or five years.
91 She does not want to get into the position to not have enough to keep the staffing at the
92 current level.

93 Judith said that the med-evac reimbursement and sick leave cash out for 2008 were
94 adopted to provide additional financial compensation to the staff without increasing the base
95 salaries. She said the Board would review it every year at budget time and use it as a tool
96 when adding to the base wage is not appropriate. Pierrette said the sick leave cash out could
97 be addressed at the budget amendment. Lois asked what the sick leave cash out for 2008
98 would be and Phil said it would depend on the leave balances at the December payroll
99 because staff could cash out up to two days (based on FTE) of sick leave or convert it to
100 vacation leave. Judith remembered that it would be less than \$2000 if all the staff took
101 advantage of the cash out. Phil said there was a total of about \$2500 for 2008 that was to be
102 used for the med-evac reimbursement and the sick leave cash out.

103 Phil said the salary review did not account for the higher cost of living on Orcas, and
104 that a 3% COLA does not cover the current level of inflation. He noted that a wage
105 adjustment is added to the base so that the wages stay competitive and are paid according to
106 the established salary ranges. Once a position reaches the top of the range only COLA is
107 applied to the wage. Phil said that without adjusting the wages the staff would lose ground
108 to inflation and that the sick leave cash out would allow additional compensation from
109 earned sick leave giving staff an option that would not affect the base wage. Phil said it is
110 money well spent.

111 Judith asked when decreasing revenue would collide with expenses. Phil said the
112 Library would likely need a maintenance and operations levy in 2009 which would become
113 effective in 2010, adding about \$0.05 per \$1000, about \$95,000. Phil noted that the actual
114 carryover for 2008 was higher than expected and allowed him to increase reserves. Without
115 a levy 2010 would be tight and he would not add the .5 FTE he would recommend based on
116 increased usage.

117 Public Comment was received from Barbara Safriet requesting the budget
118 documents add information on the estimated end of year expense balances. Lois agreed
119 saying she is used to seeing that information on budget worksheets. Barbara also asked
120 about the collection expenditure of 12%.

121 Leith Templin asked which items were considered a “wash” and Phil said they vary
122 from year to year, though instructor fees was consistent, along with Crossroads and the
123 Writers Festival this year.

124 Judith asked if there were any additional questions on the expenditures. Pierrette said
125 she is concerned at how much the 3% COLA and 2% merit together with the med-evac
126 reimbursement and sick leave cash out increases the salary and benefits portion of the
127 budget. She said the expenses have been increasing 5% to 7% and with only a 3% increase
128 in revenues, the District can not continue to pay increases. Pierrette said that the public will
129 be asking the Board to justify a 5% increase and why are not more volunteers being used.
130 She recommends only a COLA and no merit increase.

131 Phil said that the increase in 2008 was only 3% and that the reason for occasional
132 higher increases was because of staff position and hour changes, not the wage scale. Judith
133 said the Board has the option to approve the budget and withhold funding the sick leave
134 cash out until mid year with a separate vote.

135 Tom said he had spent a lot of time researching compensation and did not realize
136 how uninformed he was until he began talking with other libraries. He noted that Orcas
137 Library acts similar to other libraries. Tom said that San Juan Library felt a moral duty to
138 provide COLA and merit to their staff. Lopez Library did not have a salary plan until recently
139 and did not provide COLA every year. He said other libraries' salary plans are all over the
140 place. Tom said he believes the surveys that show the community and patrons highly
141 appreciate the Library and staff and are pleased with the high level of customer service
142 evidenced by the dedication of the staff and volunteers. Tom said the staff deserves the
143 merit increase.

144 John said that the library futures committee tabulated information for the past ten
145 years which show that the staff and volunteer levels have remained similar during that time.
146 However, during that ten year period checkout increased 24%, the collection holdings
147 increased 30%; card holders increased 73%; special projects increased 63%; project
148 attendance increased 76%; and hours of operation increased 15%. John said all of this was
149 accomplished with the same staff levels providing more service and benefit to the public and
150 is an indication of a significant increase in productivity. John said the staff should be
151 recognized with a COLA and merit increase. He would not penalize the staff for being
152 productive and noted that the surveys show that the community loves the staff and library.
153 John said the Board should reward productivity by compensating the staff.

154 John noted that based on the level of increased usage 2010 will outpace staff
155 productivity and will require additional staff to keep the same level of service to the
156 community. Lois noted that the volunteer hours have decreased slightly and John said that
157 would mean the staff provides even more service. He does not foresee an increase in
158 volunteers in the near future.

159 Phil said that overall cost for staff including benefits is 55% compared to statewide
160 levels at 65%; San Juan Library has 63%; Lopez Library has 62%. Phil said the proposed
161 2009 budget would be 58%. Tom said that ALA reports 60% to 70% nationwide. Pierrette
162 said the budget should be based on tax revenues and recommends caution in light of the
163 current economy. She said she is not saying the staff is not doing a good job. However,
164 Pierrette can not recommend the continuing increase in salary and benefits, noting the large
165 adjustment made in 2003 after the salary study was completed. Phil said the wages did not
166 increase after the study; that the salary ranges were adjusted, but not actual wages paid.

167 The Board took a break at 10:10 am and resumed at 10:18 am.

168 The discussion on the 2009 budget continued with Judith asking about the total for
169 medical insurance remaining unchanged. Mary said that the 2008 figure was the maximum
170 including staff who did not participate and the amount was carried over for 2009. There is
171 only a modest increase in the 2009 premium. Pierrette noted that the remaining expenses
172 appear to be a status quo for 2009. Phil agreed referring to the budget narrative for
173 additional explanations.

174 Pierrette asked about the landscaping project. Phil said it would be covered in the
175 building fund budget of \$10,000 and a distribution from investments at OICF of \$10,000.
176 John asked if the new project would use less water and Phil said he would like to have a
177 perma culture approach to landscaping that does not require irrigation. He wants the Library
178 to take a leadership role in teaching sustainable and edible landscaping.

179 The Board asked about class instructors, consultant, ILL, cataloging, and utilities.
180 John asked about the expenditure for computers of \$5,000. Phil said that new servers were
181 purchased this year and expenses for next year would be a new data backup system, backup
182 power supplies and possibly a laptop. Phil said a more robust wireless access point might be
183 needed to allow more private laptops to connect via the Library's network. He said if that is
184 needed he would approach the Friends for help.

185 John asked how the change in personnel assignments represented lower costs. Phil
186 said that the higher rate for Public Service Librarian (PSL) would have hours reduced from
187 .75 FTE to .50 FTE and then an increase in Library Associate (LA) from .32 FTE to .50
188 FTE. Phil will reallocate duties, juggling the work load among staff. John asked if the staff
189 was comfortable with the changes. Phil said they were because this accommodated their
190 personal needs. Overall, increased workloads lead to his desire to add a .50 FTE position.
191 Pierrette asked about adding more volunteers. Phil said it is difficult to do a blanket call for
192 volunteers because many people do not realize how technical the job has become, in
193 addition to confidentiality issues; so it becomes awkward if we have to tell someone they
194 don't have enough skills to volunteer.

195 John thanked Phil and Mary for the thoroughness in putting together the budget and
196 providing the Board with research which allows for a timely discussion of the issues.

197 Public Comment was received from Leith Templin thanking Lois for requesting
198 current year information on the budget worksheets. She said that information has been
199 requested in the past. Leith said that the 2002 levy lid lift failed even though surveys said
200 the community was very happy with the library and staff. When the library closed on
201 Fridays after the failed levy many in the community felt it was punitive and the Board
202 meetings were full of residents unhappy with the Director and the Board. There was also a
203 problem with an illegal donation. Leith said that many survey participants are neighbors and
204 friends of the staff and do not want to say anything negative about the library but they will
205 not vote for a levy. She said it is important for the Trustees to remember that their first duty
206 is to the taxpayers no matter how much they support and approve of the staff. Leith said it is
207 the responsibility of the Director to run the Library efficiently and to show effective results,
208 however there is no way to know about the economy in 1 or 5 or 10 years out. She would
209 caution the Board about going for a levy based on the current economy.

210 Leith also said that she can pull statistics to prove anything and does not agree with
211 John's report on the increase in collection when it was reported that the staff is weeding on a
212 one to one basis. She said she does not agree with the Bureau of Labor's statistics on cost of
213 living increase because they include extraneous items like moving expenses.

214 Leith said she does not approve the cash out of sick leave saying that is not the
215 purpose of sick leave. She does not feel the Board should give a merit increase in 2009
216 because of the continual increase to salaries that can not be sustained. It could require a cut
217 in service or staff to maintain. Leith said the Library is a great place to work and has good
218 benefits and there are few places on the island that can compare (i.e. OPALCO, San Juan
219 County). She said that many small businesses do not provide any benefits and she
220 recommends only giving a COLA. Leith said that San Juan County is looking at a one million
221 dollar deficit and will be cutting jobs and not replacing them. She said that residents are
222 looking at a large property assessment increase in 2009 and does not think it is wise to
223 increase salaries when others have lost their jobs.

224 Leith said that the community could not support a levy to build an addition now
225 although she notes that the children's area could use more space. She questions the usage
226 figures because she knows many residents and business owners who do not step into the
227 Library. Leith recommends finding the best bang for the dollars spent. She feels there is a
228 huge source of residents not tapped into and the Library should get more volunteers.

229 Barbara Safriet said that the Board spends a large amount of time on deciding
230 between one and two percent COLA, which works out to not a lot of money. If it was in her
231 power she would give the Library the money to ease the continuing discussion over small
232 amounts of money. Barbara said the Board could not mend the economy and in hard times
233 the Library will be used more. She said the Library is a treasured resource and it is
234 appropriate for the leadership to reward the employees; and not to have the wages move
235 backwards. Barbara said the Board is responsible to the community at large and needs to
236 weigh more than just tax dollars.

237 Pierrette said that the Board represents the district to all the taxpayers. She has been
238 tenacious with discussions about small differences in percent increases each year. She said it
239 is very important for the Board to pay attention to all the details of the budget and that open
240 discussion is a very healthy principle for Trustees who do not always agree. John said the
241 Board represents the community at large who might not be direct tax payers, but are
242 residents and should be represented.

243 **NEW BUSINESS**

244 Friends of the Library: Friends' President Barbara Safriet said that the Friends are
245 trying to add members to their board and voting on the 2009 officers. They are working on
246 preparing the budget for next year and fixing a working calendar.

247 Director's Report: Phil reported on the Northwest Director's Conference hosted by
248 OILD, which included library directors from San Juan, Island, Whatcom, Skagit counties
249 and Sno-Isle district. The agenda included reciprocal borrowing, policies, levy initiatives,
250 and building plans.

251 Judith said she is hoping to talk with Council members Alan Lichter and Gene
252 Knapp about the trustee selection committee process. She would like formal approval to
253 have the vetted candidates available throughout the year if a vacancy arises.

254 Phil said that the selected measures show a slight decrease in usage compared to last
255 year that he attributed to the weather as much as anything. He talked about the Whole
256 Islands Catalog providing a catalyst for a county-wide program and feels the Library has a
257 responsibility to provide leadership and information during the troubled economic times.

258 Judith asked about the ILL statistics up 22% and Phil said it zig-zags a bit, however
259 with the new online requests there has been an increase. Judith asked about the cost per
260 book, noting that the service is not free and wanted comparisons to purchasing items
261 requested. Phil said it is more cost-effective to ILL certain subjects, i.e. car repair, than to
262 purchase the items. The staff does educate the patrons about the ILL 2-item limit. If an ILL
263 item seems likely to appeal to 3 or more people, the Library usually purchases the item for
264 the collection.

265 Pierrette noted that the Crossroads lecture on October 3rd had \$700 in donations and
266 said additional donations will be needed to keep the series going. Phil said the program is a
267 real value to the community.

268 Tom asked about the 29% of renewals that are done over internet. Phil said it was
269 getting more popular as patrons learn more about the online services. John noted it was one
270 way that productivity is increased. Pierrette said it needed to be advertised more, possibly
271 with bookmarks. Pierrette asked if late notices are emailed and Phil said a large number of
272 patrons are using email notices which keep postage down.

273 Tom asked about the situation of the school library. Phil said he had no additional
274 information about how their decreases have how are affecting us. Marian O'Brian said she
275 saw no change and that the teachers and students had full access. Phil agreed that books
276 could be checked out, however other library services have been reduced.

277 John asked about the assistive listening system. Phil described a system with a
278 microphone and individual earphone devices which use radio frequencies. Judith asked if it
279 was available for Crossroads lectures. Phil said work was still needed for the barrel ceiling
280 noting that the assisted listening system would not solve all the sound problems in the
281 meeting room.

282 **The Board broke for lunch at 11:30 am and reconvened at 1:00 pm.**

283 Phil said he wanted to clarify comments from Leith Templin during the Public
284 Comments about the placement of donations with OICF. He said that there was never an
285 illegal incident; that it appears the donor had intended to place the funds with OICF but no
286 written record of the intent was in place. Without a written record the State Auditor's office
287 said the donation should have been placed with the Library's funds at the County and the
288 donation was moved. Phil noted that the State Auditor never stated there was illegal activity.

289 **PLANNING AND PRIORITIES**

290 Building Expansion Project: Lois shared a printout of a slide presentation she is
291 preparing. She said the meeting with the donors changed from discussing a capital project to
292 making sure healthy operations were in place first. They stressed the need for publicity

293 especially with the current economic problems. John said he and Lois stressed the most
294 important priority was the successful operation of the library with adequate revenues. Then
295 there is also a need for more space for holding bigger collections and more users. He wanted
296 to make sure it is understood that the Library can't make due with less staff. John said the
297 Trustees' responsibility is to operate a successful library by maintaining adequate funding.
298 He said projections show 2010 could be problematic and 2011 would have a deficit. If there
299 was a levy the focus would not be adding space but the financial health. John said the
300 donors understood the Board's intent not to use public funds to build an addition and they
301 agree.

302 John said that given the financial limitations of I-747 and the increase in books,
303 programs and usage, the current funding is inadequate and the current space is inadequate to
304 increase the collection. John said that is the question to put before the voters; if more space
305 for books is desired, then more operating funds are needed. It is better not to push so hard
306 for an addition and to focus on the health of library funding.

307 Lois said she saw a change in focus during the meeting from adding more space to a
308 sense of urgency to take care of the finances. John said it would be necessary to bring to the
309 public the future health of the library, and that if a levy lid lift was on the ballot in 2009 it
310 would be about adequate funding and then a little for expanded space.

311 Lois wants to finalize the PowerPoint presentation that shows where we have been
312 and what is in the future. She would then have a run through with the staff and Friends and
313 then have a public meeting in the Library showing the reality about the collection. She
314 would like to have it completed by December and ready for a January début. John said the
315 presentation would show the public the current state of the Library, ask where the
316 community would like to go in the future, and then show what that would cost. The priority
317 is about keeping the operation at the current level with adequate funding.

318 Tom said he had experienced some conversations already and there is some
319 misinformation about using tax dollars to expand the Library. He said more information on
320 the donors' contribution needs to be shared. Pierrette asked if the donors had definitively
321 committed to the project. John said they were still waiting for building cost and operation
322 expenses first. Lois said the first draft of a prospectus would be done by the November
323 meeting. John said the priority is to make clear the desire for adequate operating funding
324 and then space for more collection materials. Lois said the website
325 www.orcaslibraryfuture.org will have a frequently asked questions section and more
326 information in the *Islands' Sounder* by November. She is hopeful that a straw poll will be
327 done in March emphasizing that any building addition would be completed with no tax
328 dollars.

329 John said he had hoped to show what additional space would be used for and tried
330 working with a program called Sketchup, but was unsuccessful. He then used just pad and
331 pencil to see how "wings" would work within the existing roofline. John said it would be
332 cost effective to add sections up to 32 feet wide similar to the workroom expansion. He said
333 such a scenario would be flexible and the interior could be finished at different levels
334 depending on the materials used.

335 **COMMITTEE REPORTS**

336 Community Relations: There was no additional report.

337 Facilities and Systems: Lois said she is still waiting to hear from Lopez Library on
338 the results of their trial run with a self checkout system.

339 Finance: There was nothing to report.

340 Policy & Personnel: Executive Session for the annual review of the Director – The
341 Board retired into executive session at 2:10 PM. and returned at 3:20 PM.

342 Judith said that the Trustees had a good discussion and will include the Director in
343 further discussion at November's meeting.

344 **OTHER** – The Board reviewed the agenda for the November meeting including executive
345 session for the annual review of the Director.

346 There being no additional business the meeting was adjourned at 3:27 PM.

347 Submitted by: Mary Pugh

348 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
November 10, 2008

Library Board Chair Judith Miller convened the meeting at 9:03 AM in the Community Room of the Library. Also attending were Trustees John Ashenurst, Lois Cornell, Pierrette Guimond and Tom Welch, Library Director Philip Heikkinen, and staff member Mary Pugh. Community members were in attendance.

WELCOME & INTRODUCTIONS – Judith welcomed everyone and thanked them for attending the meeting.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Pierrette asked for clarification on some agenda items.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from the October 13, 2008 meeting and made a correction. Pierrette made a MOTION that the Board approve the minutes as corrected. Lois seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Pierrette presented claims for payment and payroll:

- Accounting report 10/27/2008 \$7,780.09
- Accounting report 11/06/2008 \$7,761.87
- Payroll totaled \$22,177.67

Pierrette made a MOTION to approve the vouchers and payroll. Lois seconded and the MOTION passed unanimously.

Draft 2009 General Fund Budget

Phil began by detailing the changes based on questions and comments from the October 13, 2008 meeting. These included updating the amount of the Friends’ 2009 Grant for both revenue and expenses; confirming the new construction estimate from the Assessor’s office; decreasing Special Projects to \$1000; small changes to payroll taxes and retirement; lowering the endowments distribution estimates by 10% for income and expenses, which adjusted the total spent on collection materials to 12.48% of operating expenses; and, matching the Crossroads expenses and revenue. Judith asked about the Writers’ Festival. Phil said it was only for 2008 and amounted to a pass through for revenue and expenses. He told the Board that the carryover would be higher than reflected by the ESRs because while expenses shows up in that report, revenues do not. For the Writers’ Festival we will see approximately an additional \$9000 in revenues.

Phil said he reduced the sick leave cash out to two days (prorated by FTE) which he detailed in the narrative. He said the Board could approve it as presented or wait until the budget amendment in mid-2009. John asked why the 2008 cash out did not show in the

38 report and Pierrette said it was approved after the budget amendment. John asked if the
39 amount was the same for both years. Phil said that was likely, though it would depend how
40 the benefit was used by staff, explaining that it could be cashed out or transferred to accrued
41 vacation time. Pierrette asked if the cost would be the same and Phil said no because the
42 cost of the vacation time would be absorbed through an adjusted staff schedule.

43 Judith said the Board had three options: 1) leave the cash out benefit as presented; 2)
44 remove the cash out benefit; 3) revisit the cash out benefit at budget amendment time. John
45 said that the net increase in salary and wages between 2008 and 2009 was less than \$7000.
46 Pierrette said that did not include the benefits. John said that some of the benefits are
47 required increases to taxes and retirement and not an increase in benefits.

48 Pierrette said she was still concerned about the revenue projections and the poor
49 economy. She is concerned where the district is headed with salaries and benefits, stating
50 that if the increases keep going there won't be enough revenue and services will have to be
51 cut or we will need to ask the community for a levy lid lift. Pierrette is not sure a levy would
52 pass in 2009 because of the poor economy. She said San Juan County is cutting 20 positions
53 and giving its non-union personnel only a 2% COLA. Pierrette said that if the District gives
54 everything proposed it would increase the salaries and benefits by 5%. She feels the Board
55 should be prudent with the tax dollars in light of the current economy. She would rather give
56 a 2% COLA than reduce services. She suggested there should be ways to improve efficiency
57 by changing the way things are done. Pierrette said that the salary survey showed that the
58 staff is well paid with good benefits. She said the proposed salary and benefits would be
59 70% of the tax revenue and that level of expense cannot be maintained. She cautions the
60 Board to be realistic and demonstrate caution because she said the Board will have to justify
61 a levy to the public. Pierrette said that she recommends a 3% COLA and the med-evac
62 insurance reimbursement.

63 Lois said that she was concerned with the Assessor's office projection that revenues
64 will be down and wonders how to know what will happen three to five years out. She called
65 the forecast sobering. Lois said she could not support the sick leave cash out in 2009;
66 however she does support the merit and COLA. She does not oppose revisiting the benefits
67 after the April tax revenues are received after which projections from the county would be
68 revised. Lois said there were two issues: 1) the med-evac insurance reimbursement, which
69 she supports as a unique, island benefit that is almost a necessity; and 2) the sick leave cash
70 out that she cannot support at this time. Lois said she is ambivalent about the merit increase.

71 Tom said that the San Juan Library 2009 budget proposes a 4.7% COLA and finds it
72 remarkable that OILD struggles between 2.5% and 3%. Tom is not wedded to the cash out
73 benefit and can revisit it at budget amendment. He said that ALA surveys report a 60% to
74 70% salary and benefit percentage nationally. He is amazed that the Board has no trouble
75 paying \$4000 for trees, but not \$2000 for the staff.

76 Tom said that a levy is looming no matter how the revenue plays out. He noted that
77 the community never intended the Library to go for 20 years without an additional levy.
78 Tom said that the numbers just don't work. Pierrette said the poor economy is hitting
79 everyone and she does not want to have to lose jobs or cut hours if less money is received.
80 She said that there is no way the community will tolerate closing the doors. Pierrette said the

81 Board needs to be really cautious pointing to the county's problems and their staff
82 reductions. She does not want to have to cut jobs at the Library.

83 Tom asked when the county would know about the tax revenues. Phil said that the
84 Treasurer receives tax payments year round. Mary said that April and October are the two
85 months for large tax collections. She also reminded the Board that the county receives a
86 significant amount from sales tax revenues and she predicts those funds falling short more
87 than property tax revenues. Pierrette said the Board needs to consider where the District is
88 heading with revenue and expenses.

89 Judith said that sooner or later the District will have to go back to the public for a
90 maintenance and operations levy. Judith said that the amounts for COLA and merit are not
91 great; however she said that not giving a merit increase would be a symbolic gesture to the
92 community that the Board is mindful of the current economic situation. Judith said on the
93 other hand she would have trouble not doing right by the employees because of something
94 that might happen in the future. She said she is attracted to Lois's suggestion to wait until
95 budget amendment time when more data on the property tax collection will be known.

96 Lois said that the information from the County is not consistent, with County
97 Manager Pete Rose's letter predicting reduced income from sales and property tax. She said
98 reduced income in 2009 would affect 2010. Lois said she is concerned with doing what is
99 right and is worried that the District may not be able to do anything for the staff in 2010.
100 She said that if more information is available in April then the Board would be able to do
101 something retroactively. However, by not having information for 2009 it is difficult to look
102 ahead and understand what might happen.

103 John said that he agreed. He said then if there was a levy lid lift in 2009 and it failed
104 it would affect 2010 and how the Board developed the budget. Phil said that in that case we
105 would definitely be constrained with minimal staff increases. Phil said that he created a
106 report three years ago that outlined possible staffing and other changes based on five to ten
107 percent reductions.

108 Phil said that the District uses more than just tax dollars. He said that reductions
109 might take the form of maintaining salaries, benefits and the collection, doing minimum
110 maintenance, and preserving the core priorities. John asked if the levy failed what could Phil
111 predict. Phil replied that he could see reduced hours on one or more days and/or leaves
112 without pay; less programming, i.e. English As A Second Language classes; and more fund
113 raising; he would look at anything that does not diminish the core services. Phil noted that
114 careful budgeting has allowed him to have a carryover each year and to grow reserves every
115 year.

116 Pierrette said the District cannot continue as it is, and that it is lucky to have
117 carryover. She said that other than salaries the basic costs are the same and there is no way
118 to know where things are going. She does not want the staff to lose their jobs. Pierrette does
119 not see the economy better for some time. She said she has spoken to many people and
120 asked about a levy for expansion and has heard over and over, that the answer is no. She
121 said that might change if the Board is prudent. Pierrette said that she has been involved with
122 the library for over seven years and as things are she would not vote for a levy.

123 John said that in 2007 the Board accepted her proposal to have only a COLA increase
124 in 2008 and delay a merit until 2009. Pierrette said yes because of the compounding effect
125 to the salary base. John said she is now using the same argument to delay a merit increase to
126 appear prudent in the event of a levy lid lift. Pierrette said she does not agree with merit
127 increases and would prefer a bonus that does not affect the base. She said the expenses are
128 increasing over revenues; that the District is receiving only approximately 3.8% additional
129 tax revenues each year. She is concerned where the budget is going.

130 John said the constraints of I-747 do not allow us to keep up with inflation. He said
131 for the 2008 budget the Board agreed to not give a merit increase that would increase the
132 salary base and voted for additional compensation for the med-evac insurance
133 reimbursement, and that Pierrette abstained from approving the sick leave cash out. John
134 said that he had previously had a sense that Pierrette would approve additional
135 compensation for the staff if it did not affect the base and he does not understand why she
136 did not vote to approve the sick leave cash out. John said that he is trying to understand how
137 her argument had changed from 2007 when she said she would vote for merit in 2009.

138 Pierrette said that the economic situation is very different now than last year and
139 wants to be very prudent until more information is known about next year so that cuts do not
140 have to be made. She would agree to a COLA now and hold off until more is known.

141 Phil said that there is no evidence that a levy would fail in 2009; that he can show a
142 frugal, responsible budget for the last several years. He said that the staff stress over salaries
143 and benefits will affect morale; and that we risk services going downhill as we continue to
144 see increased library use. He asks that the Board develop a fair salary policy noting that
145 living on the island involves a surcharge over the official inflation rate. Giving either a 4%
146 COLA or a 3% COLA and 2% merit pool is modest. Phil said that the county has a negotiated
147 step system and making comparisons to it are misleading. Phil said that our benefits are less
148 than average in the library world.

149 Phil said that the actual percentage of salary and benefits is only 55% based on the
150 operating budget, not just tax dollars. He said that the prediction that jobs would be cut is
151 presumptuous; that he would not add staff but he would not cut staff under the scenarios we
152 are discussing. Phil requests a reasonable increase in wages together with the sick leave cash
153 out as something that can be accomplished in the proposed budget. He noted that the cash
154 out is a reward for a healthy staff and cannot be done until the end of the year when the sick
155 leave balance is known. He suggested leaving the director's position out of the staff increase
156 for 2009; that the director's position can be addressed at the time of the annual review. Tom
157 said that it would be wise to decouple the director's compensation from the rest of the staff.

158 Public Comment was received from Andrea Hendricks who said that the county is
159 laying off workers and closing the restrooms in Eastsound. She suggested that the Board
160 meet with the Assessor's office to discuss the revenue projections. She said that many
161 property owners will be protesting their assessments. She noted that the school board will be
162 putting a levy on the ballot next year and psychologically it would be difficult to say which
163 would be more important and she would be concerned about a levy in 2009. Andrea said
164 that there were currently 139 properties on the market unsold for over six months and
165 architects have said they have no new work. She said things are very difficult now, noting
166 that older residents are moving off island and other residents are in desperate shape.

167 Leith Templin commented that looking at the budget and comparing \$2,000 to
168 \$1,500 does not account for compounding of salary. She said that salaries are always a hot
169 issue psychologically and well as monetarily. She said she has done extensive research on
170 the library's budget and remembers salaries based on the tax revenue and that they have
171 gone up from 50% to 70%, recognizing changes in staffing levels played a part in the
172 increase. Leith said the previous director based the budget only on tax dollars for operating
173 expenses. She is worried that the tax distributions with the county will be way down. Leith
174 remembers always waiting to see what the county would do for COLA and followed suit; not
175 using the Seattle CPI. She cautions the Board on using that for COLA and suggests the Board
176 brainstorm with the director on ways to cut cost, possibly using more volunteers in different
177 ways.

178 Leith said that proceeding with an architect is a real concern; she does not want to
179 waste money. She has spoken to many people who will not support a levy; also noting that
180 an election is expensive and the money could be used for the collection or staff or to pay the
181 electricity.

182 Leith said that she has protested her property assessment before the Board of
183 Equalization seven times and only won twice even though she had state AIA appraisals. She
184 said her taxes went up astronomically and she is just trying to hold on. Leith said the
185 tapestry of the island is changing. She said the Library is important; however, she has not
186 supported the financial decisions of the last several years. She said that a budget is just a
187 best guess for the future and that the Board has kept the same budgets at amendment and
188 actually raised the budgets.

189 Harold Lentzner said that there was a lot of information and it can get confusing. He
190 said that it is important to look at the demand side which is driven by experience. He said it
191 is important for the Library to pay a living wage and the amounts being discussed were
192 small even with the compounding effect. Harold said it is important to keep in mind that it
193 costs more for the people who live and work on the island and that requires being paid a
194 living wage for the island. He said without it you could expect to lose people and businesses
195 and it would be a downward spiral. He said he understands about tough times; however,
196 without a living wage the consumers cannot support the businesses.

197 **The Board took a break at 10:22 AM and returned at 10:27 AM.**

198 Judith renewed the discussion on the 2009 Budget. John made a MOTION to adopt
199 the 2009 Budget as written without the the med-evac reimbursement and sick leave cash
200 out. John said that for 2008 the Board did not give a merit, only a 3% COLA and the actual
201 inflation for the area was over 4%. He said that now the inflation is 5.7% which puts the
202 employees even further behind in 2009 with a 3% COLA and he finds that morally wrong
203 believing that it is important to stay close to even with inflation. John said that the argument
204 against the 2009 proposal of 3% COLA and 2% merit is flawed because there will shortly
205 come a time when the projected tax revenues will not be adequate to pay expenses and it
206 will be necessary to go for a levy lid lift. At that time, if it does not pass then there would be
207 problems for the budget. He said with a 1% cap in tax revenues it is not possible to give a
208 living wage with good benefits. John does not want the District to be an employer who lays
209 off people to get cheaper staff and he does not believe the community would support such a
210 policy.

211 John said that if there is a levy and it fails, then 2010 would not be a crisis. He
212 believes there would be some flexibility to make adjustments that would not do damage to
213 the core values of the Library. He said that the Library should show a moral example to the
214 community to be fair to the employees, noting that the staff has become more efficient and
215 productivity is up with the same staff level, and that we can easily justify that to the
216 community. John said he supports the proposal of 3% COLA and 2% merit without the med-
217 evac reimbursement and sick leave cash out which can be decided at budget amendment. He
218 is not pessimistic about tax collections, noting that if there is a decrease it is only a small
219 amount and it would not cause a big problem. John said it would be worse to not be fair to
220 the employees and even appear to be punitive to the employees for something they can't
221 control.

222 Lois said if the option of revisiting the issue at budget amendment time is available
223 then the discussion should move forward. John said that it is always possible to do a budget
224 amendment and the Board could be conservative now and in July if things "go to hell in a
225 hand basket" then the Board can do something when more information is available. He said
226 the staff was not given merit raises in 2008 and only an inadequate COLA. John said it
227 appears punitive and immoral to continue to do that.

228 Tom said he would like to keep the med-evac reimbursement because it is so vital to
229 anyone who has needed to use it. John asked about the sick leave cash out and Tom said he
230 agreed to take it out for now. John withdrew his MOTION.

231 Tom made a MOTION to approve Resolution 5-2008 to adopt the 2009 Budget as
232 presented without the \$2000 cash out benefit. John seconded the MOTION. Pierrette said
233 she did not agree emphasizing the Board's responsibility to the public. She said she did not
234 want to punish anyone; however there is only so much money to work with. John said that
235 the budget is balanced. Pierrette responded that with the tight economy she wants to be
236 cautious. She likes the idea of removing the Director's compensation from the deliberations
237 until the annual review. She said that no merit was given in 2008; however the staff did get
238 the med-evac reimbursement and sick leave cash out. Pierrette said that the Board cannot
239 give 10%; that the funds are not there.

240 Tom said the total for the sick leave cash out is not known until the end of the year.
241 Pierrette said the staff has the option to cash it out. She supports a 3% COLA with the med-
242 evac reimbursement and to remove the Director's compensation from the deliberations.

243 Judith called the MOTION, which passed 4 to 1.

244 Mary presented Resolution 6-2009 setting the tax levy for 2009. Pierrette made a
245 MOTION to adopt the Resolution setting the tax levy for 2009 at \$521,213.00. Tom
246 seconded and the MOTION passed unanimously.

247 **PLANNING AND PRIORITIES**

248 Building Expansion Project: Lois said the architect study needed more work and
249 asked for proposals from local firms. Lois said that she and John could only go so far with
250 the schematics because of technical issues that required more expertise. They and Phil met
251 with local architect Jack Jackson and he felt the project could be finalized for about \$5000.
252 That amount could come from the Library's donations dedicated to a building project or a

253 request could be made to the Friends. Lois said the previous design plans would be too
254 expensive and they want a design from an architect to show the public.

255 John said that originally the presentation was for late 2008 or early 2009; however
256 he recognizes the need for help to develop a presentation for the public. After interviews and
257 reading the proposals, he, Lois and Phil recommend Stoltz Kau Architects. Lois said they
258 gave thoughtful suggestions including how to minimize disruptions and keep the Library
259 open during construction. She said they are local people who use the Library and realize the
260 strong identification the Library has to the community. Pierrette said she liked their
261 proposal; that it looked fair and gave a good breakdown of costs.

262 Pierrette asked if she and John would continue to be involved with the architect. Lois
263 said yes, they would continue to do what they could. Pierrette said she thought a lot could be
264 done with \$6000 and asked if the Friends would be asked to help fund the fees. Phil said he
265 would, however there might be additional cost to develop a construction estimate. John said
266 he and Lois would do some of that work because they are just estimates and not cast in
267 stone. Judith did not want to delay proceeding while waiting on a Friends' decision.
268 Pierrette said that the Library Board needed to show the Friends that the project is going
269 forward and does not preclude Friends help.

270 Tom asked if elevation drawings would be included in the public presentation and
271 shared with contractors and architect. He said that the Historical Museum found the use of
272 drawings very beneficial during their public presentation. John agreed saying a 3-D model
273 would allow a walk-through and give different views. Lois said money would be saved by
274 having a drawing as a starting point.

275 Harold said that the item was on the Friends' agenda for Tuesday's meeting. He did
276 not have a feeling whether it would be approved. He said John and Lois should attend and
277 make their case to the Friends Board and give the Friends the opportunity to participate.
278 Harold said he personally thought that the proposal was good and liked that it involved local
279 people. Mary said that the 2009 Budget does not specifically state where the income is
280 coming from, just that it is donations which could be OICF or Friends money.

281 Pierrette made a MOTION to proceed with hiring Stoltz Kau Architects based on
282 their proposal and have the funds transferred from the OICF Library Building Fund. Lois
283 seconded and the MOTION passed unanimously.

284 **Draft 2009 Building Fund Budget**

285 Judith asked the Board to consider the 2009 Building Fund Budget. Phil said that he
286 had some construction estimates for developing a permaculture and edible landscaping
287 project for the Library grounds. John said that he appreciated Phil's commitment; however
288 he feels it is prudent to delay until more on the building project is known. John felt it would
289 be counter productive to do something during construction.

290 Pierrette said it would be better to wait until some plans come back before deciding
291 on landscaping. Phil said he felt it was important to provide leadership to the community on
292 how to develop sustainable landscaping, even food production with edible plants. He said
293 that he had generated local interest and support. He felt that as a demonstration project it
294 would fulfill an important information role. Tom asked if that support included money. Phil
295 said no, however it did include in kind labor support. Phil said that the portion of the

296 property on the south and west banks could be planted without fear of disruptions from a
297 building project. Tom asked what time of year the planting would be done and Phil said
298 January and February.

299 Pierrette said it was not a library duty to do this type of project. She questioned
300 having edible plants without fencing and noted that new plantings would require watering.
301 Pierrette said that it was a great idea, but not the Library's mission. Phil said fencing was
302 included in the estimates. Lois said she did not see how Phil could guarantee that new
303 landscaping would not be impacted by a building project. Phil said the slope areas would be
304 outside any construction zone. John said he thought the Library could provide a leadership
305 role, however it was not practical with a building project and would defer consideration
306 until next year. John made a MOTION to delay any landscaping project as part of the
307 Building Fund budget. Lois seconded and the MOTION passed unanimously.

308 Judith said it was a wonderful idea, but agreed with Pierrette that it was not part of
309 the Library's core mission. She has a problem with the concept "if not us, who." She
310 thought there were others who could better provide for the project. Phil asked if he was able
311 to raise the money with private donation and not affect the building project would the Board
312 give a green light. Tom said yes; Lois said there were too many practical considerations to
313 consider before addressing landscaping. Lois said she preferred to wait until more is known.
314 Pierrette said it was not the Library's mission.

315 Tom made a MOTION to approve Resolution 7-2008 Adopting the 2009 Building
316 Fund Budget. Lois seconded and the MOTION passed unanimously.

317 **PLANNING AND PRIORITIES**

318 Trustee Selection Process: Judith said she had individually discussed with the
319 Trustees the chairmanship for 2009. Board officer election will be at the January meeting.
320 She asked John to work with the County Council to speed the appointment of a Trustee to
321 fill the position when Pierrette retires at the end of 2008. John said the previous search
322 committee had been dissolved and he had sent Alan Lichter a list of possible committee
323 members but he has not heard back from Alan yet. John said he wants to make sure that the
324 selection process is transparent and distanced from the Library Board. Pierrette volunteered
325 to stay on for a few months until a new Trustee is appointed.

326 Judith said the process needs to remain separate from the Library and wants to make
327 sure anyone who is considered understands what the Trustee job is. Phil said that the
328 Director, the committee, or the Council could make recommendations and hopes to move
329 the process along quickly. John will contact Alan Lichter.

330 Library Futures Project: Lois said that she would have a rough draft of the road show
331 presentation in December.

332 **NEW BUSINESS**

333 Friends of the Library: Friends' Board member Harold Lentzner said that the Friends
334 are still working to add people to their Board. He said two new members were Sandi Wilson
335 and Barbara Bedell. Harold said that Barbara Safriet will be commuting to Portland and not
336 be available as much. He said the Friends' Vice Chair will be filling in. He said the funding
337 for the architects drawings is on the agenda for discussion.

338 Harold said the Holiday Tea is on December 6th from 1:00 to 4:00 PM and that Judy
339 Schliebus is in charge.

340 Director's Report: Phil referred to his written report.

341 **The Board broke at 11:42 AM and reconvened at 11:47 AM.**

342 **COMMITTEE REPORTS**

343 Community Relations: There was no additional report.

344 Facilities and Systems: There was nothing to report.

345 Finance: There was nothing to report.

346 Policy & Personnel: Executive Session for the annual review of the Director – The
347 Board retired into executive session at 11:48 AM. and returned at 12:39 PM.

348 Judith said that the Trustees will develop a list of objectives and goals for 2009 for
349 the Director and have it at the December meeting. John made a MOTION to award the
350 Director a 3% COLA as of January 1, 2009 and a 2% merit on his anniversary date
351 September 13, 2009. Tom seconded and the MOTION passed 4 to 1.

352 **OTHER** – Phil asked the Board's opinion of a suggestion and survey box in the lobby.

353 There being no additional business the meeting was adjourned at 12:44 PM.

354 Submitted by: Mary Pugh

355 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
December 8, 2008

Library Board Chair Judith Miller convened the meeting at 9:02 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Lois Cornell, John Ashenhurst, Pierrette Guimond, Library Director Philip Heikkinen and staff member Mary Pugh. Community members were in attendance.

WELCOME & INTRODUCTIONS – Judith welcomed everyone to the last Board meeting of 2008.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – John asked for a discussion on Board ethics. Leith Templin asked for a Public Comment after Planning and Priorities.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from the November 10, 2008 meeting and made corrections. Pierrette made a MOTION that the Board approve the minutes as corrected. Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Pierrette presented claims for payment and payroll:

- Accounting report 11/17/2008 \$6,336.09
- Accounting report 11/24/2008 \$ 424.01
- Payroll totaled \$23,346.07

Pierrette made a MOTION to approve the vouchers and payroll. Lois seconded and the MOTION passed unanimously. Mary said that the County’s servers were down over the weekend and she was unable to finalize additional vouchers for today’s meeting. They will be included for authorization at the January meeting.

PLANNING AND PRIORITIES

Library Futures Project: Lois said that the public presentation or “Road Show” was not ready for viewing. She is waiting for drawings from the architects to incorporate into the presentation. Lois anticipates having a draft for viewing by the Board, staff and Friends in January. Judith asked about the request to the Friends for assistance with the cost of the architect’s contract. Lois said that no decision was made because the Friends did not have a quorum at their November meeting.

Lois said that realistically the earliest a levy lid lift proposal could be on a ballot is the general election in November 2009. She asked if the school district was putting a measure on the ballot in 2009. Phil said he thought the school was and will verify that information with the superintendent. Phil asked about the fire department putting a measure on the ballot in 2009 and Pierrette said it would be in 2010. Lois said that the measure needed to be at the elections office three months before the election date.

38 Pierrette asked how the donors felt about the ballot measure in 2009. Lois said they
39 were pleased that the Board was moving forward and they cautioned the Board not to “low
40 ball” the needed space. Judith asked if they understood and were comfortable with the
41 process. Lois said they made no additional comments. Lois asked the Board for input on
42 groups who might be interested in seeing the Road Show. Phil suggested that in addition to
43 the 30 minute program a shorter 10 minute program could be developed for groups who
44 might not have agenda time for the longer version. Judith agreed and Lois said the program
45 could be edited for length.

46 Pierrette asked when the Board would have information on the costs. Lois said that
47 until the space requirements are determined it was not possible to determine costs. Lois said
48 that it would be emphasized that the project would not go forward without donations for the
49 construction costs. Pierrette asked what amount the donors have committed to. Lois said that
50 would wait until costs are determined and reemphasized that nothing would happen unless
51 the capital costs were covered by donations. Lois said that concerning the donors’
52 commitment, anything could happen in the future. Judith said that the Board has not
53 authorized any expansion commitment; that information is still being gathered. Lois said
54 that more information on the costs was needed. She asked Phil for an update on operating
55 expenses for the additional square footage. Lois said that it is possible that if the expansion
56 is tabled for now, a maintenance and operations levy lid lift measure would need to be on
57 the ballot next fall.

58 Trustee Selection Process: John said that the nomination committee process is
59 underway. He explained that in previous years Steve Garrison facilitated the formation of
60 the committee and candidate search and is now unavailable. John spoke with several people
61 who had previously participated and received information about the process. The 2008
62 committee is chaired by Diane Berreth who is also on the Crossroads committee; Barbara
63 Skotte who is on the PTSA board; and Sheila Gaquin, a retired teacher. John said that Diane
64 has been in touch with Council members Alan Lichter and Gene Knapp and hopes to make a
65 nomination soon.

66 Pierrette asked who picked the committee members and John said that he did.
67 Pierrette asked how the process was changed. John said it was the same process for the last
68 several years. He said the committee will evaluate candidates and produce a ranked
69 nomination list for the County Council and this is the same procedure used last year.
70 Pierrette asked if the candidates would be given information on the current Library projects.
71 John said absolutely; that previously Steve Garrison distributed a packet that had current
72 Library information. Phil said that he has prepared new packets for the committee and the
73 nominees. John said that he would attend the meetings as appropriate to be available for
74 questions.

75 John said that two advertisements were in the *Islands’ Sounder*, one from the County
76 and one from the Library. He said that Diane had a letter to the editor in the paper asking for
77 persons interested in serving on the Library Board. Phil said that the County had placed an
78 additional ad in the paper. John said there has been lots of word of month discussion from
79 the Library and Friends Boards and former Trustees. Pierrette asked who to contact if a
80 person was interested and John said to contact Diane.

81 Pierrette said that previous committees had three members and a chair and asked
82 why the process changed over the years. John said that Diane told him she felt confident a
83 three-member committee could do the work. Lois said that she had participated in two
84 previous nominations and that Steve Garrison was only a facilitator, not a committee
85 member and did not make recommendations. Pierrette said that 2003 was the year that the
86 County appointed a nomination committee. John said that prior to the committee the Library
87 Board vetted and made recommendations to the County; that the County did not do the
88 search themselves relying on the Library Board or a committee. Leith Templin said that
89 when she was appointed in 1988 she was interviewed by the County Commissioners. Judith
90 said that ultimately the Board wishes to have an independent process for the Trustee
91 appointment.

92 Judith asked John about his ethics concern. John said that he became aware that
93 during the November 18, 2008 County Council meeting Pierrette addressed the Council and
94 volunteered to remain on the Library Board in 2009. Pierrette said that she did inform the
95 Library Board through Phil. John said that he did not understand why she went directly to
96 the Council when the Library Board has had a process for the last five years for a committee
97 to vet candidates and make suggestions to the Council. He felt that by going directly to the
98 Council Pierrette violated an established Board process and violated the code of ethics for
99 the Board. John said that the Trustees should abide by the decisions that the Library Board
100 makes.

101 Pierrette said that as of the November 18, 2008 County Council meeting no
102 nominating committee had been established by the Council and it appeared to her that the
103 nominating process was not proceeding in a timely manner. Therefore, she told the Council
104 she would be willing to continue on the Library Board until the nominating committee
105 vetted a replacement and the Council approved the recommendation. Pierrette said that she
106 was concerned that the Library have a full board because of the important issues currently
107 being discussed.

108 John replied that the nominating committee process had been started and it was not
109 up to Pierrette to create her own process. Pierrette questioned how the committee was
110 formed by John. John said that he was delegated by the Library Chair to contact the Council
111 and get the process underway. Phil said that the delay was on the Council's part; that he had
112 contacted Alan Lichter and Gene Knapp in September. Judith said that she wrote to Alan as
113 early as August to begin the process. Pierrette said that the Library Board should have been
114 more vigorous in making the process move forward. John said that Alan requested the
115 Library Board to proceed with the committee formation in order to quickly move forward.

116 Pierrette said that John could chastise her, however she felt it was important to have
117 a full Library Board. She said that she did speak with Diane and volunteered her services for
118 a year; however Diane told her that they wanted to fill the full five year term. John said it
119 was a matter of ethics; that the Board should act as one and not separately. John said the
120 Board needs to agree to go through the full process that was agreed on. Lois and Tom
121 agreed that it is important to follow the process approved by the Board. Tom added that he
122 was sure Pierrette had the best interest of the Library in mind when she spoke to the
123 Council.

124 Judith said that in 2009 the new Library chair should contact the Council to set up a
125 permanent process for replacing Library Trustees so that if vacancies need to be filled there
126 is an ongoing list of candidates that do not have to be vetted each year. Lois agreed that it
127 would be beneficial to have a list that the Council and community acknowledge as vetted for
128 filling vacancies. Pierrette said that the Council should appoint the nominating committee
129 instead of the Library Board.

130 2009 Goals and Objectives: Judith said that she would like the four Library
131 committee chairs to have an idea of issues coming up in 2009 and bring to the Board
132 specific information on the issues and specific steps for accomplishing the goals. Lois said a
133 Board calendar could be developed to track the 2009 goals on a monthly basis. John asked
134 about a Board retreat and Judith said that she would like that to be routine. John agreed and
135 would like to see it earlier in the year. Lois said it was in April 2008 and Tom asked if the
136 2009 retreat could be in February.

137 • Facilities & Systems: Lois said the focus will be on the expansion study and
138 updating the Technology Plan. Lois said the current Technology Plan's time-
139 frame was 2006 through 2009 and that the Board will review it in early 2009.
140 In addition the Library Futures process is not just a study for expansion but
141 for the financial stability of the Library possibly through an M & O levy. A
142 November ballot measure would need to be finalized by July with a go or no
143 go decision.

144 Phil said that he has an ongoing review of the Reserve Study that focuses on
145 the facility plant and asked how specific the 2009 goals should be. For
146 example it is time for a roof assessment and should that be addressed as a
147 goal or part of ongoing maintenance. Pierrette said that the reserves are in
148 good shape now and recommends continuing the steps previous Boards have
149 taken to ensure their stability.

150 • Policy & Personnel: Tom said that the policies should have a regular review.
151 Pierrette said that all the policies were reviewed a few years ago. Judith said
152 they should be reviewed every year and would like that to be the goal for
153 2009. John agreed that they should be reviewed every year and suggested
154 that would be easier to handle year to year.

155 Pierrette said that quarterly assessments with the Director concerning the
156 2009 goals should be adopted. Judith said that all the goals should be
157 finalized and then discussed with Phil in executive session. John said the
158 previous director goals were ad hoc and that the Board needs to develop a
159 regular process for the director's review so that it is not reinvented every
160 year.

161 John said the salary step system and the entire benefit and wage structure was
162 left open this year and needs to be revisited. Phil said that it is always a part
163 of the budget process. John said that the step system is more than the regular
164 budget matter and should be addressed early in 2009. Judith said the issue
165 should be separate from the budget process so that it does not get tangled up
166 with the budget deliberations. Tom said he would like to have the discussion

167 decoupled from the budget process. Lois said it should be tackled early and
168 Tom said it could begin in January.

169 • Community Relations: John said that main issues for 2009 would be keeping
170 the community informed on the expansion study and the financial stability of
171 the Library which may require a levy.

172 • Finance: Judith said that a financial contingency plan was needed in 2009 if
173 the economy continued to decline. Judith asked Phil to work on this and
174 Pierrette said that one was prepared in the past that could be updated. Phil
175 agreed.

176 Phil added that in terms of overall 2009 goals, he wanted to see the Library
177 continuing to provide leadership in the community, focusing our efforts on
178 major priorities, and revisiting our mission to the community. John said it
179 was important to make sure to review the supplemental funds through
180 donations and grants; to consider ways of encouraging more and to making it
181 easy for donors. Pierrette said the donations should be put where they won't
182 lose money as the endowments have recently done. Mary said that donors
183 could not be guided to a specific endowment; that only the information on
184 ways to give to the Library could be given. Pierrette said that donors could be
185 told of the different places available. Phil added that we do share that
186 information in discussions, on forms and on the website. Tom said that the
187 staff at OICF is well suited to talk with potential donors about Library
188 endowments held there.

189 Judith said that she would summarize the Board's discussion and would like to have it
190 available to adopt in January. John said it would be appropriate to also reaffirm the regular
191 meeting time at the January meeting, along with any other housekeeping items. Phil said
192 that the Board might benefit from the new Board member who would bring a fresh
193 perspective and may also need time to absorb information on all the current issues. Judith
194 said that the goals are a guideline and can be refined at any time.

195 **PUBLIC COMMENT** – Leith Templin said that she would caution the Board because
196 public boards are not the same as private boards; that they have different rules and are
197 governed by the WACs; and encouraged the Trustees to talk with other Boards about the
198 process. Leith said that she does not approve of the discussion on hiring the architect that
199 was held outside the public meeting. Judith said that the discussion was held in public at the
200 November meeting. Leith replied that the discussion was not brought back to the public and
201 said that such discussions should be brought back to the public.

202 Leith said that it was apparent to her at the November 10th meeting that the
203 nominating committee process had not moved forward; that Phil had said the Board could
204 operate until March with only four members and it appeared that was what would happen.
205 Leith said that was what initiated Pierrette's letter to the Council. Leith said that the reason
206 the committee was started was to not have the Director or the Board involved in the
207 nomination process, but only to provide information and thereby separate the process. She
208 is disappointed that the Council did not appoint the committee and that Steve Garrison did
209 not follow through with a replacement and that the Library Board ended up doing it. She

210 must trust that nothing happened; saying that was inappropriate for a Board member to put
211 together the committee; that was not what the community wanted. Leith said Phil's letter to
212 the Council was inappropriate and unsolicited which she said was far worse than Pierrette's
213 volunteering. She said the Director should only be providing information and was not asked
214 for an opinion.

215 Leith said that she is very uncomfortable that the Board spoke so strongly against
216 another Board member. She said that in March she sat and watched as Board assignments
217 for the expansion were given to all but one Trustee who was excluded from every
218 committee. Leith said that one Board member was eliminated because her term ended in
219 2008 and the Board wanted continuity on the projects. She asked John if he was excluding
220 himself in 2009 because he would only have one year left on his term. She said the Board
221 action was a slap in the face for that Trustee and the public.

222 Leith said that at the November meeting on the 2009 budget the Board approved
223 raises for the staff and she was surprised because prior to her leaving that meeting she felt
224 the discussion by the Board was really good and that they would go forward with only a
225 COLA. She said that the Library was the only taxing district to approve a salary and COLA
226 increase; that all other districts made cuts. Leith said she does not support that decision and
227 that the Board is not being responsible for the community's money. She recognized that the
228 amount is only \$2000; however, she said not giving the increase would show the community
229 a good faith effort to contain costs.

230 Leith said that it appears that the Board is ready to spend money on a levy that she
231 said she will not support and predicts it will not pass. She said it is the Boards responsibility
232 to help the taxpayers, not to solicit money for a building project. Leith said she is very
233 disappointed in the Board. Leith left the meeting.

234 **NEW BUSINESS**

235 Friends of the Library: Friends' Board member Marilyn Jackson gave copies of the
236 minutes from the Friends November board meeting. She said the Holiday Tea on December
237 6th was very successful. Judith said it appeared to be the largest crowd she has seen. Marilyn
238 replied that many came to listen to the music and stayed longer. She said the Friends
239 discussed the Winter Booksale date. Marilyn said the Friends are suffering with a short
240 board; that several are on holiday and there are several vacancies. She said they are looking
241 at alternatives because it is a working board with many activities that require a large board.

242 Marilyn said that the Friends have changed to a calendar membership year and that
243 the end of year report shows memberships down. This is a problem because a quarter of
244 their income is from dues. She recognizes that many need to make decisions on how to
245 spend their income and where to show their support. She is hoping the community will
246 support the Friends and the Library.

247 Pierrette said that at the Holiday Tea the Friends presented the Library with a check
248 for \$12,500 for 2009 that will support activities of the Library. She said that the Friends
249 gave additional money to the Crossroads Lecture Series.

250 Lois and John will attend the January Friends meeting.

251 Director's Report: Phil asked if there were questions on his report. He said that he
252 counted about 800 people at the Holiday Tea who enjoyed the fun, music and treats. Phil
253 said that Tony is working on updating the server network architecture. Phil said that he
254 picked up information at the Washington Library Association Board meeting about training
255 in January 2009 for executives and elected officials and asked if any of the Trustees would
256 like to attend. Phil said he is working on the joint PNLA-WLA conference for August 2010
257 in Victoria, B.C.

258 John asked about the survey on the New York Times subscription price of \$1100 and
259 Phil said that the cost has tripled in the last three years. Tom asked about the cost of a
260 Sunday only edition and Mary said that was \$400. Tom asked Phil to add a line to the
261 survey asking if someone would be willing to help pay for the subscription. Pierrette asked
262 about the Wall Street Journal and USA Today. Phil said the local papers are the Seattle PI
263 and the Sunday Seattle Times along with the San Juan County papers. Tom asked if the
264 NYT arrived late and Phil said it was printed in Seattle and arrived a day late. Nita
265 Couchman commented that it arrived in the late afternoon with the other mail. Pierrette said
266 that the NYT is supported by the Friends' grant and that many people loved the print version
267 of the NYT. John mentioned that it is available on line. Judith asked Phil to report back.

268 **COMMITTEE REPORTS**

269 Policy & Personnel: There was nothing additional.

270 Community Relations: Judith asked if there were any additional items. John said that
271 the Board should look to doing a survey process every year to gather information possibly
272 by mid-year. Information gathered would impact decisions the Board would make and in
273 knowing how we are doing in the community. Phil said it could be added to the Board
274 calendar. Lois said it should also include the Library's annual report and the Friends' annual
275 meeting. Pierrette suggested that the volunteer appreciation should be on a day by itself, a
276 special day just for them. Judith said that we should plan and coordinate with the Friends
277 annual meeting and recognizing the volunteers. John said that the Board needed to be
278 proactive with the community by attending community meetings and speaking about the
279 Library, not just the possible building project. Tom agreed it was a great idea, suggesting
280 community pot lucks at Olga and Deer Harbor. Judith said that she would prepare a draft
281 calendar for the January meeting.

282 Facilities and Systems: Technology Plan: Lois said that the Library was reminded by
283 the State Library that our Technology Plan will expire in June 2009. Phil said there are over
284 20 new plans needing State review in 2009 and they suggested early submission of our plan.
285 John asked the State's role and Phil explained that the State Library certifies the public
286 libraries' technology plans. Mary said that in many cases receipt of federal or state grant
287 proceeds requires a certified plan.

288 John said that in 2005 a lengthy study by a technology committee looked at every
289 aspect of the Library's systems. He said a review could be a six-month process whether it is
290 directly for the state or a by-product of a Library process. John said the review should start
291 now.

292 Phil said that the 2005 Long-Range Plan identified a need to study the Library's
293 technology. He said that he was able to use the report from the committee in developing the

294 Technology Plan for the state. Phil said that the Technology Plan needs to be in service of
295 the Long-Range Plan. He suggested a streamlined process for the state certification and then
296 proceed with updating the Long-Range Plan. Phil said that as a general rule a long-range
297 plan that spans five years will start to erode after three years. He said the Board could
298 readopt the old Technology Plan now with minor changes, work on updating the Library's
299 Long-Range Plan that includes technology, and then resubmit an updated Technology Plan
300 to the State.

301 Lois agreed that separate plans need to serve the Long-Range Plan goals. She noted
302 that both the Technology and Long-Range Plans expire soon. She said that in the short term
303 it is necessary for the Board to revisit the Technology Plan, and then work on updating the
304 Long-Range Plan.

305 Judith said that the Long-Range Plan is a broad-faced document closer to a mission
306 statement and could remain in place almost as it is. The technology portion is a shorter arc,
307 more a formality that could be handled in January. Then we could address the Long-Range
308 Plan. Lois agreed and said that the Long-Range Plan would not be viable through 2010. Lois
309 said that a community committee was not necessary for the Technology Plan; that the Plan
310 is still valid and can be upgraded with input from Phil, Tony and the staff, then to the Board
311 in March for approval and then to the State. Once that is completed, Lois said the Board
312 could work on the Long-Range Plan because if an expansion does happen the process would
313 be different. She said additional discussion with the architects would be considered in the
314 Plan. Lois said the goal should be to have something to the Board by March and then to the
315 State Library.

316 Finance: There was nothing to report.

317 Pierrette left the meeting at 10:50 A.M.

318 **PUBLIC COMMENT** – There was no additional comment.

319 **OTHER** – Judith was disappointed that Pierrette had to leave for another meeting. She
320 thanked Pierrette for her dedication and hard work on the Board in behalf of the Library.
321 She read Resolution 09-2008 acknowledging Pierrette Guimond's service on the Library
322 Board. Tom made a MOTION to adopt Resolution 09-2008. Lois seconded and the
323 MOTION passed unanimously.

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

325 Submitted by: Mary Pugh

326 Approved:

327 _____