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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
January 12, 2009

Library Board Chair Judith Miller convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Lois Cornell, John Ashenhurst, Library Director Philip Heikkinen and staff members Mary Pugh and Nita Couchman. Community members were in attendance.

WELCOME & INTRODUCTIONS – Judith welcomed everyone to the first Board meeting of 2009.

OFFICER ELECTION

Judith asked for nominations for Board Officers. Lois nominated John as Board Chair. Lois made a MOTION to elect John Ashenhurst as Board Chair. Tom seconded and the MOTION passed unanimously with John abstaining.

John assumed the Chair and asked for nominations for Vice-President and Tom nominated Lois. Tom made a MOTION to elect Lois Cornell as Vice-President. Judith seconded and the MOTION passed unanimously with Lois abstaining.

John asked for nominations for Secretary and Tom nominated Judith. Tom made a MOTION to elect Judith as Secretary. Lois seconded and the MOTION passed unanimously with Judith abstaining.

COMMITTEE ASSIGNMENTS

Tom will chair the Finance Committee; Judith will chair the Policy & Personnel Committee; Lois will chair the Facilities & Systems Committee. The Community Relations Committee will be filled by the incoming Trustee.

John said that because 2009 is his last year on the Board, he would like another Trustee to join with Lois to provide continuity in the Library Futures committee. He asked Tom to join Lois because of his expertise in finance and Tom agreed. Lois said that all the Trustees will be involved in the presentations to the community in groups of two where possible. John noted three Trustees could constitute a quorum and said no more than two Trustees should be at the presentations. John asked that they keep the donors informed on the progress of the presentations and the election deadlines. Judith said that her commitments in 2010 may prevent her from additional Board duties. John said the Board should call upon past Trustees for advice. Judith said the Board’s committees could be expanded to include community members as needed. Tom agreed that it is advantageous to be able to draw on the expertise of others for help.

36 **2009 HOUSEKEEPING ITEMS**

37 The Board agreed by consensus to keep the regular Board meetings on the second
38 Monday of the month at 9:00 A.M. with an approximate length of 2-1/2 hours. In addition
39 the Board agreed to keep the Agenda format and requested more succinct minutes clearly
40 showing action items. John said he would continue to have public comment periods in
41 addition to comments on items up for Board vote, however he stated that comments should
42 be held to the topic unless at the general comment session. The rest of the Board agreed with
43 the understanding that courtesy would be extended to a speaker who needed to leave the
44 meeting early. John said that the regular Board meetings are working sessions for the Board
45 and while the public is encouraged to attend, regular communications by the public should
46 be through the Director and staff first.

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

48 **ROUTINE MATTERS**

49 Minutes: The Board reviewed the minutes from the December 8, 2008 meeting and
50 made corrections. Tom made a MOTION that the Board approve the minutes as corrected.
51 Judith seconded, and the MOTION passed unanimously.

52 Phil noted that several statements made at the December meeting during the Public
53 Comment were not accurate. He has provided the Board with written commentary in his
54 report on the comments and actual action.

55 Vouchers and Payroll: John said that absent a Finance Chair he reviewed the
56 invoices being presented for approval. John said that the signature page for the vouchers
57 included a batch from October 2008. Mary explained that the invoices were reviewed and
58 presented to the Board and paid in October, just not listed on the signature page. John
59 presented claims for payment and payroll:

60 For the 2008 fiscal year

- 61 • Accounting report 10/09/2008 \$11,686.38
- 62 • Accounting report 12/10/2008 \$ 4,714.20
- 63 • Accounting report 12/21/2008 \$ 5,895.68
- 64 • Accounting report 1/6/2009 \$ 5,690.27
- 65 • Accounting report 1/11/2009 \$ 8,429.13

66 Judith made a MOTION to approve the vouchers. Lois seconded and the MOTION passed
67 unanimously.

68 For the 2009 fiscal year

- 69 • Accounting report 1/11/2009 \$ 2,599.46

70 Lois made a MOTION to approve the vouchers. Tom seconded and the MOTION passed
71 unanimously.

- 72 • January 2009 Payroll Totaled \$22,988.23

73 Judith made a MOTION to approve the payroll. Tom seconded and the MOTION passed
74 unanimously.

75 Tom asked about the procedure for approving invoices. John said that bills are paid
76 out of the general fund or the building fund and generally involved the regular operating
77 invoices for the Library. Phil said that all expenditures are within the approved budget
78 unless he brings to the Board information on a special expense. Tom will meet with Phil and
79 Mary to go over the billing process.

80 **PLANNING AND PRIORITIES**

81 Library Futures Project: Lois gave the Board printed copies of the presentation and
82 the Board discussed the various slides and gave input. There will be handouts and John
83 asked that a small brochure be developed. He said that each community and organization
84 would have a different perspective on the presentation and it should be tailored to fit the
85 audience with the entire packet available to take home. The Board agreed that a presentation
86 at the Library coinciding with the Winter Booksale would be a good launch. In addition
87 presentations to the staff and Friends prior to the launch will help fine tune the presentation.
88 Lois said that emphasis on the financial stability of the Library and the need for a small levy
89 would highlight the presentation. Only with financing secured would the Board consider
90 expansion of the Library. The Board asked Phil to update projections on cost reductions if
91 the levy did not pass.

92 **The Board took a break from 10:37 A.M. to 10:44 A.M.**

93 Trustee Selection Process: John reported that Diane Berreth, Nomination Committee
94 Chair, indicated that recommendations would be with the County Council for their January
95 26, 2009 meeting.

96 2009 Goals and Objectives: Judith summarized the Board's discussion and
97 developed a calendar which the Board updated.

98 **PUBLIC COMMENT** – Mary Poletti spoke on the prior levy and gave suggestions to
99 consider if the Board goes forward with a new levy. She suggested recruiting more
100 volunteers or using volunteers more creatively. She cautioned the Board not to ignore the
101 current downturn in the economy and suggested creating an endowment for the general
102 maintenance of the Library.

103 Kevin Sloan spoke on the increased use of the Library and finding creative ways to
104 solve current problems without an expansion. He said the Board needed to get as many
105 people on board as possible. The Board responded that an expansion would only be possible
106 if the community approved a levy lid lift. John said that Phil and the staff have been
107 sensitive to concerns on operating cost and have done a great job in being more efficient.

108 Nita Couchman spoke on the need for a general public comment and to possibly add
109 a time limit in the future and to allow for written comments. She thanked the Board for their
110 time spent in service to the Library.

111 **NEW BUSINESS**

112 Relevant News and Issues: There was nothing to report.

113 Director's Report: Phil asked if there were questions on his report. Lois asked for
114 clarification on the carry-over. Phil reported on vandalism and graffiti in the lobby and
115 inappropriate use of the lobby phone. Lois commented on the construction estimates stating

116 that a building project is not a sure thing. She said that the M&O levy would sustain the
117 current good service levels and maintain the principles of the Library's mission. Judith said
118 it is the Board's responsibility to pursue the opportunity being given by the donors and
119 determine if it is advantageous for the Library.

120 Friends of the Library: Friends' Board member Marilyn Jackson said the Friends are
121 struggling with commitments and meeting quorums. She noted that Lois and John are on
122 their January agenda. The date of the Winter Booksale is February 21st.

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

124 **COMMITTEE REPORTS**

125 Community Relations: John mentioned the December 24th article in the *Islands'*
126 *Sounder* on the possibility of a building expansion. The article related two different opinions
127 by Board Trustees. John said it is important that once the Board reaches a decision that the
128 individual Trustees speak for the entire Board.

129 Facilities and Systems: Technology Plan: Lois previously forwarded a copy of the
130 current Technology Plan. She and Phil will meet to draft an update.

131 Tom mentioned his purchase of a Kindle e-reader. John mentioned the Library's e-
132 books now available for iPods and in MP3 format.

133 Finance: Phil said that he confirmed the tax receipt projections for 2009 with the
134 Treasurer's Office. They felt any impact would be felt in 2010. In speaking with the
135 Assessor's Office Phil was told that if their staff was reduced it might affect new
136 construction assessments for 2010 and beyond. Phil stated that the figures for 2009 are
137 reliable.

138 Mary noted the State reported it would be closing offices one day a week to help
139 with the budget deficit. Tom asked about the school's library and Phil said that it has a
140 reduced schedule compared to last year.

141 Policy & Personnel: There was nothing additional.

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

143 **OTHER** – John thanked the Board for their hard work and looks forward to 2009. He
144 thanked Lois and Judith for helping the Board get organized with the new Board calendar.
145 He thanked Phil, Mary and the staff for providing such excellent service to the Board and
146 the community. John said it was a pleasure to work with a great group of people.

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

148 Submitted by: Mary Pugh

149 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting

February 9, 2009

Library Board Chair John Ashenurst convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Lois Cornell, Judith Miller, Library Director Philip Heikkinen and staff members Mary Pugh and Nita Couchman. Community members were in attendance.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting. He explained that new Trustee Alan Lichter is vacationing and will be at the March meeting. The Board discussed announcing the appointment in the newspaper and asking the other nominee vetted by the Nominating Committee to participate in Library ad hoc committees. John said that the County Council will be reviewing the process of board appointments in the coming months.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – John added a discussion of the Board retreat.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from the January 12, 2009 meeting and made corrections. Judith made a MOTION that the Board approve the minutes as corrected. Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom said that he reviewed the invoices being presented for approval. For the 2008 fiscal year

- Accounting report 1/27/2009 \$ 1,703.97

For the 2009 fiscal year

- Accounting report 1/27/2009 \$ 2,894.74
- Accounting report 2/6/2009 \$ 5,719.46
- February 2009 Payroll \$23,523.65

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

PLANNING AND PRIORITIES

Library Futures Project: Lois updated the Board on the presentation and discussed the mil rate; the go/no go filing date of August 11, 2009 for the November 2009 ballot; coordinating levy language with the County Attorney’s office; not asking for a maintenance and operations levy, only operating cost of an addition; planning and construction of an addition would take two or more years; and continuing to gather public information. John, Lois and Judith all said that the donors required a commitment from the public to support an addition with additional operating revenues.

38 The Board also discussed the possibility of fees for services; the annual carryover
39 and aligning the budget closer to actual expenses; using reserves if tax receipts are lower.
40 The Board agreed to move the August Board meeting to the 3rd to have the discussion of the
41 levy go/no go decision before the Library Fair. The Board agreed to have the February 21st
42 presentation at the Friends' Booksale in the school cafeteria with a scaled down version
43 detailing only the addition. The consensus of the Board was that it is their responsibility to
44 bring a discussion on the addition to the community and if enough public support is
45 garnered by July to put a levy vote on the November ballot.

46 Phil said that the Board has a reasonable approach. He said that the carryover is the
47 result of several years worth of budget cleanup and a frugal approach to expenditures. He
48 agreed that it would be possible to have a status quo budget for the next several years. Phil
49 also said that it is reasonable for the donors to require a show of support from the
50 community and that it would be irresponsible not to ask the community to decide if they will
51 support an addition.

52 Lois thanked the work of Stoltz Kau Architects for the conceptual drawings of an
53 addition and for their generous in-kind donation of \$5,525 in services. [Invoice totaled
54 \$10,455.]

55 Board Planning: John suggested that the Board review the calendar each month to
56 keep on track with tasks. Lois asked if it could be included with the Board packet.

57 **PUBLIC COMMENT** – John asked that public comment be succinct and not repetitive.

58 Kevin Sloan spoke on the importance of allowing the public to comment at the
59 Board meetings. He also asked that the Board be available after the meeting for interaction
60 with the community. John explained that the meeting was not the forum for dialog, rather
61 for comments to the Board. He said that having a Board member stay after the meeting was
62 a good idea and he would make himself available after the meetings to meet with the public.
63 Judith said that no more than two Trustees could stay because three members would
64 constitute a quorum of the Board.

65 Andrea Hendricks said that the coverage on the possible expansion has been terrific
66 and that the thoroughness of the presentation was impressive. She suggested waiting on a
67 decision until the April tax revenues are in to see how collections fare.

68 Pierrette Guimond said that having more public comment and recording the
69 comments in the meetings has been a positive change for the Library. She said that public
70 comments should not be restrictive but agreed that it should be a comment and not a
71 conversation.

72 **The Board took a break from 10:12 A.M. to 10:20 A.M.**

73 **NEW BUSINESS**

74 Relevant News and Issues: There was nothing to report.

75 Director's Report: Phil said that he is surveying other libraries on their policies and
76 procedures for trustee appointment. He mentioned the photography exhibit in the meeting
77 room; a disciplinary situation with a young patron and coordinating a response with the
78 Funhouse and school; and removal of the lobby phone due to misuse.

79 Friends of the Library: Friends' Board member Barbara Bedell said the Winter
80 Booksale is February 21st. Lois will attend the February Friends' meeting and Tom will
81 attend the March Friends' meeting.

82 Board Retreat: John listed agenda items including a director's quarterly review; fee
83 for services; budget carryover; and projected long range planning process.

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

85 **COMMITTEE REPORTS**

86 Community Relations: There was no report.

87 Facilities and Systems: Technology Plan: Lois asked the Board to review the draft
88 plan for the March meeting. Phil said that it was updated to include what has been
89 accomplished and what has changed including the videoconferencing and possible
90 integrated library system upgrade in 2012. Tom asked and Phil said there can be no charge
91 for videoconferencing as part of the grant agreement. Phil said that charging for services in a
92 general sense would require a policy update, along with a review of our core service values.

93 Judith made a MOTION to adopt the draft 2009 Technology Plan and send it to the
94 Washington State Library for review. Tom seconded and the MOTION passed unanimously.

95 Finance: Tom had nothing additional to report.

96 Policy & Personnel: Judith said that she will be meeting with Phil on two new
97 policies: Fixed Assets and Records Retention. All other policies will be reviewed by July.

98 Lois asked if the Library had interfaced with the county on timesheet software. Mary
99 said they are still working on it.

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

101 **OTHER** – Lois planned to write an update for the Sounder about the Library Futures
102 project. Judith said that she thought the presentation was fabulous. John said that he would
103 like to review budgeting methodology soon with the goal of asking for additional tax
104 revenues only when we really need it.

105 There being no additional business the meeting was adjourned at 11:04 A.M.

106 Submitted by: Mary Pugh

107 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
March 9, 2009

Library Board Chair John Ashenurst convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Alan Lichter, Lois Cornell, Library Director Philip Heikkinen and staff members Mary Pugh and Nita Couchman. Judith Miller participated by telephone. Community members were in attendance.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting. Patrick Bennett and Joe Bullock were introduced.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – John explained the Board retreat. There were no changes to the agenda.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from the February 9, 2009 meeting. Lois made a MOTION to approve the minutes as presented. Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented invoices for approval noting that these were ordinary monthly expenses.

- Accounting report 2/18/2009 \$ 7,644.96
- Accounting report 3/3/2009 \$ 5,435.39
- Accounting report 2/18/2009 4,930.00
- March 2009 Payroll \$21,313.36

Alan made a MOTION to approve the vouchers and payroll. Lois seconded and the MOTION passed unanimously. Lois thanked the firm of Stoltz Kau for donating a portion of their services.

PLANNING AND PRIORITIES

Library Futures Project: Lois thanked John for the excellent work on the Library’s Future website, which can be reached through the Library’s homepage or directly at www.orcaslibraryfuture.org . John said that all the information had been assembled in one place to make answering questions easy. Lois discussed the letters to the paper and online discussion group; and the results of the presentation at the Friends’ Winter Booksale. The Board discussed having a “point person” to facilitate communication on the project; developing printed material; upcoming meetings with the donors and finalizing the commitment; developing ballot language with San Juan Prosecuting Attorney Randy Gaylord; the levy being two cents, not five cents; additional staff requirements; and additional funds for furniture and fixtures. John asked Phil for an accounting of available capital funds and cost of additional furnishings.

38 The Board updated Alan on the background of the planning process. Tom reviewed
39 the upcoming presentation at the Olga community group potluck and presentation in the
40 Library during the summer. The Board plans to have everything in place prior to the August
41 Board meeting in order to facilitate the decision on the levy ballot.

42 **PUBLIC COMMENT** – Pierrette Guimond asked for clarification on the February 2009
43 Minutes; giving the public a clear picture of the building project; she questioned the
44 reliability of population growth rates given the current economic crisis; and she is not sure
45 the \$50,000 raised by a levy would be enough to cover the operating cost of the expansion.
46 Pierrette stressed giving the community clear and accurate information.

47 Patrick Bennett asked that the Board consider an edible landscaping project on the
48 south slope of the Library's property. He does not feel it would interfere with any future
49 building. He asked if the Library could provide some financial support. John said that the
50 Library could not commit funds this year and suggested that he partner with other island
51 organizations. John asked that a formal proposal be presented to the Board.

52 Joe Bullock also spoke on the landscaping project highlighting the educational
53 benefits to the school and community. Pierrette mentioned that the idea was presented last
54 year at budget and was not approved. Lois said it was tabled until more was known about a
55 building project.

56 **The Board took a break from 10:07 A.M. to 10:18 A.M.**

57 **NEW BUSINESS**

58 Relevant News and Issues: There was nothing to report.

59 Director's Report: Phil discussed the edible landscaping project; the Deer Harbor
60 potluck; copies of the *Leadership In Tough Times* presentation; Trustee training; the online
61 Whole Islands Catalog; tracking ILL costs; use of volunteers; and the cost of grant
62 accounting.

63 Friends of the Library: Friends' Board member Marilyn Jackson discussed the
64 Winter Booksale which she thinks will net \$3,000; the upcoming inter-island Friends'
65 meeting on Lopez; and the chair roster for the Library Fair. Tom will attend the March
66 Friends' meeting and John will attend the April Friends' meeting.

67 **COMMITTEE REPORTS**

68 Community Relations: John welcomed Alan and thanked him for being the contact
69 person for the Library addition project. He asked that Alan work on an outline for
70 community groups that can be contacted about making a presentation on the project.

71 Facilities and Systems: Technology Plan: Phil said that our contact at the
72 Washington State Library had a few changes to the Library's plan, which were forwarded to
73 the Board. Tom made a MOTION to adopt the Technology Plan as revised. Judith seconded
74 and the MOTION passed unanimously.

75 Finance: Tom said he had a meeting with Phil and Mary on current expenses and
76 was pleased with the work done to date. He said that the Library is unable to change the

77 amount of tax revenue without a levy and said the best way to get additional income for the
78 Library is to increase grants and donations. He will be working on some ideas for this.

79 Policy & Personnel: There was nothing to report.

80 **PUBLIC COMMENT** – Pierrette Guimond asked if the cost of construction was more than
81 the donation, would the Board consider reducing the size. John said the size of the
82 conceptual drawings were based on the architect’s construction cost estimate. He said
83 additional information is available at the www.orcaslibraryfuture.org website and
84 Pierrette said she would look at it.

85 **OTHER** – Alan asked about the Board’s policy on receiving public comment. His
86 experience with the San Juan County Council was that comment was only received without
87 discussion. John said it could be either way and suggested that the Board discuss it at the
88 upcoming retreat. Pierrette said that it is important for comments to be recorded in the
89 minutes and that it does not have to be a dialog. She said it is important for the Board to be
90 open to receive comments.

91 There being no additional business the meeting was adjourned at 10:56 A.M.

92 Submitted by: Mary Pugh

93 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
April 13, 2009

Library Board Chair John Ashenurst convened the meeting at 9:02 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Alan Lichter, Lois Cornell, Judith Miller, and Library Director Philip Heikkinen. Phil took the minutes in Mary Pugh’s absence. Community members were in attendance, including staff member Nita Couchman.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting. Guests Lynn Carter, Pierrette Guimond, and Nita, introduced themselves; and Kevin Sloan arrived after about 15 minutes.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – At Alan Lichter’s request, John added External Communication Policy as a discussion item under Community Relations.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from the March 9, 2009 meeting. Lois made a MOTION to approve the minutes as presented. Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented invoices for approval, noting that these were normal and customary monthly expenses. He added that because Mary was trying to get ahead before leaving for over a week, she processed more bills than usual by the time of the monthly Board meeting.

- Building Fund Accounting report 3/24/2009 \$43.08
- Accounting report 3/24/2009 \$9,600.53
- Accounting report 4/7/2009 \$11,207.30
- April 2009 Payroll \$22,907.39

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

PLANNING AND PRIORITIES

Library Futures Project: John discussed the prospectus that he has created in both a short and a prolix version. He said that he and Lois had not had a chance to meet with the prospective donors since last September, before the major deterioration in the stock market. He had wanted to talk with the donors about the prospectus, prospective floor plan and elevations, and to get their feedback about the status of the project. Lois and John learned that the financial downturn has affected the donors’ finances, and that they had also been approached by other needy organizations without stable funding. They encouraged the Library to go ahead with the project, but said that they can’t commit to funding it right now;

38 also, in the future they didn't anticipate being able to fund the entire \$1.5 million estimated
39 cost, but rather one quarter to half of it. Lois commented that we also can't expect extra
40 donations for other purposes, either. Alan asked about linkages between the donors and
41 other organizations, and John said that in a sense we are competing with other organizations
42 that are in dire straits for operating funds.

43 Judith said that it appears we need to put our plans on the shelf for now; that she
44 can't think of any other equivalent donors right now. Tom agreed. He questioned that the
45 donors seemed to be linking this project with the needs of other organizations; and asked if
46 it would be reasonable to ask for recovering project costs. Alan said that he agreed about not
47 going ahead, that realistically we have no choice. Lois agreed that it was not an option this
48 year, though the plan was still viable and at some point we would need to reopen the idea of
49 expansion; we would likely need a full-blown fundraising campaign. She added that in the
50 meantime the prospectus would be available to share, and that the process has been
51 valuable. Judith said that the process has yielded a good building plan, and that we have had
52 good communication with the community.

53 John said that we still have a need, and that by 2010 we will be deleting one item for
54 each that we add to the collection, so that eventually the collection will decline in proportion
55 to a growing population. Our options include first, to delay thinking about the idea of a
56 building addition; and second, a low-key fundraising effort. Tom discussed the value of
57 outreach such as his recent visit to Kiwanis, plus his and Phil's attendance at a recent Olga
58 Potluck. Also, he said it would be good to repeat the Library Fair survey.

59 John said that he would like to think about this development as only a delay; that we
60 should continue our outreach and dialog with the public, keeping people informed while in
61 the background we research other possible donors; and that if circumstances change we can
62 become more active. Judith agreed that we need to say something to the public, and that we
63 are not bound any longer to link donations with a levy lid lift. John said that unless
64 something radical happens, he saw no reason to pursue an election measure. Lois agreed.
65 John said we need a letter to the newspaper with the message that there is a correlation
66 between the macro-economic picture and this project; and that we should post the
67 prospectus on the website, giving people the ability to contact the Library with donations or
68 suggestions.

69 Judith suggested asking Phil for ideas for 2nd-best options. John agreed, saying that
70 by July we should have more discussion relating to the Library's mission and related topics.
71 Phil summarized, stating that we had a need and an opportunity; and now we still have the
72 need, so we now can ask members of the community what they see as our priorities now;
73 also, we need to make sure that any fund-raising effort makes clear that it might be for
74 incremental projects rather than for a specific building project.

75 John offered a recap: we will have no ballot measure, will write a letter to the editor,
76 create documents for possible fund-raising, and make ongoing visits to community groups.
77 Phil will consider options and create a survey with Alan and the Board to get community
78 reaction to our options; and that we will accept donations to a general capital fund rather
79 than to a specific building project fund. Alan will write the letter, and listed some of its
80 important characteristics, including clarity and transparency, stating the loss of our revenue
81 source for the project, postponement of the ballot initiative, and need to be cautious of how

82 we proceed with respect to future revenues. Tom mentioned the possibility of grants (such
83 as the NEH's Save America's Treasures), and John agreed. Phil said he would look into
84 possible funds from the Federal stimulus bill, even if unlikely, and being creative with our
85 approaches.

86 **PUBLIC COMMENT** – Pierrette Guimond thanked John and Lois and the Board for their
87 hard work on this project, agreed that we need to be creative; that we should make sure to
88 allow sealed, anonymous survey responses, to look at securing any funds raised, and that the
89 community will jump in to help.

90 Lynn Carter asked about the previous exploration into a possible building project in
91 2003, including both the process and the building design. John and Lois said that the scale,
92 cost, and complexity were greater in the previous process, and Judith added that this time
93 we had a more direct focus on building the collection. Phil added that we are due to look
94 again at our long-range plan and to reconfirm our community's priorities. Alan asked
95 whether we had a building expansion committee; and John talked about the CACFP
96 (Community Advisory Committee on Facility Planning) process, which we could reopen as
97 needed.

98 **The Board took a break from 10:04 A.M. to 10:10 A.M.**

99 **NEW BUSINESS**

100 Relevant News and Issues: There was nothing to report.

101 Director's Report: Phil highlighted issues including people using skateboards and a
102 go-kart on the grounds; a visit to the Port Townsend Library, which recently held a
103 successful bond election for a remodeling project; a visit to the Sequim Library, closed for
104 remodeling; additions for the trustees' binders; a new high for checkouts in March by about
105 4%; and his discussion with Margie Doyle of OrcasIssues.com about the possible building
106 project.

107 Friends of the Library: Friends' Board member Lynn Carter talked about the March
108 10th Friends Board meeting, which included a discussion about the possible library building
109 addition; the continuing search for a Friends President; the successful Winter Booksale,
110 which netted over \$3,000; the successful inter-island Friends' meeting on Lopez on March
111 26; and planning for the August 8 Library Fair.

112 **COMMITTEE REPORTS**

113 Community Relations: John talked about the upcoming survey. Judith said she
114 favored both surveys, with an option for anonymous responses, as well as to have direct
115 discussions with groups and individuals. John suggested the idea of two different surveys to
116 get at different issues, while also offering options for mail, drop off, or interviews. Tom
117 suggested setting up a booth at the Library Fair. Lois offered to compile results. Alan then
118 distributed a draft of a Policy for External Communications. Judith asked for clarification of
119 the phrase "all communication will issue from the office of the Library Director." The
120 Board agreed to change the phrasing to "will be distributed by." John suggested that
121 everyone look at the draft and discuss it further at the May meeting; and that in general the

122 intent, as indicated by the draft, is for the Board to speak about decisions with one voice in
123 an orderly way.

124 Facilities and Systems: Lois mentioned Phil's report about birds infiltrating the
125 building via the soffits and the need for repairs. Phil talked about Tony Ghazel's project to
126 improve the very busy wireless network's performance.

127 Finance: Tom talked about beginning work on review of the OICF funds and a
128 review of staff salaries and benefits in time for the next budget cycle. He wants to consider
129 new options for OICF fund distribution and placement. He said he has had discussions with
130 Phil and Mary, and will set up talks with OICF. Judith asked for clarification of a rolling 12-
131 month average; and John said that we need to talk about what might be the most responsible
132 approach to investing. Tom talked about conditions in which OICF fees are paid. Judith
133 asked about the Board's level of control over endowments. Phil said that the OICF board
134 has control, and that the Library Board can ask for specific actions. Tom said he would
135 come back in May with a report on each separate fund at OICF.

136 Tom said that in looking at salaries and benefits he would consult with Judith in her
137 role as chair of policies and personnel. Alan asked why the Director has an hourly salary
138 listed on the salary schedule, and Phil responded that it was written that way as a
139 convenience in comparing pay rates, based on a 40-hour week, though his typical week
140 exceeds those hours. John noted that we are looking for solutions into the future, especially
141 in dealing with financial pressures.

142 Tom said that he and Phil have been talking about scenarios for possible reductions.
143 Lois asked if he was prepared to recommend a specific level of reserves, and Tom said he
144 wasn't yet. Lois suggested talking about Phil's mention of the need for an additional ½ FTE
145 in staff. John said that other important budget issues include insurance, the Crossroads
146 series, reserves, and fees for use. John asked Phil to look into staffing needs for 2010 in time
147 for the May meeting. Phil discussed issues that he had shared thoughts on with Tom,
148 including how to approach tightening budget projections versus actual expenses, staff
149 salaries, hypothetical budget reductions, and fundraising alternatives. Lois said that she
150 didn't see a lot of options for fundraising currently.

151 Policy & Personnel: Judith said that she needed to write a summary of Phil's
152 evaluation from last fall, which she will send to Phil and John for initial review, then offer
153 up for the Board's review in a short executive session in May. She said that unfortunately
154 she needs to step down from serving on the Library Board after the July meeting due to
155 changes in her personal life. She said that she would favor reducing the requirement for a
156 five-year term for library trustees. Phil said that he would confirm whether the five-year
157 term was fixed by Washington State law. John said that unfortunately, we have been seeing
158 a lot of incomplete terms.

159 **PUBLIC COMMENT** – Pierrette Guimond said that it will be good for the Library Board
160 to have a presence at the Library Fair. She also stressed that it will be important to allow for
161 anonymous responses to surveys.

162 **OTHER – None**

163 There being no additional business, the meeting was adjourned at 11:18 A.M.

164 Submitted by: Phil Heikkinen

165 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
May 11, 2009

Library Board Chair John Ashenurst convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Lois Cornell, Judith Miller, Library Director Philip Heikkinen, and staff member Mary Pugh. Community members were in attendance.

WELCOME & INTRODUCTIONS – John welcomed Bob Henigson and Pierrette Guimond. Pierrette said that she would be voice recording the meeting.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Alan asked for a discussion of filling Judith Miller’s position upon her resignation in June 2009. John added the item to New Business.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the April 13, 2009 meeting. Judith made a MOTION to approve the Minutes as presented. Lois seconded, and the MOTION passed unanimously. Alan made a MOTION to reopen discussion of the April 13, 2009 meeting Minutes. Lois seconded, and the MOTION passed unanimously. Alan requested a change in line 31 replacing the word “prolix” with “expanded.” Alan felt that prolix gave a negative description to the Library Future presentation and preferred “expanded.” Alan made a MOTION to adopt the Minutes as amended. Lois seconded, and the MOTION passed 3 to 1.

Vouchers and Payroll: John, in Tom’s absence, presented invoices for approval, stating that these were ordinary monthly expenses.

- Accounting report 4/24/2009 \$3,759.95
- Accounting report 5/8/2009 \$13,350.32
- May 2009 Payroll \$22,228.38

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

PLANNING AND PRIORITIES

Library Futures Project: John said that at the Board’s request, Alan placed an article in *The Sounder* informing the community of the decision to not go forward with a building expansion at this time. John said that the [Orcas Library Futures](#) website has been updated with both versions of the project prospectus.

John invited Bob Henigson to speak. Bob said he did not understand the Board’s decision to put off the expansion, which has been deemed essential for providing library services, and based, as stated in *The Sounder* article, on the withdrawal of financial support.

38 He said that a commitment of \$250,000 was given to the Library Board President and asks
39 how such a commitment does not equate to financial support. John replied that in retrospect
40 the term “withdrawal” from the project was not accurate. The point of the article was to let
41 the public know not to expect an expansion or levy lid lift in 2009. The Board felt that with
42 up to one million dollars to raise before August 3rd, which is the date just before the election
43 filing date, it made sense to pull back from a full public marketing mode and begin the
44 process of finding the rest of the estimated construction cost. John said that once the Board
45 has pledges in hand, then it would make sense to go to the public for an election. He
46 explained that with 85% to 90% of the construction funding pledged from private and public
47 fundraising sources, it would be possible to get the community excited in the project and go
48 for a levy lid lift. John apologized for not notifying Bob directly and for any lack of clarity
49 in the article.

50 Bob said he thought it was a mistake not to vigorously pursue the expansion plans,
51 noting the ease with which \$250,000 was raised and which belies the concern about the
52 difficulties, even in the difficult economic climate, to put together a one million dollar fund
53 for construction when measured against the need, which everyone agrees on. He said that
54 the Board has been engaged in the effort for at least ten years and has only accomplished the
55 addition to the staff area in 2005, which would not have been accomplished without private
56 contributions. Bob said that when the Library was built in 1992 it was spacious, and now is
57 cluttered with electronics and increased collections at the cost of sitting space. He noted the
58 children’s area is desperate for more space. Bob said the Board’s inaction results in
59 deprivation of library services to the community that is unwarranted and unnecessary. He
60 expressed dismay that the Board assumed others were not willing to donate to the project
61 when only two were asked; if fifty rejections had been received, then the conclusion might
62 be warranted.

63 Judith and John replied that the project has not been abandoned; instead, it will be
64 delayed while additional donors are found and thus not unnecessarily raise public
65 expectations. Lois said that public fundraising now would be difficult and ill-advised. John
66 and Phil said that they would welcome help in identifying additional donors and would
67 personally contact each one. Alan said that other libraries have cut back on expansion plans
68 and have lost levy lid lift elections. Alan felt that if the construction funds could be raised it
69 would be wise to continue. He would like to explore other donor possibilities for additional
70 funds by the July meeting and then have the Board decide whether to go forward.

71 **PUBLIC COMMENT** – Pierrette Guimond gave a letter to the Board (which is
72 attached) on the Library’s grant request to the Orcas Island Community Foundation for an
73 edible landscaping demonstration project. She feels the project is not within the mission of
74 the Library, was voted down by the Board in 2008, will be very hard to maintain with
75 volunteers, and not a good educational value. John said that the Board was in favor of the
76 project if it did not cost the Library anything. Phil said he disagrees with many of the
77 statements in the letter, and that he would comment here on just one of them. The budget
78 does include funds for landscape maintenance and one of the project’s goals is to reduce
79 costs of weeding, mowing, and watering.

80 **NEW BUSINESS**

81 Trustee Search: John said that Judith is leaving after the July meeting and that a
82 replacement is needed immediately. He said that he spoke with County Council members
83 Richard Fralick and Gene Knapp about the process they are developing for appointing
84 members to boards. The BOCC has not finalized their procedures and agreed to the
85 Library's help in developing interested persons for consideration. The Library Board is
86 interested in the procedures that the BOCC develops and John, on the Board's behalf, will
87 write to the Council about the Library's concerns about not politicizing the process and
88 making sure there is local island representation. John asked Phil to work on an
89 advertisement for the paper and packets of Library information to give to interested persons.

90 Relevant News and Issues: Judith said that she had a lovely visit to the Lopez
91 Library. She said that they utilize a conscience jar for patron overdue book donations and
92 thought something similar could be used here. Phil said that we had a donation piggy bank
93 until it was stolen, and that he has a replacement that just needs to be secured at the desk.

94 Director's Report: Phil asked if there were questions on his report. He said that he
95 wanted to make sure the Board understood that his involvement with the Sustainable Orcas
96 Island group is mostly on a personal level and involves very little Library time. John noted
97 the information that the San Juan County Auditor's Office will begin charging for non-
98 mandated services in July, and that it will need to be an item in the 2010 budget.

99 The Board reviewed Phil's suggestions for service alternatives if there is not a
100 building expansion. Phil said that grants were generally not available for operating costs and
101 if a grant were received for a project, the continuing operation cost of the project would
102 have to be built into the budget. Judith asked about a building audit and Phil described the
103 facilities reserve study done in 2003.

104 John summarized the discussions, asking Phil for a report on staff levels; Lois to
105 work on reserve levels and carry-over; Judith to look at a fee for services, and John to
106 review insurance.

107 Friends of the Library: There was no report.

108 **The Board took a break from 10:22 A.M. to 10:29 A.M.**

109 **COMMITTEE REPORTS**

110 Community Relations: 2009 Survey – Phil discussed with the Board aspects of two
111 surveys. He will have drafts for the June meeting.

112 Facilities and Systems: Phil mentioned the OICF landscaping grant, and moving the
113 phone from the lobby to the wall by the public copier. He also mentioned that the Library's
114 extension ladder had been stolen.

115 Finance: OICF Fund Review: Lois described a meeting she and Tom had with Hilary
116 Canty, the director of OICF, concerning the Library's funds, which focused on fund
117 designation and investment performance. Lois said that the balance in the OED fund is \$150
118 and the cost of the database is \$600. Phil said he spoke with Bob Henigson, who agreed
119 with his recommendation not to renew the subscription and instead to apply the funds to the
120 collection. Phil said the Board needed to decide whether to take distributions from

121 underwater funds, which would reduce expected endowment revenues by about \$4000. The
122 Board agreed to request distributions from the Gropper Endowment, the Chantiny
123 Endowment, the Moran Endowment, and to close out the OED fund.

124 Salary & Benefits Review: There was no report.

125 Policy & Personnel: Executive Session: The Board moved into Executive Session
126 with the Director at 11:13 a.m.

127 The Board resumed the regular meeting at 11:25 a.m. Judith said that the Board will
128 use the written summary to plan for the remainder of 2009.

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

130 **OTHER – None**

131 There being no additional business, the meeting was adjourned at 11:27 a.m.

132 Submitted by: Mary Pugh

133 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
June 8, 2009

Library Board Chair John Ashenurst convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Tom Welch, and Lois Cornell, Library Director Philip Heikkinen, and staff members Mary Pugh and Nita Couchman. Trustee Judith Miller attended by telephone. Community members were in attendance.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – John added a discussion of the Board’s goals and calendar to New Business.

ROUTINE MATTERS

Minutes: The Minutes of the May 11, 2009 meeting were reviewed by the Board. Alan made a MOTION to approve the Minutes as presented. Tom seconded, and the MOTION passed unanimously with Judith abstaining.

Vouchers and Payroll: Tom presented invoices for approval, stating that he had reviewed the expenses and they were normal and customary. Tom also noted that the payroll period was longer at 23 days.

- Accounting report 5/26/2009 \$1,157.47
- Accounting report 6/3/2009 \$11,067.65
- June 2009 Payroll \$23,902.17

Alan made a MOTION to approve the vouchers and payroll. Lois seconded, and the MOTION passed unanimously with Judith abstaining.

PLANNING AND PRIORITIES

Library Futures Project: Crossroads Update: The representative was unable to attend the meeting. John rescheduled it for the July meeting.

Board Calendar: John said that the Board had a number of items to accomplish in 2009. The update for the Technology Plan, and the spring Board retreat have been completed. An extensive review of the salary and benefit plan has been postponed because of the current economy. Phil and Judith said it would be better to wait than to lock the Library into a plan without the benefit of a secure financial future. The annual survey has been started, and John is hosting a reception for staff and the Board on July 12. The building project has been postponed because of the economy. The review of some District policies is on schedule for the July meeting. A fall Board retreat needs to be scheduled. The Board agreed to keep the August meeting on August 3rd just prior to the Library Fair. The volunteer recognition will be during the week of July 13th to 18th; Kathy is organizing.

38 Upcoming events are: Friends' annual meeting; District annual report; 2010 budget
39 beginning in September; Holiday Tea in December.

40 John thought the Board is on task with the 2009 goals. Some things listed to do:
41 revisit wages and benefits will be on hold for now; Trustee recruitment with the County
42 Council; sustainable landscaping; routine visits by the Board to community organizations;
43 construct a plan for loss of tax revenue and/or endowment income.

44 **PUBLIC COMMENT** – Pierrette Guimond said she is against the edible
45 landscaping demonstration project as not within the mission of the Library, and had
46 concerns about potential cost of water, damage from deer, cost of fencing, and other
47 maintenance costs. In addition, Pierrette had concerns about the budget amendment and the
48 proposal to add sick leave cash-out. She said the county is cutting almost a million dollars
49 from their budget, the school is cutting back, and it would not be wise for the Library to add
50 staff costs now, stating it would give the wrong message.

51 **NEW BUSINESS**

52 Relevant News and Issues: 2009 GF Budget Amendment: Lois said she commends
53 Phil and Mary on their budget work, noting that San Juan Library hires a budget consultant
54 for the work we do in house. Phil said that not all districts do a mid-year budget amendment,
55 but he prefers the budget to reflect a better picture of where the budget stands. He gave the
56 example of the Writers' Festival that showed income and expense of over \$9000 and was
57 not included in the 2008 adopted budget.

58 The Board discussed budget changes to medical insurance, class instructor, OCLC
59 and ILL services, internet access, computer repair, and county reimbursement. The
60 collection accounts were changed to reflect the loss of income from 2009 endowment
61 disbursements. The accrual expenses were transferred to the respective reserve accounts. In
62 addition a new reserve account was created titled, Newspaper Project Reserve. This will
63 allow the dedicated funds to be removed from the ordinary operating expenses until the
64 project resumes.

65 The Board discussed the sick leave cash-out. Phil reminded the Board that it was
66 originally included in the 2009 budget but the Board initially removed it and said they
67 would address it at amendment time. Lois asked if it could be funded but not approved until
68 the fall tax revenues are known. John asked Tom to review the proposal further and tabled
69 the discussion until July.

70 Alan asked that the Board consider a two-year budget. Phil will research. Lois asked
71 if it was possible to develop a budget without items that are considered a "pass through."
72 She felt it would create a clearer financial picture. Mary said the 5-year projections are done
73 without those items; however, the budget needs to include all funds when the information is
74 given to the public to prevent confusion over multiple documents.

75 **The Board took a break from 9:50 A.M. to 9:58 A.M.**

76 Director's Report: Phil asked if there were questions on his report. He discussed
77 with the Board the lack of use for the Oxford English Dictionary and Encyclopedia
78 Britannica online products, and has decided not to renew them because other products are

79 available for free. John asked about Library Fair; story time at the Farmer's Market; and the
80 *Table of Contents Bookclub*. Lois asked about the math and science materials.

81 John said that there have been no applicants for the Board position resulting from
82 Judith's departure after July. He indicated that the County Council's process has not been
83 finalized, but will most likely include the Orcas Council representatives and a member from
84 the Library's Board.

85 The Board also discussed the school library in light of budget cuts; a donation box
86 for the expansion; property and liability insurance; disciplinary action on some young
87 persons; gang activity in San Juan County; and the Library's wireless router switch.

88 John said the edible landscaping project continues to be an item of interest for the
89 Board. He noted that the OICF grant was not approved, and that comments on maintenance
90 and cost continue. John asked if the Board should continue to give this item attention. Tom
91 said that he supports the project as another means to provide education through outreach.
92 Tom felt the Library is highly functional with strong usage and service and noted that the
93 project would be an additional way to reach the community. Tom has discussed other ways
94 to educate beyond books and feels the project would stimulate conversation.

95 Lois is concerned that it would become time consuming and require fundraising.
96 John said he was impressed with Patrick Bennett's presentation in May and felt the Library
97 would not need to spend a lot of time on the project.

98 Alan said he agreed with Tom and discussed the impact of global food distribution.
99 He felt that a demonstration project done properly would be a valuable education tool for all
100 generations. Alan noted that 90% of food consumed by Americans is either processed or
101 comes from agri-business. A project that demonstrates the value of locally grown fresh food
102 would be valuable. Lois said that, as originally envisioned, the Library would provide the
103 land for the project. John asked for more information on the project. Phil said that the grant
104 proposal that the Board received had the specifics of the project. Phil said that the landscape
105 is part of the maintenance of the Library with the pathways and benches. He said the project
106 should be thought of in terms of establishing a perma-culture approach using natural and
107 low maintenance landscaping that would include edible plants. The Board requested a
108 written report on the project.

109 Friends of the Library: Barbara Bedell reported on the Library Fair, Crossroads,
110 membership renewals, and the state of investment with OICF. Tom will attend tomorrow's
111 meeting, John will attend July's, and Lois will attend in August.

112 **COMMITTEE REPORTS**

113 Community Relations: 2009 Survey – John asked about the four different surveys.
114 Phil discussed getting the surveys out to different segments of the community, including
115 students. Lois talked about compiling the data and open-ended questions. Phil said a bulk
116 mailing would go out to property holders in July.

117 Facilities and Systems: There was nothing to report.

118 Finance: There was nothing to report.

119 Policy & Personnel: Policy Updates: Judith asked if everyone had received the
120 drafts. Mary asked about updating the Bylaws to include meeting attendance by telephone
121 and/or video conferencing. The Board agreed this should be added. The policies will be
122 finalized in July

123 **PUBLIC COMMENT** – Barbara Bedell asked if OED could be continued with additional
124 donations. Phil said yes. Sandy Wilson asked about incentives for returning surveys.
125 Pierrette asked about a donation box for a building expansion; she felt donations for
126 operating services and books would be better. Kevin Sloan said there were a number of
127 options to address the space crunch that would provide an interim solution for up to five
128 years. John replied that the building committee explored a number of interim solutions and
129 asked Kevin to meet with Phil to discuss other ideas.

130 **OTHER – None**

131 There being no additional business, the meeting was adjourned at 11:08 a.m.

132 Submitted by: Mary Pugh

133 Approved:

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37 John asked if the impact of the program could be measured by Library statistics. Phil
38 said that right now he has only anecdotal comments, but that a question could be added to
39 the Library's surveys. Diane said the committee is also doing a survey and could add the
40 question. For a time, the Library provided bibliographic information at the lectures and on
41 the circulation desk; however, because they were not widely used we discontinued that.
42 John would like to investigate a way that the series could further benefit the Library and the
43 Friends, i.e. with additional circulation for the Library and increased memberships for the
44 Friends. Tom asked about the selection of committee members. Diane said the committee
45 included a Library Trustee, FOTL Board member, the Library Director, and community
46 members. She said the committee is looking to expand from seven to eleven because of the
47 heavy work load. The committee wants to recruit from the younger age bracket. Tom
48 expressed concern about committee self-selection and suggested casting a very wide net for
49 new members.

50 Phil said that the program is looking to be financially self-supporting while not
51 overriding the Library's mission of providing free access to programming. This includes the
52 new associate level membership to the programs.

53 **PUBLIC COMMENT** – Pierrette Guimond said she thought the new meeting room
54 study configuration was good. She said she had printed copies of her letters to the Board
55 concerning staff compensation and the sustainable landscape project.

56 Alan asked about the policy of responding to letters from community members. John
57 said there was no set policy. Phil said the Board could respond through the Community
58 Relations Chair. John added that it would be inappropriate for individual Board Trustees to
59 respond to correspondence prior to Board meetings. Pierrette agreed, and stated that she did
60 not expect a response and would have no qualms asking for one if she did.

61 **NEW BUSINESS**

62 Relevant News and Issues: New Board Trustee: John announced that the San Juan
63 County Council had appointed Joan Pedrick to fill the position vacated by Judith's
64 departure. Joan's term will begin immediately and expire on December 31, 2011.

65 2009 GF Budget Amendment: Tom said he met with Phil and Mary after June's
66 meeting to discuss the questions raised by the Board. He indicated all questions were
67 answered beyond his expectations. Tom said he recommended the budget changes. Phil said
68 that the changes from the June version were highlighted in green and included the OED
69 donation and subscription; removing the sick leave cash-out; and the Big Read project
70 BARS code changes.

71 The Board and Phil discussed the usefulness of yearly budget amendments and
72 concluded it was a good practice that forces the Board and staff to focus on the Library's
73 financial condition mid-year. Tom made a MOTION to adopt Resolution 01-2009
74 Amending the 2009 Budget. Lois seconded and the MOTION passed unanimously.

75 Director's Report: Phil discussed highlights of his report. He reported on the
76 property and liability insurance quotes; surveys; the public phone; the meeting room study
77 layout; *StoryFest*, volunteer appreciation week; funding for Library Park. John asked about
78 the sustainable landscaping and the memo Phil had prepared that indicated a shift from a

79 project to an orientation on landscape maintenance. Phil agreed, saying that the development
80 of a permaculture landscape will allow demonstrations for community members and
81 businesses interested in reducing maintenance costs.

82 Alan discussed “thinking outside the box” based on an NPR program he had heard.
83 He said that funding for projects was available for those willing to be creative and he would
84 like to apply the concept to the Library expansion. John was intrigued and asked that he
85 work with Phil and report back to the Board. Lois said that all the information from the
86 Citizens Advisory Committee for Facility Planning is located on the
87 www.orcaslibraryfuture.org website. She encouraged Alan to take a fresh look at the
88 information and suggested that Joan might like to be included.

89 **The Board took a break from 10:22 A.M. to 10:30 A.M.**

90 Friends of the Library: Tom reported on the June meeting, highlighting that
91 members discussed the architectural consulting for the possible building addition, and that
92 he and Phil agreed not to pursue Friends funding for that expense.

93 Phil said he discussed with the Friends the need to update the Booksale Agreement
94 to include discards of library materials and other items. John will attend tomorrow’s
95 meeting. Lois will be the representative in August.

96 **COMMITTEE REPORTS**

97 Community Relations: 2009 Survey – Phil said he is pleased with the number of
98 student surveys returned. The Board will conduct surveys at the Library Fair. Phil said he is
99 building an online and paper user survey to deploy this week. Lastly, Phil is finishing up the
100 mail-in survey.

101 Facilities and Systems: There was nothing to report.

102 Finance: Reserves Discussion: Lois had delivered her recommendation to the Board
103 that the level of reserve funds should be equal to approximately six months of expenses. She
104 said this was only a guideline and could be flexible depending on the circumstances. Lois
105 and Tom began their deliberation with the fact that the Library receives the majority of its
106 revenue from tax payments in April and October. Also, the 2002 Reserve Study
107 recommended putting away \$33,000 per year for long-term projects, for example a new
108 roof. They looked at the various definitions of “capital funds” which differ between state
109 guidelines and the private sector.

110 Lois said a big question was whether the Library is financially healthy and if there is
111 currently too much in reserve. She said the reserves are not over-funded and recommends
112 putting any yearly carryover into reserves. It will be necessary to explain to the community
113 the need for a healthy proportion of reserves with respect to spending on operation.

114 John thanked Lois and Tom for their work. He said the information shows that the
115 Library is not over-reserving and must not raid the funds for operating expenses. Phil said
116 that in proportion to the core operating budget for a small agency, a 6-month reserve would
117 be adequate. He noted that one-quarter of the agencies in the study did not have any
118 reserves.

119 Lois would like to simplify the existing reserves during the upcoming budget
120 process. John said the Board would need to include higher deposits into the reserves if the
121 Library is to meet the recommendations from the building reserve study.

122 Policy & Personnel: Policy Updates: Judith reviewed with the Board her
123 recommendations. The word “Policy” would be removed from individual items and they
124 would be grouped into areas entitled: CORE COMMITMENTS; PATRONS and
125 COMMUNITY; and STAFF, VOLUNTEERS, and TRUSTEES.

126 The Board discussed the proposed changes to three policies: Library Collection
127 Management; Open Conduct of Business and Records Retention; and Public Works,
128 Purchasing, Fixed Assets, and Disposition. Alan noted that the new Policy for External
129 Communications was not included. Judith apologized for the omission and acknowledged
130 that it should be included in the overall listing of policies. Alan said the BOCC should be
131 changed to County Council. John asked if the Board was ready for a vote. Judith made a
132 MOTION to adopt the revision to the Library’s policies stated above, as corrected. Tom
133 seconded and the MOTION passed unanimously. The Board will review the reorganization
134 of the policies at the August meeting.

135 Judith asked the Board to review the proposed change to the Library’s Bylaws that
136 would allow for the attendance of Library meetings through the use of teleconferencing. The
137 change would apply to section 3.3 of the Bylaws. The Board agreed to the modification
138 without changes and asked that it be placed on the August agenda for adoption.

139 **PUBLIC COMMENT** – Pierrette asked the Board to review the funds held at OICF and
140 decide if it is in the best interest of the Library to leave them with the Foundation. She
141 reminded the Board that there is a capital fund with OICF that could be used for some
142 library expenses. Pierrette offered to coordinate a volunteer clean-up of Library Park in the
143 fall.

144 **OTHER** – John acknowledged Judith’s last day on the Library’s Board and thanked her for
145 her service. He asked the Board to join him in adopting Resolution 02-2009 recognizing
146 Judith’s accomplishments during her tenure as a Library Trustee. Tom made a MOTION to
147 adopt Resolution 02-2009. Lois seconded and the MOTION passed unanimously. Judith
148 said that she has been honored to serve with the other Board Trustees and treasures their
149 friendship. She plans on volunteering and hopes to see everyone regularly. Pierrette thanked
150 Judith and the rest of the Board for their work on the Board.

151 There being no additional business, the meeting was adjourned at 11:34 a.m.

152 Submitted by: Mary Pugh

153 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
August 17, 2009

Library Board Chair John Ashenhurst convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Joan Pedrick, Tom Welch, and Lois Cornell, Library Director Philip Heikkinen, and staff member Mary Pugh. Friends Board Member Marilyn Jackson and community members were in attendance.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting and introduced new Board Trustee Joan Pedrick. Joan said that she has been on Orcas for 12 years and finds the community filled with remarkable people. She has worked with other non-profits and wanted to be a part of the Library. Joan said her background is in law and that currently she wears many hats. She is the juvenile Public Defender in San Juan County, where she works with truant, at risk, abused, and criminally-charged youths. She is an administrator for the County’s mental health program, Compass Health, and provides alternative dispute resolution through mediation. Joan also has private clients and is an online instructor for the University of Phoenix.

John said that Joan was appointed by the County Council and highly recommended by both Alan and Richard Fralick. Joan has met with John, Phil, and Mary to facilitate her arrival on the Board.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – John asked for a discussion on capital fundraising to be added to Reports from Community Relations.

ROUTINE MATTERS

Minutes: The Minutes of the July 13, 2009 meeting were reviewed by the Board and additional information was requested to be added. The Minutes were not approved and will be on the September agenda.

Vouchers and Payroll: Tom said he had reviewed invoices and payroll, and found them to be normal and customary.

- Accounting report 7/30/2009 \$9,870.86
- Accounting report 8/10/2009 \$11,085.25
- August 2009 Payroll \$22,746.35

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

PLANNING AND PRIORITIES

Long-Range Plan – Next Steps: Phil described the process involved in developing the 2005 plan and said the Library should begin to develop a plan to have in place in 2010. The Board could repeat the focus group process, or revise and update the existing plan using

38 the current and historical survey information. John felt the Board needed to have the
39 compilation of the current survey in hand before making a decision. He envisioned having
40 the survey information by October and beginning the planning process in early 2010, and
41 asked the Board for discussion. The Board agreed with the timeline; however, Joan noted
42 that John's term ended in December. Lois felt sure the Board could convince John to be
43 involved in the process next year. Phil said it could be a short process, with quick meetings
44 using focus groups.

45 Fall Retreat: John said that early in the year the Board decided to have a fall retreat,
46 and thought with new Trustees Alan and Joan, a retreat in the afternoon after a Board
47 meeting would be beneficial. The Board could discuss the Director's review, the 2009-2010
48 Board calendar, procedures and organization. John felt it is important to have annual retreats
49 where the Board covered a range of goals, as well as current progress. Alan felt the Board
50 would benefit from an all-day retreat off the premises where the Board could immerse itself
51 in creative and imaginative thinking on the vision and direction of the Library in the
52 community. The Board discussed both possibilities, as well as including the Long-Range
53 Plan discussion and the new 2010 Trustee. The Board decided to have a short retreat after
54 the September 2009 meeting to discuss the Director's review procedures, the Long-Range
55 Plan, trustee recruitment with the County Council, and goals for 2010.

56 **PUBLIC COMMENT** – Kevin Sloan asked about retreat procedures. Pierrette
57 Guimond thought a retreat in February or March 2010 would benefit the new Trustee.

58 **NEW BUSINESS**

59 Relevant News and Issues: Alan said he would like to propose the Library sponsor a
60 European trip for middle-school-age children and chaperones to visit libraries, meet other
61 users, and compare resources and cultural differences in the use of books. He would like to
62 inspire library use and encourage reading by examining what other countries are doing.

63 Lois asked why middle school and Alan said they are not too young to travel and
64 have not matured to the point that they cannot be influenced by the experience. John asked
65 for a report that would detail funding, objectives, and liabilities.

66 Director's Report: John said he appreciated Phil's monthly reports, commenting that
67 they make the meetings more effective and give a good picture of day-to-day events. The
68 Board asked about the 2010 PNLA/WLA conference in Victoria, B.C. Phil said it is a joint
69 conference involving WLA and the Pacific NW Library Association, comprising 5 states
70 and 2 provinces. He hopes that the shared effort will help with attendance and costs. John
71 said that he has attended three library conferences and found them extremely valuable. He
72 strongly recommends the Trustees attend if possible. In addition the Board discussed the
73 monthly statistics, Board succession, fundraising, the Early Learning Partnership, the Big
74 Read project, and the OICF fund report. Lois had asked previously about the purpose of the
75 Library's Expansion Fund with OICF. Tom said that after reviewing the fund, he believes it
76 can be used for repairs as well as expansion.

77 Friends of the Library: Friends' Treasurer Marilyn Jackson reported on the August
78 8th Library Fair, noting the good weather and attendance. She estimates net proceeds at
79 \$17,500 with the booksale making \$9,000. She thanked Booksale Co-Chairs Lynn Carter
80 and Pierrette Guimond for their hard work. Marilyn mentioned that the silent auction was

81 low compared to other Fairs, and that the Friends will be considering alternatives in the
82 future. Phil said the vendors he spoke with felt it went well.

83 John will attend the September Friends Board meeting.

84 **The Board took a break from 10:23 A.M. to 10:30 A.M.**

85 **COMMITTEE REPORTS**

86 Community Relations: 2009 Survey – Alan said he has spent some time reading the
87 returned surveys. He thanked and congratulated Phil on a terrific job. Phil said he is
88 working on compiling, noting over 240 surveys have been returned. He said Nita had
89 compiled the student responses. Lois said she would help with the compilation.

90 Alan noted that in reading several hundred comments, only three suggested
91 expansion. He said the Board will need to have a philosophical discussion of whether to go
92 ahead in the face of public caution. Other comments centered on the great staff and library
93 overall. He only found two or three that had criticisms, and asking for Sunday hours and
94 converting the meeting room for book stacks. Alan asked, in view of the survey responses,
95 for a discussion about a direction for fundraising. Lois said there is a two-pronged situation:
96 operating funds and capital expansion. She said there are community concerns about levy lid
97 lifts, adding that support from taxes is meeting our needs for now. She recommended
98 distancing ourselves from a levy, remarking that now is not the time to pursue it.

99 Tom said the Board has a responsibility to the Library, to the future. The survey
100 answers are a response to current experiences and the Board needs to plan for the reality of
101 future growth. Joan said that she enjoyed conducting the surveys at the Fair and she
102 consistently had responses that we not expand now. John said the other piece is funding; and
103 a capital fundraising campaign would take several years. He suggested that work on parallel
104 tracks in the next 18 months could accomplish a lot; and he would like to move quietly in
105 getting private commitments.

106 Lois said the entire premise of the expansion was based on having the capital funds
107 without going to the public. She felt the public needs to be involved in the fundraising. Tom
108 said work should continue in the background and that the Board has a responsibility to go
109 forward. Alan said he disagrees about a quiet campaign; that any capital donations will
110 become public knowledge quickly. Alan respects the view of the community and is sensitive
111 to the economic situation, but agrees that there is a need to explore the future needs of the
112 community.

113 John explained that a quiet campaign would only apply to commitments from large
114 donors, and that once those are in hand, then the community campaign would begin. He
115 gave the fundraising for Turtleback Mountain as an example. He is not suggesting the Board
116 back away; only take longer. Joan agreed, referencing the capital expansion of the County
117 Courthouse, which took twelve years.

118 The Board asked Alan to describe what he would do. Alan said he would start with
119 grants first, then letters and phone calls. John asked if Joan and Alan can work together and
120 develop a plan with a timeline. Joan agreed, noting she is better at grant writing than
121 fundraising. John asked to have the information and the survey compilation by October.

122 Facilities and Systems: There was nothing to report.

123 Finance: Draft 2010 Budget: The Board discussed the draft by reviewing tax and
124 income sources and expenses. Revenue discussion included increasing the nonresident and
125 visitor fee; and charging for ILL services. Personnel discussion included COLA, substitute
126 hours; a .5 FTE increase in staff; and retirement contribution rates. Operating expenses
127 discussed included internet, travel, OCLC cataloging and ILL services, insurance, and
128 county reimbursement. John asked about the 12% for collection acquisitions, which is lower
129 than the 2009 budget amendment. Phil said additional funds are received each year,
130 boosting the percentage. Phil and Mary will report back in September on what questions
131 were asked.

132 Policy & Personnel: Policy & Bylaws Updates: John read Resolution 03-2009
133 amending the District's Bylaws to include meeting attendance by remote technology. Tom
134 made a MOTION to adopt Resolution 03-2009 amending the Bylaws. Lois seconded and the
135 MOTION passed unanimously.

136 Joan asked for additional time to review the policies before making
137 recommendations on grouping them or other changes.

138 Director's Annual Review Planning: John handed out copies of previous procedures
139 and asked the Board to review them for the September meeting.

140 **PUBLIC COMMENT** – Pierrette thanked the Board for open discussion of issues, which
141 she said is very important. She questioned keeping funds with OICF when they are invested
142 in vehicles that allow loss of principle and suggested placing them in more secure
143 investments. Pierrette said that the Library had received a good return of surveys and noted
144 they included statements about not expanding, as did last year's survey. She suggested
145 securing capital funding before going forward with a plan. Pierrette noted that the island is
146 losing families and the Board can work on funding first.

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

148 There being no additional business, the meeting was adjourned at 11:50 a.m.

149 Submitted by: Mary Pugh

150 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
September 21, 2009

Library Board Chair John Ashenhurst convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter (arriving at 9:08), Joan Pedrick, Tom Welch, and Lois Cornell, and Library Director Philip Heikkinen. Friends Board Member Lynn Carter (arriving at 9:30) and community members were in attendance. In Mary Pugh’s absence, volunteer Ellen Goldberg took notes.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting.

AGENDA MODIFICATIONS – Phil asked whether Joan wanted to add an agenda item to discuss the policy regrouping that Judith Miller had proposed in June, and Joan responded that she would prefer to wait until she’d had some time to review all the policies.

ROUTINE MATTERS

Minutes: The Minutes of the July 13, 2009 meeting were reviewed by the Board, now including material added as requested in August. Lois made a MOTION to approve the Minutes, Tom seconded, and the MOTION passed with Joan abstaining because she was not on the Board in July. The Board then reviewed the August 17, 2009 Minutes. Tom made a MOTION for approval of the August Minutes, Lois seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom said he had reviewed invoices and payroll, and found them to be normal and customary.

- Accounting report 9/17/2009 \$24, 035.35
- September 2009 Payroll \$23, 787.28

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

PLANNING AND PRIORITIES

Budget: John reviewed the agenda and said that until Alan arrives he would like to move to New Business and return to the budget later on.

NEW BUSINESS

Relevant News and Issues: nothing to report.

Alan joined the meeting at 9:08.

Director’s Report: John noted Phil’s discussion in his report about planning to experiment with e-books, and discussed some alternative products coming into the market.

35 He liked the development of flexible formats that would not lock us into particular
36 hardware, and encouraged Phil to look into some of the alternatives, for example a NY
37 Public Library service. Phil agreed that we did not want to commit significant resources to
38 hardware that might be temporary, and that the staff would be researching and discussing
39 alternative means of testing e-book services. He said that it might be possible for a group of
40 libraries to form a library consortium as we have with *Overdrive*, which is for downloadable
41 audio books; and that we would look at what other library systems such as King County
42 were doing. John discussed possible implications for public library collection development;
43 and Lois said that she thought she had seen news that a high school library in or near
44 Syracuse, NY, has replaced or is replacing books with electronic media. Joan asked whether
45 the Library would checkout the e-book, or the device, or both; and Phil said that all are
46 possible models of service. The Board and Phil discussed checkout periods (21 days),
47 concerns about hardware leaving the building, copying the e-book to another device (not
48 normally allowed), budget and space implications, the technologies and devices in use, and
49 the business models. Phil said that the idea of “libraries without walls” and debates about
50 access versus ownership and about copyright have been around for the past twenty years;
51 that public libraries have frequently found themselves straddling technologies; and that it
52 will continue to be important for us to provide paper or similar reliable formats for times
53 when, for example, electricity is unavailable. John mentioned the wide availability of
54 electronic books available without copyright restrictions.

55 Phil corrected information on the Selected Measures spreadsheet, including the date
56 of 9/12/09 and the 5.6/day ILL figure for August.

57 Joan asked about the Library’s affiliation with Sustainable Orcas Island. Phil
58 answered that he facilitates the group meetings and maintains an email list; however, the
59 Library is only loosely sponsoring the group, because at least 2/3 of his time with the group
60 is his personal time, and there is no budget outlay.

61 Joan asked for information about Phil’s meeting with Hugh Hendrick. Phil noted that
62 he is a community member interested in promoting Orcas Island as a destination for retirees,
63 and that the Library would be an appropriate means of sharing information about Orcas.

64 Joan asked about our policies and procedures for identifying and making use of
65 community service volunteers. Phil said that we don’t actively recruit these workers,
66 although we do offer work sometimes after conducting an interview and making
67 arrangements with the County. In practice, most of these workers do landscaping work or
68 shelf reading (making sure items are in their correct locations), depending on skills and
69 experience. Joan said that it was a good benefit, adding that it would make sense to write a
70 policy about our standards for these volunteers. Alan suggested that we also look into the
71 possibility of bringing in work crews supervised by the County for larger labor projects.

72 John said that he very much likes the new Library website. Phil gave credit to staff
73 member Martin Arnold. Lois liked the ease in compiling the Survey Monkey results that
74 Martin sent to her.

75 Phil asked whether the Board would like the Minutes sent out early as discussed in a
76 previous board meeting. Board members commented that it would be helpful, especially as a
77 reminder about action items. Phil said that he and Mary would prioritize this.

78 Phil said that he had received a question about whether Crane Island residents could
79 have free cards, because the island association does own a dock and parking area on Orcas.
80 John said that he didn't see that as a valid reason to provide a free card, and no other board
81 member expressed support for this idea.

82 Alan asked about our relationship with the University of Washington library school
83 [The I-School]; and Phil said that it is an indirect one through our involvement with the
84 Washington Library Association, which does have communication. Alan suggested that a
85 speaker from that faculty might be worth inviting; and Phil agreed.

86 Joan asked for a moment to revisit the Director's Report, and asked Phil about what
87 organization would be most appropriate to contact for information and lobbying about the
88 Patriot Act. Phil suggested the American Library Association, especially its Washington
89 Office, available via the ala.org website under Issues and Advocacy. He said that typically
90 ALA also encourages individuals to contact their local legislators about issues.

91 Friends of the Library: John and Phil were unable to attend the September 10
92 Friends meeting. However, Phil said that staff member Kathy Stribling did sit in for much of
93 it. Lynn Carter reported on the Friends Annual Meeting on September 17 with about 40
94 attendees, and thanked those Trustees who came. About 25 people enjoyed Peter Fisher's
95 lecture about Madrona Point. The Friends Board added five new members. The Holiday Tea
96 is scheduled from 1 to 4 pm on the first Saturday in December, which this year is the 5th.
97 She mentioned the new idea of selling holiday gift books to attendees. The Library Fair
98 grossed about \$19,500 this year.

99 John will attend the October 13 Friends Board meeting.

100 John discussed Phil's recommended update to the Booksale Agreement between the
101 Friends and the Library Board. We would add specific language to allow sale of library
102 discards, including both books and other items, assuming the value is less than \$1000 for
103 any given batch. Phil noted that this was a recommendation from our most recent State
104 audit, when the auditor noted that the arrangement was fully acceptable, but that it ought to
105 be written into the Agreement. We had tried auctioning discards to the public directly every
106 few months, but found that the staff time greatly outweighed the small amount of money
107 earned. Lynn Carter noted that the updated Agreement had already been approved by the
108 Friends Board. Alan asked who the Library's finance officer is; and Phil said that he is, in
109 terms of accountability, with assistance from Mary Pugh.

110 Lois made a MOTION to approve the updated Booksale Agreement with the Friends
111 of Orcas Island Library, Tom seconded, and the MOTION passed unanimously.

112 **The Board took a break from 9:56 to 10:05 A.M.**

113 **PUBLIC COMMENT**

114 Pierrette Guimond talked about a volunteer Library Park cleanup on Saturday,
115 10/3/09 from 9 to noon, with a signup sheet at the desk. She has already begun some work
116 there, and said it is in pretty good shape. She said that she would be willing to train future
117 community service and other volunteers in landscaping work around the Library.

118 **PLANNING AND PRIORITIES**

119 Budget: Tom discussed County property tax receipts and possible concerns that the
120 economic climate might affect collections. The downturn is not directly reflected in our
121 budget, which is basically status quo, with our income normal. Lois discussed property tax
122 lag time and that there may be an increase in tax liens for 2007, although she didn't know
123 their typical level. Tom said that in Phil's recommended budget we are not drawing from
124 reserves; he added that he is ambivalent about the 2% COLA recommendation; and that the
125 amount of carryover is good. He said that it is a good budget, though we don't know about
126 possible property tax developments. Tom mentioned our decrease in insurance costs by
127 switching to a carrier affiliated with the American Library Association; Phil said that
128 libraries are considered a lower-risk customer compared with pools of cities and counties.

129 The Board discussed whether the Crossroads lecture series was a key program, or
130 whether it drew funding away from other priorities. John asked about how we might
131 measure or appreciate the benefits from Crossroads for the Friends, Library, and
132 community.

133 John talked about how figures are developed for each line item, and listed some of
134 the key budget issues in his mind, including the COLA percentage (how much), carryover
135 (what it is, our expectations, and how we handle it), reserve funds, Crossroads, possible new
136 sources of revenue (taxes, donations, fees, grants), projected versus actual budgets, more
137 staff hours for 2010 (.25 FTE), and possible sick leave cashout or transfer to vacation leave.

138 Tom said that he would like to increase his understanding of how the budget is
139 constructed. He said that in comparison to other libraries with up to 70% going towards staff
140 salaries and benefits, ours is at about 61%. The budget looks prudent.

141 John talked about how staffing has been tight for several years. Phil said that he
142 chose an increase of .25 FTE as a compromise instead of .5 FTE as we had discussed
143 previously. Joan asked about why we have used only about 17% of this year's substitute
144 budget, and Phil replied that he had been filling in as the first substitute as a money-saving
145 measure, and that occasionally staff members forget to code hours as substitute instead of
146 regular hours. Joan asked about the dollar amount for the additional .25 FTE. Phil said that
147 he didn't have that number in his head at the moment, though overall our recommended
148 personnel increase for 2010 is 5%, and that each 1% of COLA amounts to a bit over \$3000.
149 Lois said that her calculations for a 0% COLA show an increase of \$12,000 including
150 benefits, for the increased hours.

151 Phil said that in general our recommended budget is based in part on actual expenses
152 and in part on estimates of what we might have to spend if certain needs arise, especially in
153 maintenance and repair items where frequently we are able to save money. Those types of
154 items increase our carryover amount, which we are able to keep as a year-end cash balance.
155 John noted about \$49,000 left over at the end of 2008, and that we are estimating \$51,000 at
156 the end of 2009. He asked the Board whether it matters how we handle carryover, and
157 whether we ought to handle and describe it in a different way instead of consistently
158 spending under budget. Tom said that he feels that the Library handles the budget
159 responsibly and prudently. Lois discussed the importance of understanding receipts from all
160 sources and whether carryover amounts might decrease over time if expenditures exceed
161 revenues. We need to better understand when we might need to seek a levy lid lift. Phil said

162 that so far we have been able to avoid that, noting that our overall net worth (in the form of
163 reserves) has increased each of the past five consecutive years and beyond.

164 John asked the Board to look at the spreadsheet study that he and Lois had created
165 based on information from Mary. Lois and John discussed assumptions in such areas as
166 revenues (increasing annually at 2% or 3% overall), personnel (increasing at 2% or 4%, for
167 example), collection development (holding to 12% of operating), and carryover (based on
168 Phil's conservative estimate that it would decrease by 20% annually through 2014). Various
169 assumptions will affect our bottom line in the year 2014. Many items are assumed to remain
170 flat, as they have in recent years, though Phil noted that the decrease in carryover implies
171 that some of that decrease would be applied to increases in expenditures (in effect as an
172 operating reserve). The model assumed \$25,000 in annual funding for reserves and
173 contingencies; and the Board discussed how much of the reserve funds might be necessary
174 for maintenance and replacement for the physical plant.

175 John said that the question to ask is, based on the various projections, when might
176 we need to go to the voters for a levy lid lift? Discussion continued about the amount of
177 carryover (or other terminology perhaps) to aim for each year. Alan said that he didn't want
178 to wait until we are nervous before seeking a levy lid lift, and that we need to start looking
179 for additional sources of revenue besides taxes. Joan said that she would want to come to a
180 collaborative decision-making process without micromanaging. Phil said that the budget is
181 both a predictive and a communication tool. Board members expressed discomfort with the
182 concept of carryover in the revenue portion of the budget. Lois said that she has no
183 problems with how Phil is managing the Library, but that the Board's involvement is very
184 important if revenues dip. John discussed problems at other libraries; the responsibility of
185 the Board that the Library not suffer; more staffing hours; the most responsible amount to
186 allocate for the COLA, if any. There was more discussion about reserve fund allocations and
187 expenditures; endowments; possible fees for service; fundraising; service priorities; the
188 possibility that while revenues may not increase very much, expenditures may not either;
189 and looking forward to the budget review and approval process with final passage at the
190 November Board meeting.

191 **PUBLIC COMMENT**

192 Pierrette Guimond said that the Library is lucky in revenues increasing each year,
193 with the only increases in expenditures going for wages and benefits, and that while she
194 wants the staff to receive fair wages, she recommends reducing the COLA amount for 2010.

195 **REPORTS FROM ACTIVE COMMITTEES**

196 No reports. Tom said that he will report on OICF funds in October.

197 **OTHER** – The Board broke for lunch from 12:02 to 1:09 pm.

198 **EXECUTIVE SESSION**

199 At 1:10, the Board moved into Executive Session to discuss personnel matters. The
200 open meeting resumed at 2:55 pm.

201 John noted that the results of the Executive Session were that the Board members
202 expressed support and appreciation for the Director's performance. Alan Lichter made a

203 MOTION to award the Director a 2% salary increase, effective his September 13, 2009
204 anniversary date, seconded by Lois Cornell, and approved unanimously.
205 There being no additional business, the meeting was adjourned at 2:58 pm.

206 **BOARD RETREAT**

207 The Board held a retreat work session to discuss Library issues and notes from the
208 session are attached.

209 Submitted by: Phil Heikkinen

210 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
October 12, 2009

Library Board Vice President Lois Cornell convened the meeting at 9:01 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Joan Pedrick, Tom Welch, Library Director Philip Heikkinen, and staff members Mary Pugh and Nita Couchman. Community member Leith Templin arrived at 9:35 A.M.

WELCOME & INTRODUCTIONS – Lois welcomed everyone to the meeting.

AGENDA MODIFICATIONS – Lois moved the Director’s Report and Friends of the Library to precede the budget discussion. Phil added the November Board Retreat to Planning and Priorities.

ROUTINE MATTERS

Minutes: The Minutes of the September 21, 2009 meeting were reviewed by the Board. Alan made a MOTION to approve the Minutes, Joan seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom said he had reviewed invoices and found them to be within normal ranges. He said the payroll had only 20 days in the pay period.

- Accounting report 10/4/2009 \$6,617.88
- Accounting report 10/10/2009 \$7,132.08
- September 2009 Payroll \$21,647.50

Alan made a MOTION to approve the vouchers and payroll. Joan seconded, and the MOTION passed unanimously.

NEW BUSINESS

Relevant News and Issues: Alan reported that he is working with the Library’s insurance carrier on liability insurance issues for his proposed student trip to Europe. He was surprised to learn that the school district only has student and parents sign a waiver before embarking on similar trips. He will not proceed with planning until the insurance issue is settled.

Director’s Report: Phil said that County Council Member Richard Fralick authorized the Library to proceed with recruitment advertising for the upcoming Board vacancy (John Ashenhurst’s term ends at the end of 2009). Alan mentioned he is discussing the position with two community members.

Phil discussed the latest spreadsheet from John and Lois forecasting the Library budget for the next four years. Lois asked about the estimate for 2009 carryover and Phil

36 said that it would fluctuate between \$40,000 and \$50,000. Phil said that the projections are a
37 tool to be used within an exercise for cost cutting and/or fundraising.

38 In addition, Phil discussed the survey compilation; the book selection committee; e-
39 books; the Orcas Island Writer's Festival; local efforts to increase the number of retirees
40 moving to the island; community service workers; and the Library's Annual Report.

41 Phil said he would provide information on how adopting Sunday hours would affect
42 the current public service hours. Lois suggested a three-month trial with lots of publicity.
43 Phil noted the irony that many libraries are cutting Sunday hours to save money. Joan said
44 that her survey canvassing at the Library Fair showed high interest in Sunday hours and
45 recommended a seasonal, winter implementation.

46 Joan asked about late fees and the non-payment of copy machine use. The Board
47 briefly discussed user fees; however, Lois said that the discussion was more appropriate
48 during the budget presentation and the Board retreat.

49 Alan asked about Phil's additional coverage of front desk schedules and Phil said
50 that either staff is paid for substituting or he covers the desk shifts. Phil said that he has one
51 3-hour desk shift per week or 12 hours per month; however, in September he covered extra
52 shifts for staff vacation and sick leave. Lois asked if there was a volunteer pool that could be
53 tapped for the additional coverage. Phil said there was one person who was trained and paid
54 to cover the desk in 2004 when Victoria and Phyllis left; now that person prefers to
55 volunteer. Phil said that volunteers are not trained in the collection and patron database, and
56 therefore can't substitute for staff. He also said that there is a higher error rate when
57 volunteers or staff work only occasionally. Phil said the additional .25 FTE next year will
58 relieve some of the substitute pressure. Joan said she likes the idea of the Director working
59 the front desk. Phil said he likes to be on the desk once a week or even more, as long as it
60 does not interfere with his other responsibilities.

61 Lois asked about the use of the Library's video-conferencing equipment and the state
62 grant requirement of not charging for its use. Phil said that the grant did allow for cost
63 recovery. Lois and Tom felt that if staff involvement in arranging the equipment use is high
64 then the Library should be recovering that cost.

65 Friends of the Library: There was no Friends representative present. Phil said that
66 he would be presenting his grant request for 2010, including a request for staffing for ESL
67 classes, large print book purchases, adult programming, *Trick-or-Treat for Books*, and book
68 club funding. Phil said that the Holiday Tea is Saturday, December 5th. Tom will be the
69 Trustee representative at the November Friends meeting.

70 **The Board took a break from 9:43 to 9:50 A.M.**

71 **DRAFT 2010 BUDGET**

72 Phil said, after September's budget discussion, he and Mary adjusted the budget to
73 reflect, as close as possible, actual expense calculations based on known amounts and using
74 a three-year average of actual expenses. He said this was a major change from previous
75 years where expenses were estimated with an inflation factor, and when we included
76 funding for possible, though not necessarily probable, reserve study expenses. The new
77 calculations allowed approximately \$20,000 to be added to the Savings Reserve. Another

78 change combined the Savings and Accrual Reserves into one fund. The beginning cash and
79 the carryover will be combined into Beginning Fund Balance. Phil also reduced the COLA
80 request for 2010 to 1.5% which is similar to Lopez and San Juan libraries. Alan asked what
81 San Juan County was using for COLA. Phil said he was not sure and reminded the Board that
82 the county is under a collective bargaining contract. The Board discussed reported Seattle
83 metro cost-of-living figures and higher local costs of ten to twenty percent.

84 Lois discussed the five-year projection spreadsheet and the assumptions for revenue
85 and expenses. The data suggests that if income increases by 2.5%, personnel and benefits
86 increase by 2% and most other expenses are kept at about 1% then the financial picture for
87 the Library will be okay until 2012. At that time, decisions would have to be made to
88 increase fundraising, cut expenses, or put forward a levy lid lift. Tom noted that the
89 projections included adding \$20,000 to the reserves every year and not doing that could give
90 the Library an additional year. Lois said it is important for the Board to go through the
91 exercise every six months to better forecast the Library's position. She noted that if it plays
92 out as projected, the Library would need a levy by 2014. Lois said that it is important that
93 the public and staff know what the near future holds for the financial health of the Library.

94 Joan said that this was her first budget cycle and asked about front desk income; the
95 miscellaneous expenses category; and the large reduction in maintenance expense. Lois
96 explained that the miscellaneous contained project expenses that had separate funding and
97 are considered a "pass-thru." Phil and Mary explained the 2003 Reserve Study that
98 predicted maintenance expenses and with the change to a budget based on actuals, it made a
99 large reduction in the maintenance expense area. Phil said that any amount not expended in
100 a year are carried over to the next year and usually added to the Savings Reserve.

101 Joan asked about the salary increases which seem higher than the 1.5% COLA. Phil
102 said that it included a .25 FTE increase in staff hours. Phil said the budget also included the
103 med-evac reimbursement and sick leave cash-out. He noted in 2008 half the staff converted
104 the sick leave to vacation and half received the cash-out. Joan asked about personal time off
105 (PTO). Phil said it was a complicated process because several staff members have large
106 sick leave balances and creating a formula to convert that to PTO is difficult. He said the
107 Library has less financial exposure with sick leave because it is not paid out at termination.
108 Joan said that PTO rewards staff for staying healthy and increases the honesty for using time
109 off. Phil and Mary agreed, adding that the sick leave cash-out was another way to reward
110 staff for being healthy.

111 Alan asked about the national cost of living index. Phil said it was difficult to
112 predict, noting that in the last 12 months the inflation rate was less than 1.5%. Lois said that
113 the predictions are always backward looking and noted that the social security increase for
114 2008 – 2009 was 5.5%. Lois noted that a merit and COLA increase would usually keep up
115 with inflation. Phil said that a step increase could also be used; typically they have seven
116 steps with a 2% to 3% increase per step. Joan asked what had been done in the past. Phil
117 said that the Board had previously approved COLA between 2% and 3% and a merit about
118 every other year. Alan asked if the two combined increased salary and benefits by 4%. Phil
119 said he thought that typically it was about 3.5%. Mary said that there is a difference between
120 increasing the wage rate and the total amount spent in a position for the year. She explained
121 that the wages are calculated with the authorized increase, but if a staff member works more
122 hours the position line in the budget would be larger because of the additional hours. Joan

123 asked about overtime and substitute hours. Phil said that overtime must be preapproved and
124 a staff member working additional hours is usually charged against substitute hours.

125 Lois asked for public comments. Leith Templin said that usually the public looks at
126 the bottom line for personnel costs and noted that since 2004 those costs have increased
127 from 55% to 70% of tax revenues which is almost a 20% increase. She cautioned the Board
128 about an “it’s only” attitude and said that the difference between a 1.5% and 2% COLA “is
129 only” \$1500, but that they all add up. She thanked Lois for her work on the projections and
130 acknowledging the compounding effect COLA has on the budget. Leith does not approve of
131 fundraising for operating expenses and said that it had only been used for special projects.
132 She would like the Library to base the budget only on tax dollars and to operate within that
133 amount. Leith said that the staff has received merit and COLA, and then the Board added
134 med-evac reimbursement and sick leave cash out. She said that paid time off or PTO was an
135 interesting way to look at sick leave. Leith said that she appreciated the COLA reduction
136 mentioning the county layoffs, Seattle library furlough, and economic stress for residents.

137 Joan thanked Lois and John for their work on the projection worksheet. She said that
138 reality will come quickly in a five-year projection and some changes would have to be
139 made. Lois said it will force a decision on a levy. Tom said the constraints were founded in
140 I-747. Phil said that the initiative lets the public decide tax revenue issues. He said that there
141 is a place for private funding but is not comfortable with fund raising for operations.

142 Phil asked the Board for a consensus on the proposed 2010 budget. Lois and Tom
143 said they were comfortable with it. Joan asked if a discussion on fees for service could be
144 held before the budget is adopted. Phil said he did not feel there was enough time with the
145 November deadline. Alan said it could be added to the retreat agenda.

146 **PLANNING AND PRIORITIES**

147 Survey: Lois said she can compile one of the surveys. Phil will work with staff and
148 volunteers to do the rest.

149 Board Retreat: The Board developed an agenda for the November 9th retreat.

150 **REPORTS FROM ACTIVE COMMITTEES**

151 Policy & Personnel – Joan asked if the Board wanted her to update policies now, or
152 with the regular schedule in 2010. Phil said he would meet with her and prioritize policies to
153 bring to the Board in early spring. Alan asked that the Board consider adding collection
154 responsibilities as one of the active committees.

155 Community Relations: Alan said that he would like to discuss, at the November
156 retreat, a way to have a really relevant community relations program.

157 Joan noted an online article of a library decision to reduce hours and the
158 community’s response of a petition drive to remove the library director.

159 Facilities & Systems: Lois asked about the network report. Phil said there is heavy
160 bandwidth use in the early afternoon and that there were some regional outages. Lois
161 appreciated having a report from Tony in the Director’s Report.

162 Joan asked about the research into security cameras. Phil said that there has been
163 some vandalism and inappropriate behavior and the Sheriff’s Office said cameras would

164 help them with investigations. Phil is not sure it would be cost effective. Alan said he would
165 advocate for the lowest security level and Joan felt the Library would need a compelling
166 reason before proceeding. She asked that Phil bring the decision to the Board before any
167 implementation. Phil agreed that it would be important to have Board buy-in for this kind of
168 decision.

169 Finance: Tom is working on updating the OICF reports.

170 **NEW BUSINESS Cont.**

171 Relevant News and Issues: Patriot Act & Washington Legislative Issues:

172 Joan said that the Patriot Act is due for reauthorization. She asked what role the
173 Board could take and how to get involved. The Board discussed how they could bring public
174 awareness of the library-related portions of the Act. Alan thought the Board should take a
175 stand. Lois asked if there was enough time for an action to be effective. Phil said the
176 information is available on the ALA website. Tom felt the Board could write a letter to the
177 editor. Alan said that he could write to the editor, give information on the website and
178 request that replies go to him. Joan said time should be allocated on the November agenda.

179 There being no additional business, the meeting was adjourned at 11:49 A.M.

180 Submitted by: Mary Pugh

181 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
November 9, 2009

Library Board President John Ashenurst convened the meeting at 9:01 A.M. in the Community Room of the Library. Also attending were Trustees Lois Cornell, Alan Lichter, Joan Pedrick, Tom Welch, Library Director Philip Heikkinen, and staff member Mary Pugh. Friends of the Library Board Member Jean Soderquist, and community members were in the audience.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting.

AGENDA MODIFICATIONS – Joan asked to include staff anniversaries in Policy & Personnel. Alan asked that the discussion on the Patriot Act be moved before the 2010 Budget so community members could speak earlier. John added it after Routine Matters.

ROUTINE MATTERS

Minutes: The Minutes of the October 12, 2009 meeting were reviewed by the Board. Alan made a MOTION to approve the Minutes, Tom seconded, and the MOTION passed with John abstaining because he was not present at the meeting.

Vouchers and Payroll: Tom said he found the invoices to be within normal ranges, noting that the early meeting date precluded some items being processed.

- Accounting report 10/27/2009 \$8,252.06
- Accounting report 11/3/2009 \$6,782.62
- October 2009 Payroll \$24,227.65

Tom made a MOTION to approve the vouchers and payroll. Alan seconded, and the MOTION passed unanimously. Phil mentioned that the staff has had to make adjustments in ordering and processing time frames to correspond to changes at the Auditor’s office.

NEW BUSINESS

Relevant News and Issues: Patriot Act – John introduced Millicent Vetterlein, who asked to comment on the Board’s letter to the editor published in the October 28, 2009 issue of *Islands’ Sounder*. She asked what was happening and if the Library Board was considering a change in its policy. Phil said that the Library has had no request for patron information; however Whatcom County Library did receive an FBI inquiry a few years ago.

Millicent said she has experience from living in Portland, Maine, a location that 9/11 conspirator Mohahmed Atta passed through. She said residents there are still

36 subjected to security restrictions. She also mentioned profiling and surveillance activities
37 in Texas. Millicent said she feels the Patriot Act is too broad and would encourage the
38 Library Board to make a stand against it. She mentioned the plaque in Library Park
39 commemorating the Bill of Rights and asks the Library to publicize and uphold its policy
40 on confidentiality.

41 Phil said that the Library had recently updated its patron confidentiality policy
42 and John said the policy is on the Library's website. Lois said that the "library clause"
43 was still up for discussion in the legislature. Joan said it is important to contact our state
44 and federal representatives before the matter is voted on. Alan emphasized that the
45 Board's intent is to maintain and support the current confidentiality policy.

46 2010 BUDGET

47 Phil said that the Board indicated at the October meeting it was satisfied with the
48 draft of the 2010 budget. He said there had been no changes to that draft, indicating the
49 1.5% COLA, the air med-evac premium reimbursement, the sick leave cash-out, and
50 collection acquisitions at 12.41% of the operating budget.

51 Phil said the budget represents a major change in developing a budget based on a
52 3-year average of fixed expenses. John agreed and said it was the Board's desire to have
53 a budget as realistic as possible. Phil said it does not allow a cushion within the operating
54 expenses and may require adjustment through reserves mid-2010.

55 John asked for public comments on the 2010 budget. Leith Templin said other
56 districts were not doing COLA or merit. She expressed concern for the compounding
57 effect of COLA and merit, remarking on the total increase to personnel from 2001. Leith
58 does not agree with cash-out or transferring sick leave to vacation leave, noting the cost
59 to the Library for that and paid holidays. She cautions the Board to balance the needs of
60 the employees against the responsibility to the community.

61 Phil said other districts have a different tax base than the Library and that San
62 Juan Library is giving a COLA plus steps. Joan asked if the 2010 budget was a quantitative
63 change. John said it represented a significant change for 2010 that will reflect a budget
64 closer to actual expenditures and will demystify the carryover.

65 Tom made a MOTION to adopt Resolution 4-2009 setting the 2010 General Fund
66 Budget. Lois seconded and the MOTION passed unanimously.

67 Tom made a MOTION to adopt Resolution 5-2009 setting the 2010 Tax Levy.
68 Alan seconded and the MOTION passed unanimously.

69 Tom made a MOTION to adopt Resolution 6-2009 setting the 2010 Building
70 Fund Budget. Alan seconded and the MOTION passed unanimously.

71 John thanked everyone for their hard work on the budget. He said it was his sixth
72 budget process and he is very pleased with the process and direction of the 2010 budget.

73 **PLANNING AND PRIORITIES**

74 Survey: Phil discussed the survey results which indicated the collection as the
75 highest priority for the respondents. The other results were mixed, with some wanting
76 more and others wanting fewer computers, meeting space, and programming. Having
77 additional late night and Sunday hours was also requested by some.

78 Relevant News and Issues: Trustee Appointment Update – Phil said that there
79 were two individuals interested and Alan said he had a letter from another. John
80 requested Phil and Mary to forward the letter to the County Council as soon as possible.
81 John said the next step was for the nomination committee, consisting of the two Orcas
82 Island Council members and a Library Trustee, to meet and interview the interested
83 parties. Alan felt it was important that the Board be represented to ensure the committee
84 understands the needs of the Library. John asked if the Board wanted him to continue to
85 represent the Library on the committee, and the Board agreed he was the best Trustee to
86 represent the Library.

87 Patriot Act – Joan referred back to Millicent’s comments and letter to the Board,
88 and felt it was appropriate for the Board to write a letter to our legislative representatives.
89 The Board felt that Alan’s letter to the editor conveyed the sentiment of the Board and it
90 could be forwarded to Olympia and to federal legislators. Joan made a MOTION to send
91 a letter to the state legislature stating the Library’s opposition to the “library clause” in
92 the Patriot Act. Alan seconded and the MOTION passed unanimously.

93 **The Board took a break from 10:10 to 10:18 A.M.**

94 Director’s Report: The Board discussed e-Books; upcoming WLA and PNLA
95 conferences; video conferencing; the H1N1 virus; and the receipt from OICF for a grant
96 to develop low maintenance and indigenous landscaping on the Library’s grounds. Phil
97 said that November is Family Literacy Month.

98 Friends of the Library: Jean Soderquist, Friends representative, said that the
99 Holiday Tea is Saturday, December 5th. John said that the Friends signed the updated
100 Booksale Agreement. Phil said he discussed the 2010 grant request with the Friends
101 Board.

102 **REPORTS FROM ACTIVE COMMITTEES**

103 Community Relations: Alan said that he is still researching information on trip
104 insurance for the proposed European library trip.

105 Facilities & Systems: There was no report.

106 Policy & Personnel – Joan discussed with the Board recognizing staff anniversary
107 dates. Phil asked that the Board consider his request to transfer up to two days (based on
108 FTE) sick leave to vacation leave for 2009. John asked for a written proposal at the
109 December meeting.

110 Finance: The discussion on fees and fundraising was tabled.

111 **PUBLIC COMMENT**

112 Leith Templin commented that Sunday hours had been tried and did not work;
113 questioned whether proposed Library fieldtrip was appropriate to undertake and illegal to
114 fund (not understanding the funding is completely by donations); and that the sustainable
115 landscaping cannot be maintained.

116 Phil said that the prior Sunday hour test was very short and for only one Sunday a
117 month (second Sunday opening for four hours per month from September 2001 through
118 March 2002).

119 There being no additional business, the meeting was adjourned at 11:06 A.M.

120 Submitted by: Mary Pugh

121 Approved:

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting
December 14, 2009

Library Board President John Ashenhurst convened the meeting at 9:01 A.M. in the Community Room of the Library. Also attending were Trustees Lois Cornell, Alan Lichter, Tom Welch, Library Director Philip Heikkinen, and staff member Mary Pugh. Library Trustee Appointee Rachel Newcombe was in attendance.

WELCOME & INTRODUCTIONS – John welcomed everyone to the meeting. John noted Rachel’s background and described the appointment process. Rachel was introduced to everyone.

AGENDA MODIFICATIONS – Alan said he had some information on his visit to Kauai and a library there.

ROUTINE MATTERS

Minutes: The Minutes of the November 6, 2009 meeting were reviewed by the Board. Alan made a MOTION to approve the Minutes, Tom seconded, and the MOTION unanimously.

Vouchers and Payroll: Tom said he met with Mary to discuss a new procedure for processing payments. Mary said she will begin, with December’s invoices, to process payment requests weekly. This will typically pay an invoice within ten days of receipt and will allow for more timely reports to the staff. John asked about the advantages and disadvantages. Mary said the biggest advantage would be in financial reports that show the most current information. The disadvantages would be a small increase in processing costs for additional checks; i.e. four checks to Ingram instead of one. She feels that overall the benefit will outweigh the costs.

Tom said he had reviewed the monthly invoices and payroll, and gave comparable information with prior months.

- Accounting report 11/20/2009 \$12,414.71
- Accounting report 12/7/2009 \$13,974.55
- Accounting report 12/13/2009 \$ 5,378.06
- December 2009 Payroll \$23,328.28

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

34 **PLANNING AND PRIORITIES**

35 Library Service Hours Discussion: John opened the discussion, noting several
36 surveys that noted interest in Sunday hours. Phil explained the chart he developed
37 showing peak hours between 11am and 5pm daily. Phil said he was sure there is a
38 segment of the community that would use Sunday hours, even with the majority of use
39 during regular weekday hours. Lois asked about San Juan Library's Sunday usage, and
40 Phil said it was similar to their weekday usage. Lois said she thought there were working
41 families that would appreciate Sunday hours and she does not want to leave out a portion
42 of users in our efforts to serve the majority.

43 John noted a survey where 75% of the respondents would like Sunday hours.
44 However, the survey also noted that 65% of those same respondents said no if it changed
45 the current hours or cost more. Rachel delivered research on a Northern Ohio survey of
46 libraries, asking for information on Sunday hours. She asked about volunteers working
47 Sundays, and suggested the Trustees alternate weeks to get a feel of the patron use on
48 those days.

49 Phil said he did not want to judge the type of use, because even leisure reading or
50 kid's playing games on the computers brings patrons into the Library and could engage
51 that person with staff, programs, and/or services previously unknown to the user.

52 Alan asked what hours Phil was envisioning. Phil said he was considering a three
53 hour shift, possibly 12 or 1 pm to 3 or 4 pm. John clarified that the funds were not
54 currently in the budget and a test of one year would cost approximately \$3500 to 3800.
55 Phil said he could write an editorial for the paper about the test and hopefully drum up
56 financial support. John noted that a six month test would not significantly impact the
57 budget.

58 John asked if the Board wanted to proceed with a trial or study the matter further.
59 Alan suggest that a year long trial could be split, with an initial six months, and then
60 making adjustment for the remaining six months. John said the Board would receive
61 monthly information from Phil on the Sunday usage. Lois noted that having real data in
62 hand would be helpful in asking for donations to fund the study.

63 Tom asked how Phil would staff the Sunday schedule. Phil said hours would be
64 shifted for full-time employees so that there is no overtime, and part-time staff would
65 adjust current hours. He noted that our new Library Associate, Susannah Beck, would be
66 the most likely candidate for the Sunday shift and said it will be difficult to recruit
67 volunteers for Sunday.

68 John and Lois said report and discussion was very helpful and requested more
69 detailed information for the January meeting. Tom thought December could be used for
70 fund raising to support the trial. John said the trail would be a good thing if the funding
71 could be worked out. Phil said the best thing would be to just do a trial and see what
72 happens.

73 John said he appreciated the way Phil continues to respond to Board questions
74 and considers the reports thoughtful and informative.

75 Library Fact Sheet: Phil had a copy of the annual report/fact sheet and asked for
76 feedback. The Board had some suggestions including more information on the Friends;
77 additional 2009 information; alphabetizing the Trustee names; and updating again once
78 the 2009 financial information is available in February.

79 **The Board took a break from 9:52 to 10:00 A.M.**

80 **NEW BUSINESS**

81 Relevant News and Issues: – The Board discussed a January retreat to be held on
82 either January 18th or 25th, for 6 hours with lunch, and at an outside location.

83 Director’s Report: John said he appreciated having reports from the staff included
84 and encouraged Phil to continue with staff visits to the Board meetings. John asked Phil
85 about the change from extending current staff hours to hiring a new person to fulfill the
86 additional staff .25 FTE. Phil said the change resulted from additional deliberations on
87 substitute challenges for sick and vacation leave and his desire to have additional staff in
88 the building during all shifts. He said the decision will allow the staff to give the best
89 service levels. Phil described Susannah Beck’s background, including her MLS degree
90 and work on the Whole Island’s Catalog.

91 Lois asked about the Crossroads Committee interviewing for a director. Phil said
92 that all the work is being done by the Committee and they are getting burned out. He said
93 they are hoping to find someone who can handle the administrative work and help with
94 fundraising. Lois asked about the funding and Phil said it would come out of Crossroads
95 funds.

96 Lois said she was happy to see the survey information on the website and John
97 said that Martin has done an excellent job as web master.

98 Friends of the Library: The Board mentioned how wonderful the Holiday Tea
99 was and expressed their gratitude for the support the Friends give the Library. John said
100 the Friends were struggling with membership and asked the Trustees to help with
101 recruitment. Lois said that Mary Poletti is working hard on a membership drive. Phil
102 commented that they are cleaning up the membership database. Rachel will attend the
103 Friends January meeting.

104 **REPORTS FROM ACTIVE COMMITTEES**

105 Community Relations: Alan described his visit to a library on Kauai in the
106 southern town of Koloa. He noted their practice of placing bookmarks with “Hot Picks”
107 inside new books; that new books are only checked out for one week; that they charge for
108 DVD rentals (\$1.00); and have overdue fines of \$.25 per day. Alan said they receive
109 \$25,000 from fines and rentals annually. Lois asked if there was a non-resident fee. Alan
110 said they have a 3-month card for \$10. Alan noted that the policies are state wide because
111 Hawaii has statewide library system.

112 Facilities & Systems: Lois asked about the network downtime. Phil said it was
113 primarily because of power outages. Lois noted that the video conferencing was picking
114 up.

115 Finance: Tom appreciated the report on Phil's meeting with Bob Schwartzberg
116 concerning fundraising. Tom noted the amount of hours devoted by staff to inter-library
117 loan processing. John suggested it could be discussed at the January retreat and the Board
118 spoke briefly on the costs and fees for services. Phil remarked on balancing services with
119 expectations saying that we are not able to provide everything, but are able to most to
120 everyone.

121 Policy & Personnel – The Board discussed the proposed transfer of up to two days
122 (based on FTE) sick leave to vacation leave for 2009. Phil said that he would cover some
123 shifts and others would be covered by substitute hours. Lois made a MOTION to transfer
124 two days sick leave to vacation leave, based on each employee's FTE. Tom seconded,
125 and the MOTION passed unanimously.

126 **PUBLIC COMMENT**

127 Rachel said she was happy to see the Board working well together and is excited
128 about joining in January.

129 **OTHER**

130 Lois read Resolution 7-2009 recognizing John Ashenhurst for his dedicated
131 service to the Library. Tom made a MOTION to adopt Resolution 7-2009. Alan
132 seconded, and the MOTION passed unanimously, with John abstaining.

133 John said he has enjoyed his five years on the Library Board. He noted that many
134 times one looks at only what has not been done and overlooks what has been
135 accomplished. He spoke of what has been done during his time on the Board, including:
136 better communication between the Board, Library and community; the hiring of a new
137 Library Director; increasing the size of the collection; rearranging the floor plan to allow
138 for that increase; bringing the focus back to the collection; developing a process for the
139 director's review; perfecting reporting and tools to evaluate progress; better organization
140 of Board meetings; utilizing Board retreats and calendars; redesigning the budget
141 process; establishing the Crossroads Lecture Series; and improvements to the web site.
142 John said it has been a pleasure to work with the Board, Phil and staff.

143 There being no additional business, the meeting was adjourned at 11:04 A.M.

144 Submitted by: Mary Pugh

145 Approved:

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