

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **January 10, 2011**

5 Library Vice-President Tom Welch convened the meeting at 9:03 A.M. in the
6 Community Room of the Library. Also attending were Trustees Alan Lichter,
7 Rachel Newcombe, Joan Pedrick, and Donna Riordan; Library Director Phil
8 Heikkinen, and staff member Mary Pugh. Among the audience members were
9 Friends representative Sandy Wilson, and staff member Nita Couchman.

10 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone to the meeting.

11 **OFFICER ELECTION & COMMITTEE ASSIGNMENTS**

12 Officer Election: Alan made a **MOTION** to elect Tom for the position of Board
13 Chair and President. Rachel seconded and the **MOTION** passed unanimously.

14 Rachel made a **MOTION** to nominate Joan as Vice President. Donna
15 seconded and the **MOTION** passed unanimously.

16 Tom made a **MOTION** to nominate Rachel as Board Secretary. Alan seconded
17 and the **MOTION** passed unanimously.

18 Committee Assignments: Board Members expressed a desire to keep the
19 current Committee Assignments. Also, Donna said that she would be willing to
20 accept the Facilities & Systems responsibility, vacated by Lois Cornell. Committee
21 assignments for 2011 are: Collection Management, Alan; Community Relations,
22 Rachel; Facilities & Systems, Donna; Finance, Tom; Policy & Personnel, Joan.
23 Donna asked about duties of Committee Chairs and Phil gave an overview and
24 explained how some committees grow into ad hoc committees when needed.

25 2011 Meeting Dates; Agenda Order: The Board discussed moving the regular
26 board meetings. Donna made a **MOTION** to set the regular Board Meeting to the
27 2nd Tuesday of each month at 9:00 A.M. Rachel seconded and the **MOTION** passed
28 unanimously. The Agenda will not change.

29 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Alan asked to include
30 a discussion on a facilitator to the Board Retreat Agenda item. Rachel asked to
31 include volunteer and staff appreciation to the Relevant News and Issues item.

32 **ROUTINE MATTERS**

33 Minutes: The Board reviewed the December 6, 2010 Minutes. Tom made a
34 **MOTION** to approve the Minutes. Rachel seconded, and the **MOTION** passed
35 unanimously, with Donna abstaining.

36 Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the
37 period and recommended approval.

| | | |
|----|--------------------------------|-------------|
| 38 | • Accounting report 12/9/2010 | \$5,466.20 |
| 39 | • Accounting report 12/14/2010 | \$4,516.38 |
| 40 | • Accounting report 12/21/2010 | \$1,165.11 |
| 41 | • Accounting report 12/28/2010 | \$2,611.62 |
| 42 | • Accounting report 1/4/2011 | \$2,906.27 |
| 43 | • January 2011 Payroll | \$24,370.21 |

44 Tom made a **MOTION** to approve all payments; Joan seconded, and the
45 **MOTION** passed unanimously.

46 **PUBLIC COMMENT** – None.

47 **PLANNING & PRIORITIES**

48 Staff & Volunteer Handbooks: Tabled until February 2011.

49 Board Retreat Agenda: Alan suggested using Regina Lyons of Counterpoint
50 Resolutions to facilitate the retreat. The Board discussed the use of a paid
51 facilitator versus a volunteer, and how to develop an agenda for a dynamic retreat.
52 Alan made a **MOTION** to engage Regina Lyons to facilitate the Board Retreat.
53 Rachael seconded and the **MOTION** passed 3-2. Phil will contact Regina, and asked
54 the Board to send agenda items to him.

55 **The Board took a break between 9:45 A.M. and 9:51 A.M.**

56 **NEW BUSINESS**

57 Relevant News and Issues: Rachel asked the Board to consider a staff
58 appreciation similar to the week-long volunteer appreciation event held last year.
59 Mary said the staff is coordinating the date for the volunteer appreciation. Rachel
60 will work with Kathy on both.

61 Director's Report: Phil briefly went over his written report discussing the
62 2010 year-end budget balance; online database vendors; audit progress; budgeting
63 for adult book purchases; OICF Sustainable Landscaping Grant; and staff review of
64 disaster planning. Washington Legislative Day is February 4th.

65 Friends of the Library: Friends Board Member Sandy Wilson covered the
66 current membership drive; selling books on eBay; and the Winter Booksale on
67 February 26.

68 **REPORTS FROM ACTIVE COMMITTEES**

69 Collection Management: There was no report.

70 Community Relations: Rachel reminded the Board about attending the
71 Unitarian Universalist Association potluck on January 23rd, discussing intellectual
72 freedom.

73 Facilities & Systems: There was no report.

74 Finance: There was no report. Tom asked if company stocks could be donated
75 to the Library. Phil said that nothing precluded accepting a donation of stocks; he
76 would advise a prospective donor on the various options available to support the
77 Library. Joan asked if there was any update on the condominium sale. Phil said
78 there was no new information, and that he would check with the Swenson estate
79 trustee.

80 Policy & Personnel: Joan said she will be working with Phil on rewriting
81 Mary's position description.

82 **PUBLIC COMMENT** – Kevin Sloan said he would be available to answer
83 questions on the sustainable landscaping project. Joan thought the Library should
84 host a seminar with Kevin's help.

85 **OTHER** – Phil said that the Library building's 20th anniversary is in 2012.
86 There being no additional business, the meeting was adjourned at 10:55 A.M.

87 Submitted by Mary Pugh.

88 Approved:

89 _____
90 Board Secretary

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **February 8, 2011**

5 Library President Tom Welch convened the meeting at 9:00 A.M. in the Community
6 Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe,
7 Joan Pedrick, and Donna Riordan; Library Director Phil Heikkinen, and staff
8 members Mary Pugh and Nita Couchman.

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

10 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – There were no
11 changes.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the January 10, 2011 Minutes. Joan made a
14 **MOTION** to approve the Minutes. Donna seconded, and the **MOTION** passed
15 unanimously.

16 The Board reviewed the Minutes of August 20, 2010. Joan made a **MOTION**
17 to approve the Minutes. Rachel seconded, and the **MOTION** passed unanimously,
18 with Donna abstaining.

19 Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the
20 period and recommended approval.

- 21 • 2010 Accounting report 1/14/2011 \$8,066.25
- 22 • 2010 Accounting report 1/25/2011 \$2,364.19
- 23 • 2011 Accounting report 1/14/2011 \$7,191.87
- 24 • 2011 Accounting report 2/1/2011 \$1,978.95
- 25 • 2011 Accounting report 2/7/2011 \$6,466.01
- 26 • January 2011 Payroll \$24,370.21

27 Tom made a **MOTION** to approve all payments; Alan seconded, and the
28 **MOTION** passed unanimously. Joan asked about the fluctuation in payroll; Mary
29 explained about the number of payroll days in each month.

30 **PUBLIC COMMENT** – None.

31 **NEW BUSINESS**

32 Relevant News and Issues: Tom thanked everyone for a thoughtful board
33 retreat.

34 Director's Report: Questions about Phil's report included the graffiti in the
35 bathroom, Alex Huppenthal's video archival project, volunteer appreciation, staff
36 appreciation, rotating staff duties, the Swenson estate update, Lopez Library's
37 Board information, and tracking donations.

38 Phil told the Board about a Library program for Black History Month that
39 will bring prominent musician Leon Atkinson for two presentations at the school
40 and an adult program at Orcas Center.

41 Kevin Sloan spoke about the native plant purchase and planting.

42 Friends of the Library: There was no Friends representative. Phil informed
43 the Board about the membership drive, approval of a stipend for our student intern,
44 and the Winter Book Sale on February 26. Rachel will attend the February meeting,
45 and Joan will attend the March meeting.

46 **The Board took a break between 9:50 A.M. and 10:00 A.M.**

47 **TRUSTEE TRAINING – WSL WEBINAR**

48 The Board participated in a Washington State Library webinar on
49 Trusteeship presented by Carolyn Peterson. Phil will forward notes from the
50 webinar to the Board.

51 **The Board took a break between 11:00 A.M. and 11:05 A.M.**

52 **PLANNING & PRIORITIES**

53 Staff & Volunteer Handbooks: Joan went through the policy restructuring
54 into handbooks, updates in language to the sexual harassment, confidentiality of
55 records, and review of the per diem/travel reimbursement.

56 Board Budget Training: Tom wishes for a more focused financial orientation
57 for the Board. He and Phil will develop content for a presentation to the Board.

58 Community Presentations: Tom would like to develop more community
59 presentations. (See Rachel's report.)

60 **REPORTS FROM ACTIVE COMMITTEES**

61 Collection Management: Alan explained the committee history and the
62 current restructuring. It is his desire to have 9 to 10 community members
63 specializing in a collection area. Plans will formalize towards the end of February.

64 Community Relations: Rachel is working on securing invitations to other
65 community meetings, ideally one every six weeks. Ideas include the Chamber of
66 Commerce meet and greet and a presentation at The Lower. Tom reminded
67 everyone about the Olga Potluck February 13 at 5:30 PM.

68 **Alan left the meeting at 11:52 AM.**

69 Facilities & Systems: Donna said she is familiarizing herself with the
70 physical plant including review of the 2003 Reserve Study. Mary said the report
71 was based on a 20-year sunset for most categories. Phil said the Board set a base of

72 six months' operating funds for the Library's reserves. Tom asked about a non-
73 proprietary library system software he'd read about. Phil said that King County
74 Library System had developed software called Evergreen. He will get additional
75 information.

76 Finance: There was no report.

77 Policy & Personnel: Joan asked when the Board would like Adina to give
78 Open Public Meetings Act training. Consensus was with a regular board meeting.

79 **PUBLIC COMMENT** – Kevin Sloan said the Library needed to publicize that
80 individuals could request book purchases.

81 **OTHER** – Nothing additional.

82 There being no additional business, the meeting was adjourned at 11:55 A.M.

83 Submitted by Mary Pugh.

84 Approved

85 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Library Board Retreat**

4 **February 1, 2011**

| | | |
|----|-------|--|
| 5 | 9:00 | Introduction |
| 6 | 9:20 | Agenda and purpose review |
| 7 | 9:30 | Trustee goals for 2011 |
| 8 | 10:15 | Communications – Building Consensus |
| 9 | 11:00 | Break |
| 10 | 11:15 | Open Public Meetings Law & Intra-Board Communications |
| 11 | 11:45 | Communications between the Board and our Stakeholders, Director, and Staff |
| 12 | 12:15 | Lunch (Continue Discussion of Communications) |
| 13 | 12:45 | Break |
| 14 | 1:00 | Major Challenges in 2011 |
| 15 | | Review Long Range Plan |
| 16 | | Action Plan for 2011 |
| 17 | 2:30 | Next Steps to achieve 2011 Goals/Retreat Wrap-up |
| 18 | 3:00 | Executive Session – Director’s Review |
| 19 | 4:00 | Final Wrap-up and Adjournment |

20 **Introduction, Agenda, Review of Purpose, Goals for 2011**

21 Board President Tom Welch began the retreat at 9:35 am. Attendees included Trustees Alan Lichter, Rachel
22 Newcombe, Joan Pedrick, Donna Riordan, and Tom; and Library Director Phil Heikkinen. Regina Lyons
23 facilitated. Mia’s Restaurant prepared and donated lunch.

24 Tom made introductions, and then reviewed the retreat’s agenda and goals, along with Regina Lyons, who
25 then led discussion.

26 Retreat purpose: to build consensus among Board Members about understanding where they currently are,
27 what they can achieve this year that will also support future Boards and the continued success of the Library,
28 and to focus on effective communications among Board members, with the Director, and with the
29 community.

30 Things to celebrate: the library; “thank you” for serving; being on the edge; how key the library is; as a
31 volunteer, being the first reader of many books; being able to ask the library to buy particular titles; the library
32 as center of our universe.

33 Main challenges: unpredictable economy; unpredictable public; staying ahead of the budget; holding onto the
34 word “library”; relevance of OILD for all ages; strengthening relationships as necessary among Phil-Board-
35 staff; how OILD fits into the changing economy.

36 **Communications – Building Consensus**

37 Regina began discussion of six different decision-making processes, and how they compared regarding
38 strengths and weaknesses. Regina focused mostly on the consensus-building model, and then shared written
39 definitions from other groups with which she had worked.

40 The group created its own definition of consensus: an agreement reached by decision-makers that 1)
41 identifies interests of stakeholders, and 2) creatively designs solutions that maximize benefits to as many
42 stakeholder interests as possible. The end goal is group solidarity in sentiment and belief for/in the
43 solution(s).

44

DRAFT

45 **Open Meetings Law and Intra-Board Communications**

46 The Board noted that we would be having training soon about the Open Public Meetings Law, and could
47 save that time during today's retreat.

48 Major suggestions for strengthening Intra-Board communications included one-on-one talk when people
49 disagree, pursuing inquiry and understanding; and expanding the "white paper" concept to explore ideas.
50 Suggestions also included contextualizing comments and admit biases; focus on what to do, not how to do it
51 (policy versus operations); yes to strategies, and no to logistics; getting an ongoing OILD education;
52 conducting mentoring of new Trustees, perhaps in round-robin format; and forming an advisory group pulled
53 from Board alumni.

54 **Board-Director Communications**

55 Major suggestions: when an issue arises, ask 1a) if there is a policy, 1b) if so, evaluate the policy, 2) should
56 there be a [new/changed] policy, 3) if yes, draft one, and 4) Director executes the policy. Also, look for
57 compassionate and sensitive language; think of each as part of the solution, not part of the problem; and
58 remember experience is dynamic, not static.

59 **Board-Staff Communications**

60 Major suggestions: keep open lines of communication, without assuming we know staff concerns; learn about
61 individuals' personal goals; ask specific/focused questions when appropriate; as appropriate, conduct group
62 meetings among Board, Director, and staff. Also, ask what duty do we have as Trustees, to do this type of
63 Board-staff communication, in the context of the role of a Library Board in Washington?

64 **Long-Range Plan (or Strategic Plan)**

65 Discussion items included how best to devise relevant activities; how best to tie the LRP to the budget; the
66 idea of having a 30- to 90-minute lesson or tutorial on OILD financial systems; a Director's overview of
67 progress every six months; where the Director most needs support; how closely the Director should work
68 with and/or inform the Board on progress; what outreach activities (or others) by Trustees would best help.

69 **Retreat Evaluation**

70 Pluses included learning about Board involvement; communications discussion; consensus discussion; free
71 exchange of ideas; Regina's leadership. Minuses included a too-long consensus portion; not enough time on
72 planning discussion; too much time with decision options charts; needed more balance on practical versus
73 conceptual; more practical planning time; more time overall (perhaps 1 ½ days); needed agenda to go faster;
74 more specifics and problem solving.

75 At 3:05, the Board entered an Executive Session for Review of the Director.

76 At 3:55, the Board came back into public session with no action taken.

77 At 4:00 pm, Tom Welch adjourned the Retreat.

78 Submitted by Phil Heikkinen, Library Director

79 _____
80 Board Secretary

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **March 8, 2011**

5 Library President Tom Welch convened the meeting at 9:00 A.M. in the Community Room
6 of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick,
7 and Donna Riordan; Library Director Phil Heikkinen, and staff members Mary Pugh; and
8 Friends President Pierrette Guimond.

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

10 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Rachel requested a
11 discussion under Friends of the Library.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the February 8, 2011 Minutes. After corrections,
14 Rachel made a **MOTION** to approve the Minutes. Donna seconded, and the **MOTION**
15 passed unanimously.

16 The Board reviewed the Minutes of February 1, 2011 Board Retreat. The Board
17 requested that the Minutes be changed to match the format of the regular meeting Minutes
18 and presented at the April meeting.

19 Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the period
20 and recommended approval.

- 21 • 2011 Accounting report 2/18/2011 \$9,255.26
- 22 • 2011 Accounting report 3/1/2011 \$2,644.55
- 23 • 2011 Accounting report 3/6/2011 \$8,392.91
- 24 • March 2011 Payroll \$24,134.89

25 Tom made a **MOTION** to approve all payments; Alan seconded, and the **MOTION**
26 passed unanimously.

27 In addition, the Board signed a corrected voucher approval from February 7, and
28 February payroll approval, as requested by the Auditor’s Office.

29 **PUBLIC COMMENT** – Pierrette asked for a copy of the OICF 2010 end of year report.
30 She encouraged the Board to discuss the report, as it relates to budget matters.

31 **PLANNING & PRIORITIES**

32 Staff & Volunteer Handbooks: The Board reviewed final changes to the handbook
33 sections of the policies. The Board discussed the recent notification about the possible
34 relocation of a level three sex offender to San Juan Island; how the Library should respond;
35 and if the policies were adequate if a similar situation occurred locally. It was determined
36 that the appropriate policies were in place; however, Joan will contact the corrections
37 officer and request a determination on the offender’s use of libraries.

38 Donna made a **MOTION** to approve the updated Policies, Staff, and Volunteer
39 Handbooks. Alan seconded, and the **MOTION** passed unanimously.

40 **The Board took a break between 9:45 A.M. and 9:50 A.M.**

41 **NEW BUSINESS**

42 Relevant News and Issues: There was no report.

43 Director's Report: Phil discussed items from his report. Donna asked about
44 establishing a personal relationship with our district legislators. Phil said the OICF report
45 is awaiting updates that are usually done by a volunteer. Tom asked about the patron
46 database update. Phil said it is a periodic update that purges the system of inaccurate
47 records. Mary explained about broken links between the different database tables. Also
48 discussed were E-readers; Crossroads ticket reconciliation; and best book lists.

49 Friends of the Library: Pierrette reported on the Winter Booksale and the disposal of
50 unsold books. She also reported on the membership drive and internet sales. Rachel asked
51 the Board to support the Friends by joining as members, and gave out membership
52 applications.

53 **REPORTS FROM ACTIVE COMMITTEES**

54 Collection Management: Alan shared a publicity letter seeking volunteers.

55 Community Relations: Rachel is continuing to explore venues for the Board to
56 interact with to the community.

57 Facilities & Systems: Donna had meetings with Phil and Tony on systems; looking
58 at "front of the house versus back of the house" needs.

59 Finance: Tom tabled the discussion until April.

60 Policy & Personnel: Joan said Adina will provide Board training on the Open Public
61 Meetings Act at the April meeting.

62 **PUBLIC COMMENT** – Pierrette commented that the new item section of the website was
63 not user-friendly.

64 **OTHER** – Nothing additional.

65 There being no additional business, the meeting was adjourned at 11:08 A.M.

66 Submitted by Mary Pugh.

67 Approved

68 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **April 12, 2011**

5 Library President Tom Welch convened the meeting at 9:00 A.M. in the Community Room
6 of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick,
7 and Donna Riordan; Library Director Phil Heikkinen, and presenter Adina Cunningham.

8 **WELCOME & INTRODUCTIONS** – Tom welcomed Adina, and reminded everyone of
9 the plan to include her training session within the meeting; this training will include
10 members of the San Juan Library Board and the SJI Library Directory Marjorie Harrison
11 via speakerphone connection.

12 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Rachel requested a
13 discussion under Friends of the Library.

14 **ROUTINE MATTERS**

15 Minutes: The Board reviewed the Notes from the February 1, 2011 Board Retreat.
16 Alan made a **MOTION** to approve the Notes. Joan seconded, and the **MOTION** passed
17 unanimously.

18 The Board reviewed the March 8, 2011 Board Meeting Minutes. Alan made a
19 **MOTION** to approve the Minutes. Joan seconded, and the **MOTION** passed unanimously.

20 Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the period
21 and recommended approval.

- 22 • 2011 Accounting report \$2,818.01
- 23 • 2011 Accounting report \$10,100.95
- 24 • 2011 Accounting report \$3,957.56
- 25 • April 2011 Payroll \$24,938.85

26 Alan made a **MOTION** to approve all payments; Rachel seconded, and the **MOTION**
27 passed unanimously.

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

29 **The Board took a break between 9:10 A.M. and 9:18 A.M.**

30 **PLANNING & PRIORITIES**

31 Trustee Training: Adina Cunningham gave her presentation about Board Ethics, the State
32 of Washington’s Open Public Meetings Act, and Public Documents. The training ended at
33 11:02.

34 **OLD BUSINESS**

35 Crossroads Lecture Series: Tom began by summarizing questions about Board
36 oversight, how best to handle financing in light of the latest State audit, and the means of

37 paying the Crossroads' Director for the series as a consultant. Rachel discussed possible
38 benefits of having the series under the Library umbrella. Phil summarized previous
39 seasons, how the series benefits the community and the Library mission, and the
40 importance of independent funding for it. He discussed adaptations based on the audit
41 recommendations, for example, signed agreements for the Crossroads Director and
42 speakers.

43 Alan asked for clarification about the audit recommendation that the Library not
44 charge; and Phil said that this is based on public library services being free in Washington.
45 He has an active inquiry with the State Auditors asking whether this series, as well as
46 Library classes, can be supported by fees, as services being offered "as a convenience for the
47 public," as stated in AGO 1992 No. 31. He mentioned additional alternatives such as the
48 Friends or other volunteers handling all solicitation for funding, or other means of
49 restructuring. He said he was reluctant to spend much tax revenue on the series, because it
50 was not a major core service, but that fundraising for the series was proving successful.

51 Tom asked about how speakers are chosen. Donna discussed the fiscal
52 complications, degree of value to the community, organizational issues and need for clarity,
53 and implementation of contracts. Phil talked about a handbook in process, and importance
54 of having the Director active on the steering committee as well as providing financial
55 oversight. Joan said she was a bit troubled about the hybrid nature of the series, as not
56 truly a free library program but also not an independent series. Perhaps we will need to
57 choose one or the other. Tom brought up the possibility of getting a legal opinion. Alan said
58 he preferred letting Phil get a response to his question to the auditors first; he added that
59 he favored not charging for Crossroads lectures, to make sure it is not elitist. Joan asked
60 about why the Crossroads Director is a consultant rather than a Library employee. Phil
61 talked about the two alternatives, and why the former was chosen, mostly for simplicity's
62 sake. The Board and Phil talked more about funding and administrative alternatives for
63 Crossroads, in particular via the Friends. After more discussion of legal considerations,
64 whether the series is a true library service, and oversight, the Board agreed to keep it on
65 the agenda for May.

66 **NEW BUSINESS**

67 Relevant News and Issues: Rachel discussed the plan of the Board attending a
68 potluck from 8:30 to 10 am on Tuesday, May 24, for staff appreciation. She, Joan, Phil, and
69 anyone else would be providing restaurant gift certificates. Tom asked Phil to remind the
70 Board about this. Also, he said that he could attend the afternoon Friends Board meeting.
71 Rachel offered to attend on June 14 and Donna on May 10.

72 Director's Report: Phil discussed the status of the disposition of the Swenson estate.
73 The Board expressed interest in seeing a resolution, and asked Phil to encourage the
74 Executor to accept any reasonable offer. Phil talked about Library Snapshot Day and
75 Volunteer Appreciation Week. He said that the staff retreat on April 5, facilitated by Dan
76 Leahy, seemed successful to everyone. He will share his own notes, as well as those from
77 Dan Leahy. He also talked about the WLA Conference. Tom asked about the program that
78 Phil presented on "Why Peak Oil Matters to Libraries." Phil is also the incoming WLA
79 Secretary/Treasurer, with a budget planning meeting coming up in May. He mentioned the
80 ferry meeting that he held with Marjorie Harrison of San Juan Library and Lou Pray of
81 Lopez Library, at which some of the discussion included a possible shared online library
82 system and San Juan Library's upcoming August levy lid lift election. He also overviewed
83 the difficult economic picture at the State Library.

84 Friends of the Library: No Friends members were present. Phil referred everyone to
85 his report for current information.

86 **REPORTS FROM ACTIVE COMMITTEES**

87 Collection Management: Alan said that his recent meeting of 13 people, including
88 both current and new members of the committee, was a good one. People seemed eager to
89 do research on possible new selections. Two of the members are high school students. The
90 tentative meeting date is the 3rd Tuesday of each month. He asked the committee to
91 consider who might serve as the Chair, preferring that it not be himself, although he plans
92 to be an active member.

93 Community Relations: Rachel discussed her letter to The Sounder about staff
94 appreciation. She has arranged for a Library Board presence at two Farmers Market
95 Saturdays, including June 18 and July 16.

96 Facilities & Systems: Donna had nothing new.

97 Finance: Tom discussed the end-of-2010 report from OICF, summarized by volunteer
98 Lynn Carter. The Board agreed to postpone the Library budget overview in light of time
99 constraints.

100 Policy & Personnel: Joan said that a Level Three Sex Offender's request to relocate
101 to San Juan Island was denied. She will report more on this issue more generally next
102 month. Phil said that Marjorie Harrison of San Juan Island Library also has more detailed
103 information about this issue.

104 **PUBLIC COMMENT** – None.

105 **OTHER** – Joan asked Phil about Pierrette Guimond's concerns about landscaping
106 expenses. Phil explained the OICF grant and plans for long-term planting of useful, lower-
107 maintenance materials.

108 **EXECUTIVE SESSION**

109 At 12:15, the Board moved into Executive Session for quarterly review of the Director. At
110 12:30, the Board moved back into Open Session with no action.

111 There being no additional business, the meeting was adjourned at 12:30 pm.

112 Submitted by Phil Heikkinen

113 Approved

114 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **May 10, 2011**

5 Library President Tom Welch convened the meeting at 9:01 A.M. in the Community Room
6 of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick,
7 and Donna Riordan; Library Director Phil Heikkinen, and staff member Mary Pugh;
8 Friends Treasurer Lynn Carter; and Eastsound Planning & Review Committee member
9 Gulliver Ranker.

10 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone.

11 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Tom added an Executive
12 Session to review the performance of a public employee pursuant to RCW 42.30.110. The
13 Session will begin at the end of the regular meeting, approximately 11:00 AM, and last
14 thirty minutes.

15 Alan asked to discuss the staff retreat and landscaping. Tom added these to New
16 Business.

17 **ROUTINE MATTERS**

18 Minutes: The Board reviewed the April 12, 2011 Board Meeting Minutes and made
19 corrections. Rachel made a **MOTION** to approve the Minutes as corrected. Joan seconded,
20 and the **MOTION** passed unanimously.

21 Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the period
22 and recommended approval.

- 23 • 4/21/2011 Accounting report \$8,466.07
- 24 • 4/26/2011 Accounting report \$3,440.74
- 25 • 5/4/2011 Accounting report \$7,877.78
- 26 • May 2011 Payroll \$25,125.20

27 Alan made a **MOTION** to approve all payments; Donna seconded, and the **MOTION**
28 passed unanimously.

29 **PUBLIC COMMENT** – There were no comments. Joan asked Lynn Carter about her
30 Library volunteer position. Lynn said she works with Mary as an administrative volunteer,
31 inputting information into QuickBooks for in-house reports; updating project status; OICF
32 and Crossroads’ reports; support during triennial audit periods; filing; and as a backup for
33 Mary. Mary said Lynn works four to five hours per week that would normally require
34 addition to current staff FTE’s.

35 Gulliver Rankin spoke on behalf of the Eastsound Planning & Review Committee
36 (EPRC) and asked the Board to consider an information kiosk at the Library for a one-stop
37 center on county information and events for the community. It would enable the public to

38 see full-size maps of projects, view public documents, and leave comments. Tom asked that
39 a written proposal be submitted through Phil.

40 **PLANNING & PRIORITIES** – Tom said he shared that he met with Hilary Canty of
41 OICF about the various Library endowments. Phil also met with Hilary to discuss
42 partnerships with OICF and other non-profits, including the Library’s community calendar
43 that is partnered with the Chamber, Whole Islands Catalog, and OICF Non-profit
44 Directory.

45 **OLD BUSINESS**

46 Crossroads Lecture Series: Phil updated the Board on the progress of implementing
47 procedures to comply with the State Auditor’s recommendations. The Board discussed fees
48 for classes and lectures; policy updates; contract personnel versus employees for Library
49 programs.

50 **The Board took a break from 10:53 AM to 11:00 AM.**

51 **NEW BUSINESS**

52 Relevant News and Issues: Alan asked about the Library’s telephone answering
53 system, and the staff development retreat. Alan brought to the Board’s attention a possible
54 sculpture donation for the Library grounds offered by the individual who funded the
55 Museum sculpture. The Board asked that the donor submit a written proposal through
56 Phil.

57 Director’s Report: Phil said he had received the Swenson Estate disbursement.
58 Donna asked about funds invested with the County versus OICF. Phil said we cannot direct
59 donors; instead he lists all possible donation opportunities. Joan asked about the Big Read
60 project. Phil said the scope was dependent on receiving a NEH grant; however, the Friends
61 have contributed to the project and a proposal was made to OICF.

62 Friends of the Library: Lynn said the Friends were working on the upcoming
63 Library Fair. Tom asked about the change in the types of books accepted for donation. Lynn
64 explained the ever-increasing cost of disposal of unsold books and the Friends’ steps to
65 mitigate that expense. Lynn said the Friends are finalizing the process to auction special
66 books through an EBay account.

67 **REPORTS FROM ACTIVE COMMITTEES**

68 Collection Management: Alan said the committee will be meeting on the 17th.

69 Community Relations: Rachel reviewed a conversation with Chamber Director
70 Lance Evans about a Chamber meeting, and a booth at the Farmer’s Saturday Market. She
71 reminded the Board about the staff potluck on the 24th at 8:30 AM.

72 Facilities & Systems: Donna said she would like to be included in the discussions on
73 the kiosk and sculpture. Phil said a new color multi-function printer/copier was purchased
74 to replace the failed back-office copier; and that Tony will be replacing a file server.

75 Finance: Phil reviewed the income spreadsheet, charts, and budget projections.

76 Policy & Personnel: Joan had final drafts of the new staff and volunteer handbooks.
77 She requested the Board’s final corrections by the 25th. The Board discussed possibly
78 updating the youth privacy policy.

79 **PUBLIC COMMENT** – None.

80 **OTHER** – None.

81 **The Board to a break between 11:20 AM and 11:35 M.**

82 **EXECUTIVE SESSION**

83 At 11:37 AM, the Board moved into Executive Session to review the performance of a public
84 employee pursuant to RCW 42.30.110. At 11:58 AM, the Board moved back into Open
85 Session with no action.

86 There being no additional business, the meeting was adjourned at 12:00 PM.

87 Submitted by Mary Pugh

88 Approved

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1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **June 14, 2011**

5 Library President Tom Welch convened the meeting at 9:01 A.M. in the Community Room
6 of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick,
7 and Donna Riordan; Library Director Phil Heikkinen, staff member Mary Pugh; and
8 Friends President Pierrette Guimond.

9 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone.

10 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Tom asked to review a
11 discussion he had with the president of the San Juan Library Board; this was added after
12 the Director’s Report.

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the May 10, 2011 Board Meeting Minutes and made
15 corrections. Alan made a **MOTION** to approve the Minutes as corrected. Rachel seconded,
16 and the **MOTION** passed unanimously.

17 Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the period
18 and recommended approval.

- | | | |
|----|-------------------------------|-------------|
| 19 | • 5/11/2011 Accounting report | \$5,191.94 |
| 20 | • 5/11/2011 Accounting report | \$725.00 |
| 21 | • 5/17/2011 Accounting report | \$3,099.73 |
| 22 | • 5/26/2011 Accounting report | \$1,838.51 |
| 23 | • 6/3/2011 Accounting report | \$6,779.67 |
| 24 | • 6/7/2011 Accounting report | \$5,657.51 |
| 25 | • May 2011 Payroll | \$26,403.98 |

26 Joan made a **MOTION** to approve all payments; Alan seconded, and the **MOTION**
27 passed unanimously.

28 **PUBLIC COMMENT** – Pierrette described her ten year involvement with the Library
29 and said she is concerned about some library services that she feels are not part of the
30 Library’s mission. She gave the Board a letter outlining her concerns and asked that they
31 be addressed at the July meeting.

32 **PLANNING & PRIORITIES** – There was no report.

33 **NEW BUSINESS**

34 Relevant News and Issues: There was no report.

35 Director's Report: Phil gave the Board information on an upcoming OICF workshop
36 for *Endow Orcas*; insurance coverage for volunteers, including those at Darvill's who receipt
37 tickets for Crossroads; the 2010 end-of-year report on the Friends grant; annual report
38 update; research into a new ILS (integrated library system), including the open-source
39 *Evergreen* system.

40 Phil discussed the Crossroads committee status and his discussions with the
41 steering committee about bringing the program into compliance with the Auditor's
42 recommendations, including such ideas as finding a new umbrella organization or forming
43 their own 501(c)(3) organization. The Board expressed concern that while the program
44 started at the Library, it has grown more independent and might be better suited for
45 working either independently or with another entity. Phil said he hoped to have the issue
46 resolved by the beginning of their 2011 season in September.

47 Friends of the Library: Pierrette said that she has finished organizing the historical
48 records in the workroom. She said the Friends Board will be working to define their mission
49 and to evaluate their investment strategy. Pierrette said that the Crossroads Committee
50 had asked if the Friends would allow the program to come under the Friends' umbrella, but
51 no decision has been made. Pierrette said the focus is on the August Library Fair, noting
52 how much it has changed over the years. She is concerned how eBooks will affect future
53 Booksale.

54 **The Board took a break from 10:04 AM to 10:12 AM.**

55 **REPORTS FROM ACTIVE COMMITTEES**

56 Collection Management: Alan said he was appointed Chair of the Collection
57 Management Committee at the regular 3rd Tuesday meeting, May 17th. He thinks the
58 committee is working well together.

59 Community Relations: Rachel said she is looking forward to the booth at the
60 Farmer's Saturday Market.

61 Facilities & Systems: Donna said she would schedule a meeting with Phil and
62 Pierrette to discuss landscaping.

63 Finance: 2011 GF Budget Amendment Discussion: Phil reviewed the information
64 from the end of 2010 and the first half of 2011. The income and expense categories that
65 have deviated from the current budget were explained, along with a proposed staffing
66 change. He noted that the net change would only be about \$68,000 and asked if the Board
67 preferred to not do an amendment. Tom, Joan, and Donna felt it was not necessary to do an
68 amendment; however they like having an in-depth semi-annual review.

69 Policy & Personnel: Joan said the new policies are finished and thanked Donna for
70 her help. Tom noted that the Lopez Library has a budget policy posted on its website.

71 **PUBLIC COMMENT** – Pierrette commented that the Library was one of the few districts
72 to do an amendment and felt it was confusing. She asked about the bookmobile survey.

73 **OTHER** – None.

74 **The Board took a break between 10:53 AM and 11:00 M.**

75 **EXECUTIVE SESSION**

76 At 11:00 AM, the Board moved into Executive Session to review the performance of a public
77 employee pursuant to RCW 42.30.110. At 11:45 AM, the Board moved back into Open
78 Session with no action.

79 There being no additional business, the meeting was adjourned at 11:50 PM.

80 Submitted by Mary Pugh

81 Approved

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ORCAS ISLAND LIBRARY DISTRICT



Regular Board Meeting

July 12, 2011

Library President Tom Welch convened the meeting at 9:01 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter and Rachel Newcombe; Library Director Phil Heikkinen, staff members Mary Pugh and Susannah Beck; and Friends President Pierrette Guimond.

WELCOME & INTRODUCTIONS – Tom welcomed everyone.

ADDITIONS or MODIFICATIONS TO THE AGENDA – Tom asked to include Crossroads after the Director’s Report, and the Board’s August work session under the Calendar.

ROUTINE MATTERS

Minutes: The Board reviewed the June 14, 2011 Board Meeting Minutes and made corrections. Rachel made a **MOTION** to approve the Minutes as corrected. Alan seconded, and the **MOTION** passed unanimously.

Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the period and recommended approval.

| | |
|-------------------------------|-------------|
| • 6/15/2011 Accounting report | \$2,666.65 |
| • 6/21/2011 Accounting report | \$3,205.46 |
| • 6/28/2011 Accounting report | \$3,538.26 |
| • 7/6/2011 Accounting report | \$6,493.40 |
| • July 2011 Payroll | \$24,805.68 |

Alan made a **MOTION** to approve all payments; Rachel seconded, and the **MOTION** passed unanimously.

PUBLIC COMMENT – Pierrette said she met with Kevin Sloan and Phil to develop a landscaping proposal that will maintain the Library grounds for two years. Phil said at first glance the proposal would be a win-win for everyone.

PLANNING & PRIORITIES

Annual Report for 2010: Phil reviewed the draft report with the Board and discussed the bulk mailing.

NEW BUSINESS

Relevant News and Issues: There was no report.

34 Director's Report: Phil answered questions on his written report. He discussed with
35 the Board staff responsibilities and chain of command; Tom requested a written report for
36 the August meeting about how an Assistant Director position might look. The Board
37 discussed the Horizon lost item report; the State Auditor's report on cash handling,
38 programs, and classes; and how Lopez and San Juan might share the ILS (integrated
39 library system).

40 **The Board took a break from 9:44 AM to 9:54 AM.**

41 The Board questioned the need to change the contract custodial to a staff position.
42 Phil expressed his concern that the job currently skirts the edges of the definition for a
43 contract position as set by the State. Phil said that, even with benefits, the change would be
44 close to revenue neutral. Rachel could see the benefit of having a cohesive staff, but
45 questioned whether the updated policy requiring public notice would come into play. Tom
46 felt it is the Board's responsibility to review the profile of the staff. Phil felt that while
47 technically staffing choices are his responsibility, and the change in position would meet
48 the needs for building maintenance, he would not be inclined to pursue this change if the
49 majority of the Board is in dissent. Tom requested the item be on the August agenda.
50 Rachel will meet with Phil about moving the discussion forward.

51 Alan asked if the Library was eligible for additional grants from the Orcas Island
52 Community Foundation (OICF). Phil said that we could apply for more; however, he noted
53 the Library's financial health and felt there were more needy applicants in the community.

54 Crossroads Lecture Series: Tom asked about the status of the Crossroads program
55 fulfilling the State Auditor's requirement for free programming. Phil said the Friends
56 would consider a written proposal after they finish with the August Library Fair. It is also
57 possible another organization (Orcas Center, The Fun House) might take it over. Finally,
58 the committee is looking at forming a 501(c)(3). Phil hopes to have a resolution this year.

59 Friends of the Library: Pierrette said they are gearing up for the August Library
60 Fair; she had the 2011 poster and volunteer sign-up sheets. She said they have fewer books
61 for sale this year and hopes there will not be a problem with unsold books. Pierrette said
62 some of the Friends are cautious about accepting the Crossroads program because of
63 liability and their tax status.

64 **REPORTS FROM ACTIVE COMMITTEES**

65 Collection Management: There was no report.

66 Community Relations: Rachel described her "meet and greet" at the Saturday
67 Farmers' Market.

68 Facilities & Systems: There was no report.

69 Finance: 2011 GF Budget Amendment Discussion: Tom reviewed the question of
70 whether to do a budget amendment. The Board agreed it was helpful to review the
71 financial picture mid-year; however they did not see the need for a formal budget
72 amendment.

73 Policy & Personnel: There was no report.

74 **PUBLIC COMMENT** – Pierrette said the Board should carefully consider the change in
75 custodian because she knows an RFP would result in higher costs, due to higher prevailing
76 wages in the open market.

77 **OTHER** – None.

78 **CALENDAR** – The board set the August work session to follow the regular meeting
79 on August 9th, ending at 2:30. The Board is to email Phil on agenda items. Alan
80 would like to include a discussion on expansion.

81 There being no additional business, the meeting was adjourned at 11:50 PM.

82 Submitted by Mary Pugh

83 Approved

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1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**
4 **August 9, 2011**

5 Library President Tom Welch convened the meeting at 9:02 A.M. in the Community Room
6 of the Library. Also attending were Trustees Alan Lichter, Rachel Newcomb, Joan Pedrick
7 and Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh, Nita
8 Couchman, and Susannah Beck; and Friends Secretary Jean Soderquist.

9 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone.

10 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Phil asked to discuss the
11 Community Room Policy, which Tom added after the Director’s Report. The Board had no
12 change to the Retreat Agenda.

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the July 12, 2011 Board Meeting Minutes. Alan made
15 a **MOTION** to approve the Minutes as presented. Rachel seconded, and the **MOTION**
16 passed unanimously, with Joan and Donna abstaining.

17 Vouchers and Payroll: Tom said he reviewed the invoices and payroll for the period
18 and recommended approval.

19 • 7/12/2011 Invoice Accounting Report \$1,937.84
20 • 7/19/2011 Invoice Accounting Report \$5,220.78
21 • 7/21/2011 Invoice Accounting Report \$1,515.12
22 • 7/26/2011 Invoice Accounting Report \$3,103.98
23 • 7/26/2011 Invoice Accounting Report \$6.97
24 • 8/2/2011 Invoice Accounting Report \$3,874.23
25 • August 2011 Payroll \$26,017.44

26 Alan made a **MOTION** to approve all payments; Rachel seconded, and the **MOTION**
27 passed unanimously.

28 **PUBLIC COMMENT** – None.

29 **PLANNING & PRIORITIES**

30 COLA: Tom said that every year during the Budget process the Board grapples with the
31 staff compensation element and he wanted to have a more thoughtful discussion for the 2012
32 Budget. Rachel said she reviewed archived Minutes and would encourage the Board to have
33 respectful discussions and not add subjective comments, i.e., living on Orcas is a benefit, and
34 people having to take financial responsibility for being able to live on Orcas.

35 Joan felt that staff compensation consists of two distinct areas: 1) a stable pay structure
36 based on standard performance evaluations; and 2) COLA that allows for the same purchasing
37 power from year to year. She does not believe it is fair to decide during budget preparations if

38 there is enough to increase staff pay and/or give a COLA. Joan said that a pay structure would
39 remove the yearly uncertainty, would be across the board as long as normal job standards were
40 met, and not be subject to a director's review.

41 Phil agreed, commenting that this is the type of approach he has followed during budget
42 cycles, both in terms of across-the-board merit increases and a consistent approach to COLAs.

43 Alan was concerned that having an established structure would be detrimental in bad
44 economic times, such as now, citing the County's furlough days. Joan responded that there might
45 be an occasion where an exception would be implemented; however, the structure would work in
46 most instances. Donna asked about rewarding exceptional performance. Joan said that both could
47 be adopted within a policy and could use additional leave or compensatory time to recognize
48 exceptional performance. Alan suggested it could include continuing education and/or
49 conference attendance recognition.

50 Joan, Donna, and Alan will work with Phil on possible policy updates in various areas
51 related to staff compensation.

52 Optimal Staffing Profile: Custodian: The Board had questions on Phil's proposal to add a
53 staff position for Custodian, including: posting the position; pay scale; benefits; position hours;
54 keeping a contract position; and requirement for a contract position.

55 **The Board took a break from 9:56 AM to 10:03 AM.**

56 **NEW BUSINESS**

57 Relevant News and Issues: FOIL Membership for Board Members: Rachel
58 encouraged the Board to become members of the Friends.

59 Board Policies – Advanced Degree & Longevity: The Board discussed how and when
60 a staff member's position might be upgraded.

61 Director's Report: Phil answered questions on his written report, including the
62 missing items report; the music collection; the updated policy manual; and rights of privacy
63 for children versus adults.

64 Meeting Room Policy: Phil asked the Board to consider a change in the meeting
65 room policy that would allow for assessing a fee to use the room in cases where an
66 instructor is charging a fee for a class. The Board reviewed the draft and had questions
67 about different scenarios. Donna will work with Phil to review the language and bring it to
68 the September meeting.

69 Crossroads Lecture Series: Tom asked about the status of the Crossroads program
70 fulfilling the State Auditor's requirement for free programming. Phil said the Friends
71 would consider a written proposal after they finish with the August Library Fair. It is also
72 possible another organization (Orcas Center, The Fun House) might take it over. Finally,
73 the committee is looking at forming its own 501(c)(3). Phil hopes to have a resolution this
74 year.

75 Friends of the Library: Jean Soderquist reported on the results of Library Fair. Alan
76 will attend the August Friends meeting, and Rachel the September meeting.

77 **The Board took a break from 11:00 AM to 11:10 AM.**

78 **REPORTS FROM ACTIVE COMMITTEES**

79 Collection Management: Alan said the committee is on hiatus for the summer.

80 Community Relations: Rachel said the second “meet and greet” at the Saturday
81 Farmers’ Market was a success.

82 Facilities & Systems: Donna asked about the extension of the Library’s wireless
83 service to other venues. Phil said that the K-20 program does not allow for a “sublet” of the
84 resources.

85 Finance: Tom discussed the upcoming levy for the San Juan Library.

86 Policy & Personnel: Joan said she is meeting with Phil on the Administrative
87 Assistant reclassification. She also plans one-on-one meetings with the staff.

88 **PUBLIC COMMENT** – None.

89 **OTHER** – None.

90 **The Board took a break from 11:21 AM to 11:56 AM.**

91 **BOARD RETREAT WORK SESSION**

92 Tom convened the Board Retreat at 11:56, and reviewed the agenda.

93 Building Addition: Tom gave an overview of past thinking regarding adding onto the
94 building, including cost, uses for the additional space, and the concept of incremental
95 expansion.

96 Trustees commented on such issues as support for the idea and costs of an addition;
97 potential for private funding; best approaches to the public in exploring the options, such as
98 surveys, focus groups, need assessments; the idea of naming rights; how best to form a
99 building committee; possible role of a new library foundation; importance of a clear
100 statement of need; preference over talking about uses for new space rather than using the
101 word “expansion”; incremental operating costs; what order of steps to follow for this process;
102 how best to accept donations, whether to the Library directly, to the Friends, or to a
103 foundation; and the advantages of holding a design charette.

104 Next steps: Tom and Alan will meet and lay out alternatives, including approaches for
105 fundraising.

106 Library Board Committees: Tom asked for discussion and thoughts about how to include
107 community members as appropriate for the Board’s various areas of responsibility,
108 especially in the case of special projects. Phil agreed with the idea of a project-based
109 approach to using volunteers in order to help them focus, rather than asking them to stay
110 up to speed on ongoing tasks. Donna asked Phil to provide names of people who have been
111 involved with and interested in facility and grounds issues.

112 Staffing Profile: Phil asked for Board feedback about the idea of moving our current
113 contracted custodial services to a staff position. During discussion, it was clear that most of
114 the Trustees felt that there would be more problems than benefits to such a change. Phil
115 said that based on the feedback he would be unlikely to make this change.

116 The Board also discussed the idea of adding an Assistant Director position, and how that
117 might best be implemented. The Trustees favored the idea, and had a variety of thoughts
118 about how best to configure this position with regard to level of supervisory responsibilities,
119 the possibility of making it a rotating position among all qualified staff, and what types of

120 duties would apply. Phil promised to take this idea seriously, and to look into options about
121 how it might work in practice.

122 Salary Structure: Phil shared the current salary structure and history. The Trustees talked
123 briefly about the concepts of merit and COLAs, and agreed that this would be good to fold
124 into the coming budget discussions. Phil agreed to provide a history of merit and COLA
125 amounts in recent years in supporting further study.

126 There being no additional business, the meeting was adjourned at 2:20 PM.

127 Submitted by Mary Pugh (Board Meeting) and Phil Heikkinen (Board Retreat).

128 Approved

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1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**
4 **September 13, 2011**

5 Library Vice President Joan Pedrick convened the meeting at 9:04 A.M. in the Community
6 Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, and
7 Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh, Nita
8 Couchman, and Martin Arnold; and Friends Representative Sandy Wilson.

9 **WELCOME & INTRODUCTIONS** – Joan welcomed everyone.

10 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Phil asked to discuss the
11 Trustee recruitment, which was added to Planning and Priorities.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the August 9, 2011 Board Meeting Minutes. Alan
14 made a **MOTION** to approve the Minutes as presented. Rachel seconded, and the **MOTION**
15 passed unanimously.

16 Vouchers and Payroll: Rachel said she reviewed the invoices and payroll for the
17 period and recommended approval.

- 18 • 8/2/2011 Invoice Accounting Report \$3,874.23
- 19 • 8/10/2011 Invoice Accounting Report \$12,839.90
- 20 • 8/16/2011 Invoice Accounting Report \$12646.29
- 21 • 8/22/2011 Invoice Accounting Report \$4,538.98
- 22 • 8/30/2011 Invoice Accounting Report \$4,418.14
- 23 • 9/6/2011 Invoice Accounting Report \$8,638.06
- 24 • September 2011 Payroll \$23,880.87

25 Donna made a **MOTION** to approve all payments; Alan seconded, and the **MOTION**
26 passed unanimously. Donna and Rachel said it would be valuable for all Board Members to
27 have training in the processing of monthly vouchers.

28 **PUBLIC COMMENT** – None.

29 **PLANNING & PRIORITIES**

30 Crossroads Lecture Series: Phil said he is continuing to work with the Crossroads
31 Committee to find a resolution to the State Auditor’s management letter concerning ticket
32 sales. He has meetings scheduled with Orcas Center Director Kara O’Toole and the new
33 Orcas Island Parks and Recreation District Commissioners. The Friends of the Library is
34 another option; however, that meeting may have to be after their annual meeting on
35 September 25. The Board discussed the various options and asked Phil to keep them
36 informed.

37 Draft 2012 Budget: Phil said he has met separately with Tom and Donna concerning the
38 budget and reserve study, respectively.

39 Joan asked about including Crossroads in the 2012 budget. Phil said even if the program
40 found a new home, the funds would have to be included to be transferred. Joan also asked about
41 the increase to landscaping. Phil responded that after his walkabout with Donna and additional
42 tours with Pierrette, it was determined that more work was needed on the garden beds. Pierrette
43 felt the work was more complex than she was comfortable doing, so a landscaper would need to
44 be hired. Joan asked about the educational component of the sustainable landscaping project.
45 Phil said a map is being developed to identify the plants.

46 Additional items covered included legal, building maintenance, ILS upgrade, janitorial,
47 D&O insurance, endowment disbursements, and collection purchases.

48 The Board scheduled October 4 as the 2012 Budget Public Hearing, and October 18 as
49 the regular monthly Board Meeting, with an additional afternoon session to discuss the budget
50 and staff compensation. In addition, the regular monthly meeting for November was changed to
51 November 15 at 9:00 AM.

52 **The Board took a break from 10:05 AM to 10:12 AM.**

53 Trustee Recruitment: Phil reviewed the background of the recruitment process. He
54 will discuss with Tom and the County Council the process to use for this year. He
55 encouraged the Board to help the process by bringing interested candidates to the Council's
56 attention.

57 **NEW BUSINESS**

58 Relevant News and Issues: No report.

59 Director's Report: Phil said he is taking some afternoon time off for the rest of
60 September, working an abbreviated schedule. He answered questions on his written report,
61 including database usage, publicity for the databases (Rachel will work on it), and the
62 Crossroads web page.

63 Friends of the Library: Sandy Wilson said that the Library Fair netted \$10,921 of
64 which $\frac{3}{4}$ will be returned to the Library in the initial 2012 grant. She reminded everyone
65 about the Annual Meeting on September 25. Sandy said the Friends Board is working on
66 its mission and goals. She also reported on the use of eBay to sell books; a curious note from
67 the Fair was that most of the unsold books were hardback fiction.

68 Future Trustee Representatives: Rachel – September; October – Joan; November –
69 Alan; December – Donna.

70 **REPORTS FROM ACTIVE COMMITTEES**

71 Collection Management: Alan said the next committee meeting is scheduled for
72 September 20.

73 Community Relations: Rachel wrote an article in the paper about Martin finishing
74 his Master of Library and Information Science course work. She asked about a special event
75 to find missing items. Phil explained several ways that staff and volunteers recover missing
76 items. Rachel said the Library's Orcas Reads project will be sponsoring the Orcas Center
77 production of *Our Town*.

78 Facilities & Systems: Donna said that she met with Pierrette and Phil to discuss the
79 goals of the landscaping plan. Donna reported on the ILS research and how Lopez and San
80 Juan libraries are participating.

81 Finance: There was no report.

82 Policy & Personnel: Administrative Assistant Reclassification: Joan reviewed the
83 position description change from Administrative Assistant to Administration Services
84 Coordinator. Donna made a MOTION to reclassify the position of Administrative Assistant
85 to Administration Services Coordinator. Rachel seconded, and the MOTION passed
86 unanimously.

87 Community Room Policy: The Board reviewed the language change for the
88 Community Room Policy that would allow for usage fees in some cases. In addition, Joan
89 questioned if prohibiting alcohol usage needed to be included; she offered to research this.
90 The matter was tabled until the October Regular Meeting.

91 Staff Compensation: Joan felt that the discussion warranted more time and
92 requested it be added to the October Regular Meeting. She is planning to meet individually
93 with staff prior to that meeting. Rachel asked if progress had been made on incentives for
94 staff completing additional education and/or professional development. Alan gave out a draft he
95 had written.

96 **PUBLIC COMMENT** – None.

97 **CALENDAR** – Donna asked that the calendar include upcoming conferences.

98 **The Board took a break from 11:09 AM to 11:15 AM.**

99 **EXECUTIVE SESSION**

100 At 11:15 AM, the Board moved into Executive Session to review the performance of a public
101 employee pursuant to RCW 42.30.110. At 11:47 AM, the Board moved back into Open
102 Session with no action.

103 There being no additional business, the meeting was adjourned at 11:48 AM.

104 Submitted by Mary Pugh.

105 Approved

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1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Special Board Meeting**

4 **October 4, 2011**

5 Board Secretary Rachel Newcombe convened the meeting at 9:00 A.M. in the Community
6 Room of the Library. Also attending were Trustees Alan Lichter and Donna Riordan;
7 Library Director Phil Heikkinen, staff members Mary Pugh and Tony Ghazel; and Friends
8 Representative Pierrette Guimond; guests John Ashenhurst and Lois Cornell.

9 **WELCOME & INTRODUCTIONS** – Rachel welcomed everyone.

10 **ADDITIONS or MODIFICATIONS TO THE AGENDA** – Phil asked to add an update
11 on the Board recruitment and replacement process, and the need for a Trustee to review
12 vouchers and payroll.

13 Phil explained that Library Trustee and Board President Tom Welch had resigned
14 effectively immediately, for medical reasons. After notifying the rest of the Board, Phil contacted
15 the Board of County Council’s clerk to inform them of the situation. Several appointment
16 scenarios were discussed, including Joan Pedrick’s suggestion that she would vacate her current
17 position that expires on December 31, 2011 and assume Tom’s position that will expire on
18 December 2012. That would leave only one position for the BOCC to fill; the matter is under
19 consideration.

20 Phil said that Tom’s departure leaves the Finance Committee without a chair. Phil noted
21 that Tom would normally come in advance of the Board meeting to review the invoices and
22 payroll. Phil asked the Board for a volunteer to assume those duties. Rachel said she would do
23 the next round, and hopefully we would hear from the BOCC on Trustee appointments before the
24 November meeting.

25 Draft 2012 Budget Discussion: Mary informed the Board about new language for the tax
26 levy certification that she received from the County Assessor’s Office.

27 Phil gave an overview of the 2012 General Fund Budget, noting the modest increases. He
28 is recommending a 3% COLA and 2% merit increase for staffing. Alan asked if he knows what
29 San Juan County is offering their employees. Phil said that most of the County employees are
30 under a 2-year contract and it is not a straight-forward comparison.

31 **PUBLIC COMMENTS**

32 John Ashenhurst and Lois Cornell both asked about technology purchases and the ILS
33 system, questioning the estimates and using open source software. Phil said that the \$20,000 is
34 an estimate for software and hardware costs. He said that it would be low for a turnkey system
35 but high for an open source system. Mary said that the purchase of a new system in 2012 would
36 eliminate the annual software maintenance cost for the first year. Phil noted that Orcas, Lopez
37 and San Juan are jointly researching ILS systems and no decision has been made on a vendor. He
38 said the open source product “Evergreen” has come a long way in the last several years, with

39 King County Library System, La Conner Public Library, and Burlington Public Library currently
40 using the system.

41 John Ashenhurst asked about the Crossroads budget amount suggesting that it should be
42 “cut loose” from the Library and let the committee figure out funding. Phil said that he and the
43 committee are working to find a good fit for the program. He noted that the program is basically
44 a pass-thru for the budget with expenses matched by income. Phil said that even if the program is
45 disbanded, the budget would have to include the expense, unless funds are transferred before
46 budget adoption.

47 Additional questions covered janitorial expense, landscaping, property tax reserve, health
48 insurance, long-term disability insurance,

49 Tony spoke about the high regard the community has for the library and its staff. He asks
50 that the Board consider fair compensation for the staff, noting that current salaries and benefits
51 are only about 60% of the budget; well below other libraries. Pierrette urged caution noting
52 Seattle Public Library and San Juan County furlough days. John said that the sustainability is
53 what needs to be considered; without a projection worksheet the Board does not know when
54 expenses will outstrip revenues. John expects the recession to be protracted. Pierrette reminded
55 the Board that the staff did receive extra compensation in the form of Med-Evac insurance
56 reimbursement and sick leave cash-out. Tony said it is not right to consider the staff lucky to
57 have jobs or that they chose to live on Orcas; that reaction is demeaning to a staff that works
58 very hard and has high approval ratings.

59 Lois asked about the salary step plan, stating that there is value in a predictable wage
60 base. John agreed that it would benefit the staff and not be arbitrary. Phil said the research was
61 continuing.

62 **OTHER**

63 Tony noted the County’s increased usage of the Library’s teleconference equipment,
64 saving over 200 man hours.

65 There being no additional business, the meeting was adjourned at 10:40 AM.

66 Submitted by Mary Pugh.

67 Approved

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1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **October 18, 2011**

5 Library Vice President Joan Pedrick convened the meeting at 9:00 A.M. in the Community
6 Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe,
7 Margaret Payne, and Donna Riordan; Library Director Phil Heikkinen, staff members
8 Mary Pugh, and Nita Couchman; Friends President Pierrette Guimond; and former Library
9 Board President Lois Cornell.

10 **WELCOME & INTRODUCTIONS** – Joan welcomed everyone and introduced new
11 Library Trustee Margaret Payne. Margaret said she was happy to join the Board;
12 describing a background in education and a history of volunteering in the arts, and now the
13 Garden Club.

14 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel asked to discuss
15 the January Board Retreat; Phil asked to present a special resolution; Alan asked to
16 discuss future expansion planning. These were added to the Agenda under Calendar, Policy
17 & Personnel, and Facilities & Systems, respectively.

18 **BOARD APPOINTMENTS**

19 Election of President: Phil said that the District’s By-Laws require that a vacancy in
20 the Board Officers be filled at the next regular meeting. He said that Tom’s resignation
21 from the Board left the Presidency open and asked the Trustees for nominations to fill the
22 position. Donna made a **MOTION** to nominate Joan Pedrick as President of the Library
23 Board for the remainder of 2011. Rachel seconded and the **MOTION** passed unanimously,
24 with Joan abstaining.

25 Joan’s election as President of the Library Board leaves the position of Vice
26 President open. Alan made a **MOTION** to nominate himself as Vice President. Margaret
27 seconded, and the **MOTION** passed unanimously.

28 Joan said that Tom was also the Finance Committee Chair. Donna said that she
29 would be willing to take on the Finance Committee in addition to her Facilities & Systems
30 Committee. Joan made the appointment and thanked Donna for “doubling up.” Joan,
31 acknowledging the steep learning curve, suggested that Margaret shadow each Trustee
32 individually to learn their duties.

33 **ROUTINE MATTERS**

34 Minutes: The Board reviewed the September 13, 2011 Board Meeting Minutes. Alan
35 made a **MOTION** to approve the Minutes as presented. Rachel seconded, and the **MOTION**
36 passed unanimously, with Margaret abstaining.

37 Vouchers and Payroll: Rachel said she reviewed the invoices and payroll for the
38 period and recommended approval.

| | | |
|----|--|-------------|
| 39 | • 8/9/2011 Invoice Accounting Report | \$ 313.07 |
| 40 | • 9/6/2011 Invoice Accounting Report | \$8,638.06 |
| 41 | • 9/12/2011 Invoice Accounting Report | \$7,163.15 |
| 42 | • 9/20/2011 Invoice Accounting Report | \$3,583.52 |
| 43 | • 9/28/2011 Invoice Accounting Report | \$7,215.01 |
| 44 | • 10/4/2011 Invoice Accounting Report | \$4,541.37 |
| 45 | • 10/13/2011 Invoice Accounting Report | \$4,361.66 |
| 46 | • October 2011 Payroll | \$23,814.52 |

47 Donna made a **MOTION** to approve all payments; Rachel seconded, and the
 48 **MOTION** passed unanimously.

49 **PUBLIC COMMENT**

50 Pierrette gave the Board information on the landscaping project, describing the
 51 recent plantings, and mapping their locations. Joan asked about progress on the
 52 educational portion of the sustainable landscaping project.

53 **PLANNING & PRIORITIES**

54 Crossroads Lecture Series Update: Phil said the Friends researched adding the
 55 lecture series. They learned that it would require reclassifying their status with the IRS
 56 because adding Crossroads would change their current mission. Phil said the staff
 57 expressed a desire for Crossroads to have a broader appeal by including topics for families
 58 and younger people. He said the Committee is still working to find an umbrella
 59 organization; however, Phil is concerned with continuing the existing funding model for the
 60 remainder of the 2011-2012 season.

61 Donna was concerned that the Committee has not developed a sustainable business
 62 model. Alan asked about Crossroads forming their own 501(c)(3). Phil said they were
 63 hoping not to have to pursue that option, but that it may be the only thing left for them.
 64 Rachel said she would like to have a decision before the end of 2011.

65 Joan said that she sees two options: 1) a complete Library Committee and program,
 66 which would mean no fees; or 2) a Crossroads Committee that is autonomous as its own
 67 organization. She said that if it is a Library Committee, it needs to have the same level of
 68 oversight as all other Library activities. Joan said that she likes Library programs that
 69 serve non-traditional users, who are still taxpayers. She would even be willing to support
 70 funding that sort of lecture series with tax dollars.

71 Phil said the Auditor was clear that Library programs cannot charge a fee. Rachel
 72 asked why it was taking so long. Phil said Crossroads has been meeting with different
 73 organizations in hopes of a smooth transition; however, nothing has been resolved. Joan
 74 would like to see the matter resolved this year. Rachel and Donna agreed. Alan said that
 75 the Board should convey to the Committee immediately that as a Library program there
 76 will be no fees for attending lectures. Margaret said that a Library committee should not
 77 have political agendas. She sees Crossroads as expensive and would prefer a more practical
 78 series. Joan said the Committee could encourage more private sponsorship of speakers with
 79 a goal to broaden the appeal.

80 Margaret asked about approaching Orcas Center. Phil said the OC had been
 81 approached but declined. Margaret asked about accepting donations. Phil said that we
 82 cannot solicit donations but could have a basket at the lectures.

83 Alan said he would like to propose a motion that Crossroads remains a Library
84 program. Phil said we could make the spring lectures free. Joan asked about expenses. Phil
85 said the budget would remain the same if it stays or goes. Joan said the program is good for
86 the Library. Phil said we could develop more Library programming. Alan made a **MOTION**
87 that it is the desire of the Board that Crossroads remain a Library program and to convey
88 the decision to the Crossroads Committee; Donna seconded. Joan asked that the Board
89 allow the Committee to decide on their status by November 15th. Joan made a **MOTION to**
90 **Amend** that the Crossroads Committee must decide their status by November 15, 211. Alan
91 agreed and seconded the amendment. **MOTION** passed unanimously.

92 **The Board took a break from 9:57 AM to 10:05 AM.**

93 **NEW BUSINESS**

94 Relevant News and Issues: Mary said that the Library's teleconference system was
95 used to participate in the Board of County Council meeting; it was attended by 5 citizens.

96 Director's Report: Phil asked if there were questions on his written report. He said
97 the search for a new Integrated Library System (ILS) is continuing, together with Lopez
98 and San Juan libraries. Donna asked, considering current budget discussions, when a
99 decision would be made. Phil said he hopes to have a preliminary decision about the
100 possibility of a shared ILS by the end of the year, explaining that it is a process involving
101 three islands' communities' needs. Joan asked if only the open source vendors were being
102 considered. Phil said no; turnkey vendor software was also under consideration. Phil said
103 he was impressed with the open source software, noting that it has come a long way
104 recently. He said that some developers have moved into consulting and support, at a lower
105 cost than the turnkey vendors. Donna would like to have information sooner, enabling the
106 Board to address the issue in the 2012 budget. Phil agreed that would be the ideal;
107 however, that would be unlikely given the process.

108 Margaret noted the trend in a lower door count and how future usage might look.
109 Phil noted the slow economy and families leaving the island; however, he thinks weather
110 also had an impact.

111 Joan asked about the low return of the online survey; she wondered about trying the
112 survey again at the annual Library Fair. Phil said it couldn't hurt; Rachel added that
113 surveys could be done at the Winter Booksale. Phil said an island-wide survey would
114 capture more than just library users.

115 Joan asked Phil for more information on the Collection Management Committee.
116 Phil said that the Committee wanted to be sure their recommendations were taken
117 seriously. He explained to the Committee that he could not promise to purchase everything
118 they recommended, noting the popular browsing collection versus a specialized interest.
119 Alan said the Committee is structured so that members specialize in a particular area of
120 the collection and help with reviewing the holdings, making thoughtful recommendations
121 for additions. Phil noted that the vast majority of Committee recommendations are added to
122 the collection.

123 Friends of the Library: Pierrette said that the Friends Annual Meeting was
124 September 25 and Tom Welch was able to give his presentation. She said they are working
125 on a membership drive and have developed a bookmark highlighting Friends activities. The
126 Winter Booksale is February 25; there will be special books at the Holiday Tea on
127 December 3; she hopes Trustees will sign up to make cookies.

128 Pierrette said that the Friends are having serious discussions with the Farmers'
129 Market Manager about use of the Village Green for Library Fair on the 2nd Saturday in
130 August. The Board asked how to support the Friends with the discussions; contact will be
131 made with the Parks Department in support of Library Fair.

132 Pierrette expressed concerns about FOIL'S discussion with the Crossroads
133 Committee. Pierrette said she likes the lecture series but she has to look at what is best for
134 the Friends and their mission to support the Library. Joan asked that if the series were a
135 Library program, would the Friends look favorably at supporting it. Pierrette felt that was
136 likely.

137 Pierrette said there will be no Friends Board Meetings in December or January.

138 **REPORTS FROM ACTIVE COMMITTEES**

139 Collection Management: Alan said the committee meeting is scheduled for 4:00 p.m.

140 Community Relations: Rachel said she would include the Friends membership drive
141 in her upcoming article.

142 Facilities & Systems: Future Expansion Planning: Alan said that he would like to
143 investigate recruiting donors. Joan asked if they are seeking interested parties or actual
144 donations. Alan said it could be both; he noted the need for additional children's space, a
145 quiet reading room, and computer space. Joan asked if this was fund planning or taking the
146 temperature. Alan said the space is needed and the Board needs to look at planning. Joan
147 asked about the Board's involvement in fundraising. Phil said an outside committee could
148 handle that; however, they would have to work independently of their Board positions.
149 Joan made a **MOTION** to form a committee to explore expansion planning. Donna seconded
150 and the **MOTION** passed unanimously.

151 Joan asked Alan, and he accepted the Committee Chair. Alan said investigating a
152 foundation will be first on the list. Lois Cornell said she and John Ashenhurst had a lot of
153 background on the prior efforts and would be willing to work with Alan.

154 Finance: There was no report.

155 Policy & Personnel: Joan presented Resolution 02-2011 acknowledging Tom Welch
156 as a guiding source in inspiration and leadership during his three years on the Library
157 Board. Donna made a **MOTION** to approve Resolution 02-2011. Alan seconded and the
158 **MOTION** passed unanimously.

159 Community Room Policy: Phil said that the proposed policy separates library-
160 sponsored programs versus private use. He said that there would be no charge for any
161 library program; however, private use of the room could allow a fee to be charged. Staff
162 would have no involvement in the form of publicity or sign-ups. The private instructor
163 would determine the scope of the class, assess any fees, do publicity, and take sign-ups.

164 Joan said the language was not clear in the public versus private use. The Board
165 revised the language and Phil read back the final version. Joan made a **MOTION** to
166 approve the Community Room Policy as revised. Rachel seconded and the **MOTION** passed
167 unanimously.

168 **PUBLIC COMMENT**

169 Pierrette cautioned the Board on expansion, advising them to look at the work done
170 by prior Boards and explore other options; not have such grandiose ideas as the last floor
171 plan. She said the Friends have funds for capital improvements that can be utilized.

172 Lois said that alcohol in the meeting room would require a permit and insurance.
173 Referencing Crossroads, she recommended asking the Auditor about transferring funds out
174 of the Library.

175 **CALENDAR** – Rachel asked to schedule the Board’s January retreat; it is set for January
176 31, 9:00 – 4:00 p.m.

177 **EXECUTIVE SESSION**

178 At 11:30 a.m., the Board moved into Executive Session to review the performance of a
179 public employee pursuant to RCW 42.30.110. At 12:15 p.m. the Board moved back into
180 Open Session with no action.

181 **The Board took a break from 12:20 p.m. to 1:04 p.m.**

182 Staff Compensation: Because it is so closely tied to budgeting, Joan asked Lois to discuss
183 the budget projections. Lois talked about forecast models, noting that salary and benefits average
184 60% of the budget. Historically benefits have averaged a 5% increase, but she expects that to go
185 up. Rachel would prefer the Board commit to a budget philosophy that supports the staff first in
186 budget discussions instead of last. Joan agreed that a fundamental philosophy should put the staff
187 first, not last. Rachel asked if it was feasible to determine a percentage for COLA and merit first
188 and not have to scramble to fund it.

189 Donna said with the current financial climate she could not agree to that as a policy.
190 Rachel said she is not comfortable always having the staff “pick up the pieces”; it should not be
191 “be happy you have a job.” Joan said it should be “when,” the question gets asked; set the goal to
192 create the presumption that staff compensation is resolved first. Phil said it would be good to
193 have a simple policy we can follow, rather than an overly optimistic policy or step system that
194 might create unrealistic expectations.

195 Alan said it is fundamental that the staff can anticipate regular increases and that it should
196 be built into the budget. Donna said COLA and merit are different; COLA would affect all
197 employees. She asked how COLA is determined. Joan said factors include the CPI, social security,
198 national averages. Donna said she had graphed SJC, Washington State, and OILD over five
199 years; based on this information we have been on par with the others.

200 Phil said the policy could determine which index to use and/or how many to use. Joan
201 said she was uncomfortable using only one index; she would like to use social security and two
202 CPIs. Donna said that looking at her research, the last five years have been appropriate for staff
203 compensation. Joan tabled the discussion until the November meeting.

204 Draft 2012 Budget: Lois reviewed in more detail the five-year projections. She said if
205 taken individually, each year’s expenses exceed property tax revenues. The only way to match
206 up is to reduce expenses or increase revenue. The first step is to determine what is not flexible.
207 Donna and Joan asked about additional, non-tax revenue that is in the budget. Lois and Phil
208 explained items that are regularly included in the income.

209 Alan said he was in favor of the proposed staff compensation of 3% COLA and 2% merit
210 for 2012, which he feels is appropriate based on his research. Donna said that since 2007 there
211 has been an overall increase of 10.9% in staff compensation. She is concerned that we are
212 building in a permanent rate of increase that will be difficult to maintain. She said that it is
213 important to determine what is realistic within the current economy.

214 Joan agreed that it is important to determine what is optional and non-optional. Joan said
215 other things could come into play, not just a levy. For example, cutting hours, cutting the
216 collection percentage, or asking for donations. She would like to see from Phil a list of options
217 for reducing the 2012 budget to cover the \$27,000 that is reflected in the projection worksheet.
218 Alan said it is important to find a balance; how to be conservative and yet provide realistic
219 compensation and benefits. He urged the Board not to panic.

220 **PUBLIC COMMENT**

221 Pierrette said the Board needed to look at the economy and what other entities are
222 doing for 2012. She said that salary and benefits make up 70% of tax revenues and that the
223 projection worksheet shows an average 5% increase in past years. She also questioned
224 merit, which should be beyond satisfactory performance; not just doing the job.

225 Mary said that it is not appropriate to compare the Library with other agencies. She
226 noted the stable property tax base and said that even delinquent taxes would be received if
227 a property was foreclosed. She said you can't compare to the school district which gets its
228 major funding from the State; also other County departments are cutting because of the
229 decrease in real estate and goods and services sales tax, which the Library does not rely on.
230 Alan said that is why he advises the Board not to panic.

231 Rachel and Joan said that no one wants to be irresponsible; there is no right or
232 wrong, just different perspectives. Joan thanked Lois for her work on the budget projection
233 worksheets.

234 There being no additional business, the meeting was adjourned at 3:31 p.m.

235 Submitted by Mary Pugh.

236 Approved

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ORCAS ISLAND LIBRARY DISTRICT



Special Board Meeting
October 31, 2011

President Joan Pedrick convened the meeting at 11:15 A.M. in the Conference Room of within the offices of Joan Pedrick, Esq. Attending were Trustees, Alan Lichter, Rachel Newcombe, Margaret Payne, and Donna Riordan.

EXECUTIVE SESSION – The Board moved into Executive Session at 11:16 A.M., for a continued discussion on the annual review of the Director pursuant to RCW 42.30.110. The Board returned to Regular Session at 12:36 P.M. Joan said there was no action based on the discussion in Executive Session.

There being no additional business, the meeting was adjourned at 12:38 P.M.

Submitted by Joan Pedrick.
Approved

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **November 15, 2011**

5 Library President Joan Pedrick convened the meeting at 9:02 a.m. in the Community Room
6 of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Margaret
7 Payne, and Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh,
8 and Nita Couchman; Friends Treasurer Lynn Carter; and former Library Board President
9 Lois Cornell. Community members were also in attendance.

10 **WELCOME & INTRODUCTIONS** – Joan welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the October 4, 2011 Special Board Meeting Minutes
14 and made a typographical correction. Alan made a **MOTION** to approve the Minutes as
15 corrected. Rachel seconded, and the **MOTION** passed unanimously.

16 The Board reviewed the October 18, 2011 Board Meeting Minutes. Alan made a
17 **MOTION** to approve the Minutes as presented. Donna seconded, and the **MOTION** passed
18 unanimously.

19 The Board reviewed the October 31, 2011 Executive Session Board Meeting Minutes.
20 Alan made a **MOTION** to approve the Minutes as presented. Rachel seconded, and the
21 **MOTION** passed unanimously.

22 Vouchers and Payroll: Rachel said she reviewed the invoices and payroll for the
23 period and recommended approval.

| | | | | |
|----|---|------------|---------------------------|-------------|
| 24 | • | 10/17/2011 | Invoice Accounting Report | \$3,701.15 |
| 25 | • | 10/24/2011 | Invoice Accounting Report | \$374.09 |
| 26 | • | 10/28/2011 | Invoice Accounting Report | \$4,916.08 |
| 27 | • | 11/3/2011 | Invoice Accounting Report | \$4,727.05 |
| 28 | • | 11/9/2011 | Invoice Accounting Report | \$3,264.65 |
| 29 | • | November | 2011 Payroll | \$25,658.14 |

30 Donna made a **MOTION** to approve all payments; Joan seconded, and the **MOTION**
31 passed unanimously.

32 **PUBLIC COMMENT** – None

33 **PLANNING & PRIORITIES**

34 2012 Budget: Phil began by stating he carefully considered the discussion in October
35 concerning the budget and with Donna’s recommendation, updated the budget documents
36 to include alternative staff compensation. Based on current economic information from
37 BLS, San Juan and Lopez Libraries, and other sources, Phil is recommending a 3% COLA
38 and 2% merit package for 2012. However, as an alternative, Phil presented a 3% COLA with
39 a 3-day (based on FTE) sick leave cash-out or transfer, noting that the cash-out would not
40 affect the base. He said that he has heard the concern about community perceptions during

41 the hard economic times; however, he notes that the budget is healthy and we have been
42 able to push back the need for a levy lid lift each year.

43 The Board discussed the details of how the plan would work and affect the budget.
44 Items included the Special Projects, Merit Pool, current year over-runs, increase based on
45 anniversary dates, staff hours distribution, cost of an Assistant Director, Crossroads
46 funding, landscaping, and travel. The Board had previously asked Phil to provide
47 recommendations for \$27,000 in cuts based on the budget forecast that funds operations
48 with reserves. Phil discussed his memo detailing cuts. He thanked the Friends for funding
49 the ILS purchase; they are also funding Sunday hours. Margaret was against any cuts to
50 maintenance, noting the problems facing the school district.

51 Donna said she favored the 3% with sick leave cash-out. Alan preferred the 3% with
52 2% merit. Joan said she is torn philosophically because she feels it is fiscally responsible to
53 balance the budget without dipping into reserves. She admits more comfort with the
54 additional Friends support (thank you Friends!). She also does not want to balance the
55 budget on the backs of staff compensation; she would rather reduce collection spending.

56 Alan noted that a \$7000 deficit was not large and felt confident that Phil would be
57 able to recoup it within the year. Margaret suggested reducing landscaping and finding
58 another line to cut. Alan said he perceives the community has strong confidence in the way
59 the Board is handling the budget, and noted the overwhelming approval of the staff. He
60 asked the Board not to be hyper sensitive to a small portion of the community. Rachel
61 acknowledged concern not to appear irresponsible. Margaret agreed with Alan saying the
62 community loves the library, remarking on the high level of service, good collection, and
63 building. She feels right about rewarding the staff.

64 Based on those suggestions, Joan said she favored the 3% with 2% merit. Donna said
65 she still favors the 3% with sick leave cash-out; wanting to be fiscally prudent in the
66 current economy. She said both proposals could be defended, however, she prefers to be
67 more conservative.

68 **The Board took a break from 10:29 a.m. to 10:37 a.m..**

69 **PUBLIC COMMENT**

70 Kevin Sloan said that the landscape budget could be cut based on an overall plan to
71 reduce cost. He asked for a designated staff person to work with himself and Pierrette. He
72 would also like to develop a seasonal maintenance checklist that would allow for greater
73 control and follow through. The Board suggested an advisory committee under Facilities
74 and Systems.

75 Lois suggested moving Crossroads money into reserves. She also suggested that any
76 sick leave cash-out be done in conjunction with an overhaul in paid time off (PTO). She
77 asked how the 2011 tax distributions were going. End of Public Comment.

78 Alan made a **MOTION** to approve Resolution 03-2011 which adopts the budget
79 based on a 3% COLA with a 2% merit (Column E on the spreadsheet draft); Rachel seconded.
80 Donna said she supports the staff; however, she would support a more frugal budget
81 because of the economy. Margaret asked Alan to amend his Motion to reduce landscaping
82 by the approximate amount of the merit increase; reducing line 50 to \$2000. Alan seconded
83 the Amendment, which passed unanimously. Joan called for the vote on the amended
84 budget. Resolution 03-2011 adopting the 2012 General Fund Budget passed 4 to 1.

85 Joan presented Resolution 04-2011 setting the tax levy for 2012. Donna made a
86 **MOTION** to approve. Alan seconded and the **MOTION** passed unanimously.

87 Crossroads Lecture Series Update: Phil said the Crossroads Committee voted to
88 either join Orcas Commons or form their own 501(c)(3). Donna said that it was a difficult
89 decision; however, ultimately the Committee wanted more control of the entire program.
90 She said it has been a valuable program for the Library; it is just time to move forward.
91 Phil will begin the transition; Donna will work on publicity.

92 **NEW BUSINESS**

93 Relevant News and Issues: Nothing to report.

94 Director's Report: Phil reviewed his report.

95 Friends of the Library: Joan asked Lynn to convey to the Friends' Board the Library
96 Board's appreciation for the Friends financial support of the 2012 budget. Lynn said the
97 Holiday Tea is December 3rd and asked for volunteers for food and tea pouring. Lynn talked
98 about the Friends selling books through eBay; they have made over \$1000 in the last 90
99 days. She said the Winter Booksale is February 25th from 10 a.m. to 2 p.m.

100 Pierrette said there will be no Friends Board Meetings in December or January.

101 **REPORTS FROM ACTIVE COMMITTEES**

102 Collection Management: Alan said the committee meeting is taking November and
103 December off.

104 Community Relations: Rachel said she is working on developing a plan for 2012.

105 Facilities & Systems: There was no additional report.

106 Finance: There was no additional report.

107 Policy & Personnel: Joan said she had met individually with all the staff. Her next
108 project will be the review of staff compensation.

109 **PUBLIC COMMENT** - None

110 **CALENDAR** – The Board retreat is set for January 31, 8:30 a.m. to 4 p.m. and will include
111 a joint session with the staff at the beginning. Joan asked for agenda items to be emailed to
112 her.

113 **EXECUTIVE SESSION**

114 At 11:35 a.m., the Board moved into Executive Session to review the performance of a
115 public employee pursuant to RCW 42.30.110. At 12:55 p.m. the Board moved back into
116 Open Session. The Board announced additional Executive Sessions on November 21 at
117 11:20 a.m. and November 29 at 8:30 a.m.

118 There being no additional business, the meeting was adjourned at 12:57 p.m.

119 Submitted by Mary Pugh.

120 Approved

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ORCAS ISLAND LIBRARY DISTRICT



Special Board Meeting

November 21, 2011

President Joan Pedrick convened the meeting at 11:30 A.M. in the Conference Room of within the offices of Joan Pedrick, Esq. Attending were Trustees, Alan Lichter, Rachel Newcombe, Margaret Payne, and Donna Riordan.

EXECUTIVE SESSION – The Board moved into Executive Session at 11:33 A.M., for a continued discussion on the annual review of the Director pursuant to RCW 42.30.110. The Board returned to Regular Session at 12:58 P.M. Joan said there was no action based on the discussion in Executive Session.

The Board continued the discussion to November 29, 2011 at 8:30 A.M. There being no additional business, the meeting was adjourned at 1:03 P.M.

Submitted by Joan Pedrick.

Approved

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ORCAS ISLAND LIBRARY DISTRICT



Special Board Meeting

November 29, 2011

President Joan Pedrick convened the meeting at 8:34 A.M. in the Conference Room of the Library. Attending were Trustees, Alan Lichter, Rachel Newcombe, Margaret Payne, Donna Riordan, and Library Director Phil Heikkinen.

The Board discussed upcoming meeting dates, and rescheduled the Dec 6 Library Board meeting back to the normal December 13 date. Margaret Payne's previous time conflict on December 13 had been resolved.

Joan mentioned that she might not be available on the January 31 Library Board Retreat date, and would let everyone know as soon as possible in case the retreat needs to be rescheduled. She said that she will be able to attend the January 10 Library Board meeting. She had previously thought she might have another commitment on that date.

EXECUTIVE SESSION – The Board moved into Executive Session at 8:42 A.M., for a continued discussion on the annual review of the Director pursuant to RCW 42.30.110. The Board returned to Regular Session at 9:53 P.M. Joan requested that an executive session be added to the December 13 Library Board meeting.

There being no additional business, the meeting was adjourned at 12:38 P.M.

Submitted by Phil Heikkinen.

Approved

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 December 13, 2011

5 Library President Joan Pedrick convened the meeting at 9:00 a.m. in the Community
6 Room of the Library. Also attending were Trustees Rachel Newcombe, Margaret Payne,
7 and Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh, and
8 Nita Couchman; Friends Secretary Jean Soderquist; and former Library Board
9 President Lois Cornell. Community members were also in attendance.

10 **WELCOME & INTRODUCTIONS** – Joan welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Donna would like to discuss
12 the exhibit policy under Policy and Personnel.

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the November 15, 2011 Regular Board Meeting
15 Minutes. Margaret made a **MOTION** to approve the Minutes as presented. Donna
16 seconded, and the **MOTION** passed unanimously.

17 The Board reviewed the November 21, 2011 Executive Session Board Meeting
18 Minutes. Donna made a **MOTION** to approve the Minutes as presented. Margaret
19 seconded, and the **MOTION** passed unanimously.

20 The Board reviewed the November 29, 2011 Executive Session Board Meeting
21 Minutes and made corrections. Rachel made a **MOTION** to approve the Minutes as
22 corrected. Donna seconded, and the **MOTION** passed unanimously.

23 Vouchers and Payroll: Donna said she is getting better at understanding the
24 payment process. She reviewed the invoices and payroll for the period and
25 recommended approval.

| | | | |
|----|-------------------------|---------------------------|-------------|
| 26 | • 11/15/2011 | Invoice Accounting Report | \$2,916.68 |
| 27 | • 11/21/2011 | Invoice Accounting Report | \$1,594.06 |
| 28 | • 11/28/2011 | Invoice Accounting Report | \$2,464.11 |
| 29 | • 12/6/2011 | Invoice Accounting Report | \$10,220.34 |
| 30 | • December 2011 Payroll | | \$24,462.55 |

31 Donna made a **MOTION** to approve all payments; Joan seconded, and the
32 **MOTION** passed unanimously.

33 **PUBLIC COMMENT** – None

34 **PLANNING & PRIORITIES**

35 Crossroads Lecture Series Update: Phil said Adina Cunningham, the Library
36 legal counsel, has the draft of the Letter of Agreement between the Library and the
37 Crossroads Committee. She will contact the Auditor’s representative to clarify questions
38 she has. Phil expects that we will be able to transfer funds for the Spring series. Bruce

39 Buchanan, Crossroads Committee President, said that the Committee has received is
40 now registered in Washington State as a nonprofit organization.

41 Phil asked the Board their preference in finalizing the Letter of Agreement. He
42 said if Adina recommends only minor changes he is comfortable signing the Agreement.
43 However, if there are significant changes, Phil would like the Board to discuss the
44 Agreement. Donna said both she and Phil have had a series of conversations to clarify
45 the language. Phil said that Adina is making sure the Library is following proper
46 procedures in transferring funds to Crossroads. Margaret asked if it is a one-time
47 transfer and if the funds were dedicated. Phil described the accounting process that
48 identifies revenue and expenses for the Crossroads Lecture Series from the program's
49 inception in 2007. We will have a cutoff date and be able to determine the remaining
50 funds dedicated for Crossroads.

51 Bruce Buchanan said the Committee is filing for 501(c)(3) status with the IRS.
52 Until that happens Crossroads does not have full nonprofit tax status. He said any
53 donors who require receipting for tax purposes would need to be directed to the Library.
54 Phil said the worst case scenario would be Adina saying the Letter of Agreement is not
55 legal. The Board agreed Donna should continue to work with Phil. Donna said she has
56 resigned from the Crossroads Committee and can represent the Board. She said she
57 would review Adina's recommendations, and if she feels there is need for discussion, she
58 will bring it back to the Board.

59 Bruce said the Committee is gearing up for the Spring series and would
60 appreciate the agreement being finalized in time for the first lecture in February. The
61 Board thanked Bruce for all his work on behalf of the Committee. Joan said she will
62 work with Phil and Bruce to develop a letter to the community explaining the transfer.

63 2012 Building Fund Budget: Phil reviewed the budget, which will have funds in
64 the Capital Reserve and income from investments. Margaret made a **MOTION** to adopt
65 Resolution 06-2011 setting the 2012 Building Fund Budget. Donna seconded and the
66 **MOTION** passed unanimously.

67 **NEW BUSINESS**

68 Relevant News and Issues: Nothing to report.

69 Director's Report: Phil reviewed his report. He discussed the idea of
70 implementing an ILL late fee of \$1 per day with a maximum of \$10 the primary goal
71 would be to reduce the number of chronic overdues. We will be looking into how this
72 might be structured. The Board discussed the cost of ILL. Phil talked about a new self-
73 titled Orcas Community Council that met to discuss community priorities.

74 Other items from the report included the Friends meeting with the Parks
75 Department concerning the use of the Village Green for Library Fair; upcoming library
76 conferences; new items binder; flex plan staff benefit; and, progress on the ILS decision.

77 Friends of the Library: The Board thanked the Friends and particularly Jean for
78 a successful Holiday Tea. Jean said it was a team effort and thanked the Key Club
79 Members for their help. She and Phil estimate 800 attendees. She said the Winter
80 Booksale is February 25th from 10 a.m. to 2 p.m.

81 **REPORTS FROM ACTIVE COMMITTEES**

82 Collection Management: There was no report.

83 Community Relations: Rachel said she has an article in the paper this week.

84 Facilities & Systems: Margaret said she met with Pierrette to discuss long-term
85 goals for the landscaping. She will set up a meeting with Kevin Sloan and is interested
86 in discussing an educational component for the landscaping. Rachel suggested there
87 might be students interested in using it for their senior project.

88 Donna said ongoing grounds maintenance is different from the landscaping
89 maintenance. Phil said grounds maintenance is done weekly by Mike and Pierrette.
90 Margaret agreed that ongoing maintenance is a concern; what happens when Pierrette
91 is gone? Phil said it would need to be added to the budget. Kevin Sloan said he knows of
92 a reliable contractor. Phil and Joan talked about using community service workers.

93 **The Board took a break from 10:03 a.m. to 10:10 a.m.**

94 Finance: 2011 Year End Budget Amendment: Phil used the analogy of a checking
95 and savings account, where expenses are paid from the checkbook, but income goes into
96 savings; in order not to be overdrawn funds need to be transferred. The monthly
97 Expenditure Status Reports do not show income received throughout the year; however
98 all expenses are recorded. When the transfer from reserves to contingency was proposed
99 it was thought only a simple resolution was required. However, after discussions with
100 the Auditor's office, it was determined a budget amendment was required. The
101 difference between the two is the amount of public notice. Phil said he and Mary were
102 able to post the proper notice in time for today's meeting.

103 Donna said that the move to a budget closer to actual is challenging, especially
104 when revenues and expenses are not reported together. She said it will necessitate a
105 budget amendment every year. Phil discussed "pass-thru" projects, where revenues are
106 received but not added to allocations in the Expenditure Status Report. Joan said it is a
107 difficult methodology and would like to have a process that is cleaner. Phil and Mary
108 will work on an end-of-year report.

109 Donna made a **MOTION** to adopt Resolution 06-2011 Amending the 2011
110 General Fund Budget. Margaret seconded, and the **MOTION** passed unanimously.

111 Policy & Personnel: Donna said that she would like to revisit the Bulletin Board
112 and Exhibit Policy. She does not agree with for-profit organizations using the display
113 cabinet. Phil said he approves displays if they are educational in nature and not a
114 solicitation. Joan asked for the discussion to be added to the January meeting and
115 requested the current policy and ALA recommendations to be distributed in advance.

116 **PUBLIC COMMENT** – Kevin Sloan thanked the Board for having Executive Sessions at
117 the end of meetings, instead of at the beginning.

118 **CALENDAR** – The Board retreat is set for January 31, 8:30 a.m. to 4 p.m. Agenda items
119 will include visioning with staff participation; financial review; budget process; building
120 projects – past and future.

121 **The Board took a break at 10:38 a.m.**

122 **EXECUTIVE SESSION**

123 At 10:45 a.m., the Board moved into Executive Session to review the performance of a
124 public employee pursuant to RCW 42.30.110. At 11:43 a.m. the Board moved back into
125 Open Session. The Board announced an additional Executive Session at the January
126 2012 meeting.

127 There being no additional business, the meeting was adjourned at 11:46 a.m.

128 Submitted by Mary Pugh.

129 Approved

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