Library Vice-President Lois Cornell convened the meeting at 9:03 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Tom Welch, Rachel Newcombe and Joan Pedrick; Library Director Phil Heikkinen, and staff member Mary Pugh. Among the audience members were Friends representative Marilyn Jackson, and staff members Nita Couchman and Susannah Beck.

WELCOME & INTRODUCTIONS – Lois welcomed everyone to the meeting and introduced staff members.

OFFICER ELECTION & COMMITTEE ASSIGNMENTS

Alan nominated Lois for the Board Chair and President, which she accepted. Alan made a MOTION to elect Lois for the position. Rachel seconded and the MOTION passed unanimously. Lois thanked the Board for their confidence, noting that this is her last year on the Board.

Joan made a MOTION to nominate Tom as Vice President. Rachel second and the MOTION passed unanimously.

Tom made a MOTION to nominate Alan as Board Secretary. Joan seconded and the MOTION passed unanimously. As a procedural matter, Alan noted that a call for the question ends discussion of the motion.

The Board discussed duties of Committee Chairs and how some committees grow into ad hoc committees when needed. Phil reminded the Board about more than two Trustees meeting together at any time and the requirements of the Open Public Meetings Act, adding that it is OK to have a committee of more than two trustees given proper public notice about meetings.

Alan asked the Board to consider adding a Collection Management Committee that would work with Phil and report to the Board and community. The Board discussed the logistics of adding a committee responsibility to the Board President if a new committee was added. Phil said that it would require a revision to the District’s By-Laws, which entails a 30-day public reading before a vote to change. Lois instructed Phil to begin the process to amend the By-Laws for a new stand alone Collection Management Committee.

Committee assignments for 2010 are: Community Relations, Rachel; Facilities & Systems, Lois; Finance, Tom; Policy & Personnel, Joan; and Collection Management [proposed], Alan.

2010 Housekeeping Items – The Board decided to keep the regular board meetings at 9:00 A.M. on the 2nd Monday of each month. They also reviewed the 2010 calendar’s action items.
ADDITIONS or MODIFICATION TO THE AGENDA – Lois added a discussion of the Long-Range Plan to Planning and Priorities. Tom asked for a discussion of Crossroads in Planning and Priorities. Phil asked time for staff introduction after Routine Matters.

ROUTINE MATTERS

Minutes: Alan made a MOTION to adopt the December 14, 2009 Minutes as written. Tom seconded, and the MOTION passed 3 – 0, with Joan and Rachel abstaining.

Vouchers and Payroll: Tom presented items for payment indicating items from both the 2009 and 2010 budget years. He stated that he had reviewed the invoices and payroll and found them normal and customary, and he recommended approval.

- 2009 Accounting report 12/23/2009 $3,151.34
- 2009 Accounting report 12/29/2009 $1,691.77
- 2009 Accounting report 1/6/2010 $5,285.56
- 2010 Accounting report 1/10/2010 $1,804.40
- January 2010 Payroll $24,816.79

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

Staff Introduction – Susannah Beck: Phil introduced Susannah and said she started work on December 24th with staff training. Susannah said she was happy to be on Orcas and thankful to be able to use her library science degree. She said her training has been fun; and that she has been spending most of that time with Kathy and Nita. Susannah mentioned she is living in Olga, and Tom invited her to the Olga community pot luck.

PUBLIC COMMENT

Pierrette Guimond spoke on the upcoming Long-Rang Plan meetings, suggesting a less cumbersome process, and to have it include information on the budget.

PLANNING & PRIORITIES

Library Sunday Hours Outline: Phil reported on the schedule for Sunday hours to begin January 17th, and the donation funding he received from Bob Henigson and Bob Lundeen. This will allow for a six-month trial with a review to see if the test should be extended. The Board discussed publicity, measurement criteria, the hours to be open, and surveys. Rachel suggested that the Trustees volunteer on Sundays, and that she would be available. Joan also said she would volunteer.

The Board took a break between 9:55 A.M. and 10:05 A.M.

Library Fact Sheet Update: Phil handed out the revised version, which will be available at the front desk and on the website. Tom asked how often it will be updated. Phil said at least annually and maybe every six months. The Board gave Phil a few content changes.

Board Retreat Agenda: The Board discussed the facilitator’s role, having agreed on having a one for the entire retreat. Items for discussion were listed as well as inviting resource
people to attend. The Board felt there was not enough time to include other individuals and agreed to have them attend the regular meetings every couple of months. Lois and Phil will meet with the facilitator to finalize the agenda.

**Long-Range Planning Process:** Phil said he felt the prior planning process had been valid in bringing together a cross section of the community. Joan asked whether it would be important to use stakeholders with multiple constituencies and suggested a core approach. Phil replied that an ideal representative committee might have from nine to twelve participants. Phil said the challenge is to make sure the committee reaches out to their constituencies for what is best for the entire community. Joan asked the role of the Board and Phil said they ultimately approve the final plan. Before that, he will develop a draft based on the service priorities.

Alan said he thought the prior process was overblown and recommended having a professional develop a plan. He felt the old process involved too much staff time and that a lot of information was already available from surveys. He does not want a committee that is more like a community discussion group and suggested the Director and Chair choose professionals to represent the community.

Lois said she was concerned about whether the previous processes took too long, and whether members of the committee lost interest by the end. Joan said the committee members could be professionals in the community who would represent their constituencies. Phil cautioned on the use of an insider group saying that what is formed as special committee could be seen as controlled and not open. He said that the process could be compressed to ease time constraints. He suggested a process of three meetings, two or three weeks apart and would make sure members would commit up front to the process. A planning process in the late 90s took several months, while the 2005 process took about two months.

Alan said he would be uncomfortable establishing policy based on a community group versus professional input. He would like representatives from groups such as the high school; PTA; business; etc., together with the Board. Alan felt such a group would be more focused and not prolong the process with loose discussion. Phil said he shared Alan’s understanding of the committee membership and would work to include the right types of people.

Lois suggested Phil meet with two Trustees and refine the process. Joan offered to meet with Alan and Phil.

**Crossroads:** Tom said he fully supported the Crossroads Lecture Series, however he felt adding paid staff changes the nature of the ad hoc committee. He is concerned that there is not enough oversight of the committee. Phil explained that Crossroads is a committee of volunteers, and that he and the committee chair sign off on all expenses. Phil said the income and expenses are tracked as a separate project and not co-mingled with other Library funds.

Lois asked about Crossroads funding and staff time. Phil said the funding started with a grant from the Sir Francis Bacon Foundation and has continued with an additional grant, Friends and other donations, ticket sales, and the new Crossroads Associate memberships. He said he attends Crossroads meetings and events, but that he has a salaried position and does not incur additional expenses. Phil said Mary spends a small amount of time processing revenues and paying expenses. Mary said a volunteer does the majority of the financial reporting.

Alan asked the rationale for hiring an administrator. Phil said the volunteers on the committee have done a remarkable job for the past three years, but are unable to sustain the same
level and were becoming burned out. Lois asked if it was time they became their own entity. Phil said there had been discussions, but it was determined to be too expensive and would take the program away from the Library, which receives very good community feedback.

Lois said that once paid staff is added it changes the program structure and recommended separating from the Library. Tom also felt it may be time to separate. Joan said the Library has the responsibility without the control. Lois agreed saying the Board lacked financial control. Phil said that control was vested in the Library Director. Joan asked if the committee chair could attend the February Board meeting. Lois agreed and asked that it be added to the February agenda.

NEW BUSINESS

Relevant News & Issues: No additional discussion.

Director’s Report: The Board reviewed the report.

Friends of the Library: Friends’ Treasurer Marilyn Jackson reported that the December Holiday Tea was very well attended with lots of food and entertainment. This year a holiday book sale was added. The book sale committee pulled from the donations special items suitable for gifts and set up a display table. That sale brought in $325 and will be continued next year. Marilyn said they are working on a membership drive and will have a work party before Tuesday’s meeting. The Library Trustee representative will be Tom for the Friends’ February meeting, and Alan for March. The Friends Winter Book Sale is scheduled for February 20, from 10 to 3 pm in the public school cafeteria.

REPORTS FROM ACTIVE COMMITTEES

Community Relations: No additional discussion.

Facilities & Systems: Phil reported that broken panels of the roof had recently been repaired at a cost of about $2500. Lois asked about the network outage for December of 50 hours. Phil said there were several local power outages and K-20 downtime.

Finance: No additional discussion.

Policy & Personnel: Joan asked that as part of the Board recognition of staff anniversaries, the relevant staff person be asked to join the Board meeting during their anniversary month. Phil will arrange this.

PUBLIC COMMENT

Mary Poletti spoke about the value of Crossroads for the Library and praising the high-caliber lectures that cover challenging issues beyond recreational reading. She said it benefits the Library to keep administering the series and suggested a structure could be developed to satisfy the Board’s concerns. She said the program fills Orcas Center and pays for itself.

Pierrette Guimond thanked the Board for the good discussions today. She asked about the fact sheet; the 2010 calendar; and the volunteer appreciation day. Pierrette asked about the Crossroads tax funding. Phil and Mary both said there is no tax funding; all funds are from grants, donations and ticket sales.
There being no further discussion, the meeting was adjourned at 11:20 AM.

Submitted by Mary Pugh.

Approved:

___________________________
Board Secretary
Library Chair Lois Cornell convened the meeting at 9:03 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Rachel Newcombe and Joan Pedrick; Library Director Phil Heikkinen, and staff member Mary Pugh. Among the audience members were Crossroads Committee members Diane Berreth and Bruce Buchannan, and staff member Nita Couchman.

WELCOME & INTRODUCTIONS – Lois welcomed everyone to the meeting.

ADDITIONS or MODIFICATION TO THE AGENDA – There were no changes.

ROUTINE MATTERS

Minutes: Tom made a MOTION to adopt the January 11, 2010 Minutes as written. Joan seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented items for payment, stating that he had reviewed the invoices and payroll and found them normal and customary, and he recommended approval.

- 2009 Accounting report 1/22/2010 $5,285.56
- 2010 Accounting report 1/26/2010 $1,804.40
- February 2010 Payroll $25,496.59

Tom noted that the addition of Sunday hours cost $316 for half of February and March. Tom made a MOTION to approve all payments. Joan seconded, and the MOTION passed unanimously.

PUBLIC COMMENT

Chris Elms said we have a great library and wonderful service. He considers it his “home away from home.” He said his principle use was reading, attending classes and as a “transition time” between activities.

PLANNING & PRIORITIES

Long-Range Planning Process: Phil said he met with Alan and Joan to streamline the process by reducing the number of meetings to two and the committee membership to nine. Participants will include a Library Board member, a Friends Board member, a Library staff member, and additional community members. He has a pool of persons who could represent more than one segment of the community, i.e. a business person who is also involved with the school. He said the committee charge would basically be to ask the community what the Library should achieve in the next five years.
Phil will get commitments for two meetings approximately a month apart. Tom asked if there was a way to include the public to be a part of the process and give input. Lois said written comments could be given, as well as speaking directly to committee members after each session. Phil said the survey results would also be available. The anticipated timeline will begin in March, finish in April, and bring the process to the Board in May for possible approval.

Library Sunday Hours Update: Rachel commented that she has been a volunteer during the Sunday hours and has received many positive comments. People are excited about the additional hours and love having Susannah on the staff. Rachel said shelving books has given her first-hand knowledge that the stacks are full.

Phil said that the attendance count for Sunday has increased, averaging 50 per hour. He said weeding continues as a priority to increase shelf space, noting we are still on schedule to add a net of about 500 items in 2010. Lois asked about the database cleanup of the children’s books. Phil said the discrepancies were higher than expected; however this is the first major cleanup in over ten years. Phil said he plans to institute annual database cleanup for collection and patron records.

Board Retreat Follow-up: Lois thanked Mary Riveland for volunteering as facilitator and her hard work developing the agenda and keeping everyone on track. Lois wants to make sure the action items are not forgotten by adding them to the Board’s calendar.

Public Comment Guidelines: Lois explained that the Washington State Library Trustee’s Manual recommends adopting public comment guidelines. She noted the Library’s current practices are similar, with a general comment session and an agenda-specific comment session. The Board agreed that, in general, there would be no responding to public comment within the meetings, and that the Board Chair had the discretion to open additional public comment. The new guideline will be published on the Library’s website, and posted outside the meeting room door.

NEW BUSINESS

Relevant News and Issues: The Board discussed the San Juan Library Board Minutes. Tom noted their merger discussion with the San Juan Museum.

Crossroads Report – Diane Berreth: Committee Chair Diane Berreth gave a history of Crossroads noting the initial funding through a grant from the Sir Francis Bacon Foundation in 2007; the Fall through Spring season geared towards islanders; and topics focused on the Library’s mission statement and core values to bring a diversity of ideas and educational resources to the community. Diane said there are eleven members on the committee and each one, at times, spearheads a speaker, with the committee as a whole putting in over 45 hours from search to opening night. She said the average cost per speaker is $2100 and lectures are averaging 125 audience members.

Diane said this season’s innovation was the ability to purchase season tickets and a premium associate’s membership; there are some free tickets still available. All expenses are approved by the committee chair and Phil before going to Mary for payment. Joan asked how it impacted the budget. Mary explained that the revenue and expenses for Crossroads have their own account number within the budget and all transactions are recorded there.
Tom said that his previous concern was the Board’s degree of responsibility without clear authority. He said that hiring an employee changed the dynamics and he wanted to make sure the existing staff had fair and equitable treatment. Tom had an additional meeting with Mary and has a clearer understanding of the financial aspects of Crossroads. He feels his concerns have been addressed.

Diane said that prior to 2009 there has always been a Library and Friends Board member on the committee. Rachel volunteered to join the committee.

Lois asked about the hiring and management of an administrator. Diane said that the committee decided on hiring Susan Malins as consultant. Diane said she had met with Phil and Mary and discussed the hiring process for employees and consultants prior to the interview process. Diane said the committee chair would have the responsibility for management and evaluation.

The Board discussed the relationship of subcommittees to the Board and the policies and procedures that should be followed. Phil described the Poetry Month Workshops, the Orcas Island Writer’s Festival and The Big Read as other committees where the chair had the brunt of the workload, reported to the Library Director, and the funds “passed through” the Library’s budget.

Joan is concerned about Crossroads fundraising that can be construed as fundraising for the Library. Phil and Diane said all solicitations are clearly marked as Crossroads. Acknowledgment letters are sent from the Crossroads chair. Diane compared the fundraising to the Friends, saying that the Friends solicit funds for the benefit of the Library.

Joan asked about using tax dollars to facilitate the program. Phil said that there is very small administrative overhead and felt the program supported the Library’s mission and is a valuable community service. Lois asked what would happen if the funds did not materialize. Phil said the program would be reduced or canceled. Bruce Bucaunnan said the Crossroads’ budget was prepared at the beginning of the year for the Fall programs and that they know upfront what funds they have before they commit to speakers. Fundraising would add to the money on hand.

Joan said it was incorrect to say no tax dollars were spent on Crossroads because of the time spent, however small, by Phil and Mary. She said there needed to be a different response and would like a clear relationship between the Board and subcommittees. She will meet with Phil to begin work on guidelines.

The Board took a break between 10:29 A.M. and 10:36 A.M.

Proposed New Board Committee: Collection: Phil reviewed the current By-Laws and the resolution to add an additional Board Committee and update the Order Of Business. There were no questions and the item will be added to the March agenda.

Director’s Report: The Board reviewed the report commenting on Sunday hours; a legacy donation; end of year (2009) budget management; ILL costs; and the PLA Portland conference.

Friends of the Library: There was no Friends representative. Phil said the Winter Booksale will be February 20th and encouraged the Board to volunteer to help. Library representatives for the Friends meetings will be: February – Tom; March – Alan; April – Lois.
REPORTS FROM ACTIVE COMMITTEES

Community Relations: Rachel mentioned an article in the Islands Sounder and asked about the protocol for her to submit additional items. Lois said it is always good to have additional eyes before filing. Phil reminded the Board not to email each other as a group and asked that they go through him.

Facilities & Systems: Phil introduced OPALCO representative Terry Turner who spoke on the request to place an in-ground equipment vault near the northwest corner of the Library property, which would require the Board to authorize a utility easement. The vault would be used to access power junctions and is consistent with OPALCO systems improvements. The Board asked about parking, sidewalks, and landscaping. Phil had additional site evaluations for Terry to consider. The Board requested additional drawings showing equipment placement for the March meeting with action possible at the April meeting.

Finance: There was nothing additional to report.

Policy & Personnel: - Staff Visit – Children’s Librarian Nita Couchman: Joan thanked Nita for attending and announced February 28th was Nita’s 5th anniversary. Nita said she was a library employee in Sitka, Alaska and moved here in 2004. She began volunteering here in October and became part-time staff soon after. She received her MLS in December 2007 and began as the Children’s Librarian in January 2008. Nita said that in addition to her front desk time, some of her responsibilities are the children’s book purchasing and processing; story times; preschool and elementary school visits; Children’s Book Club (15 participants); summer reading program (135 participants); YMCA story times (35 participants); 4th of July Parade; children’s booths at Library Fair; 2010 Story Fest (60 participants); Trick-or-Treat for Books at Halloween (225 participants); November Family Literacy month; and the Friends Holiday Tea.

CALENDAR – Lois said she wanted to have the Board calendar updated regularly and included in the monthly packet. The Board reviewed action items for upcoming months.

OTHER – Mary addressed comments on the format of the Minutes.

There being no additional business, the meeting was adjourned at 12:05 P.M.

Submitted by Mary Pugh.

Approved:

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Library Chair Lois Cornell convened the meeting at 9:03 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Alan Lichter, and Rachel Newcombe; Library Director Phil Heikkinen, and staff member Mary Pugh. Joan Pedrick attended via telephone. Among the audience members were staff members Karen Hiller and Nita Couchman.

WELCOME & INTRODUCTIONS – Lois welcomed everyone to the meeting.

ADDITIONS or MODIFICATION TO THE AGENDA – There were no changes.

ROUTINE MATTERS

Minutes: Alan made a MOTION to adopt the February 8, 2010 Minutes as written. Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented items for payment, and he recommended approval.

- Accounting report 2/11/2010 $7,077.97
- Accounting report 2/23/2010 $2,145.84
- Accounting report 3/2/2010 $5,391.19
- March 2010 Payroll $23,989.98

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

PUBLIC COMMENT

Lois mentioned the Public Comment Guidelines posted at the room entry.

PLANNING & PRIORITIES

Long-Range Planning Process: Phil said he had eight out of nine confirmed participants. The first meeting is March 19th with San Juan Library Director Laura Tretter as facilitator. Joan said she had a scheduling conflict and Phil suggested a telephone conference. An editorial will be submitted prior to the meeting, listing the committee members and encouraging public input.

Library Sunday Hours Update: Phil said that the use pattern was similar to weekday activity with an average of 50 checkouts per hour. He will start working on a user survey. Rachel noted that everyone who comments on Sunday really appreciates the Library being open. Answering questions on the staffing, Phil noted that more than a three hour shift risked staff burnout. Phil and Rachel will work on publicity.

Board Retreat Follow-up: Public Comment Guidelines: As noted previously, the Guidelines are posted in the lobby and published on the website.
Code of Ethics: The Board had several samples to review and favored the PLA version and a third-person perspective. Lois would like to have a final version to use with Trustee recruitment this year. She will work on a draft for the April meeting.

NEW BUSINESS

Relevant News and Issues: Alan requested a reduction in the amount of paperwork produced for each meeting. The Board’s consensus was to keep the information as concise as possible while also reflecting the issues in pertinent detail.

Proposed By-Laws Change – Collection Management Committee: Lois read Resolution 01-2010 to form a new standing committee for collection management. This was the second reading as required by the By-Laws. Alan made a MOTION to adopt Resolution 01-2010. Tom seconded and the MOTION passed unanimously.

Fees/Fines Discussion: The Board reviewed the information provided by Phil. Phil said that as a rule, he did not recommend fines; however, he thought the non-resident fee should be increased. He is favoring $75 for an annual regular card; and $10 for a monthly, or $25 for a quarterly visitor’s card. Also discussed was a payment system for copies. Additional discussion included whether the Library might want to offer additional ILL services for a fee. Phil has implemented a fee for ILL multi-media requests. The Board discussed whether or not offering services for scanning or faxing might consume too much staff time.

The Board took a break between 10:12 A.M. and 10:20 A.M. After returning, Lois changed the agenda order to accommodate Trustees with other appointments.

Friends of the Library: Pierrette Guimond reported that the Winter Booksale made a net of approximately $2850. She also mentioned that the Friends’ Board is having trouble meeting quorums for their meetings and are investigating reducing the board size, or else reducing the quorum requirement.

REPORTS FROM ACTIVE COMMITTEES

Policy & Personnel: - Staff Visit – Karen Hiller: Karen said that she has worked part-time since March 1999 with the majority of her duties on the front desk. In addition, she is responsible for all the magazines and newspapers, of which there are approximately 120. Karen developed a usage database that aids staff during the annual renewal when new requests and deletions are made in the subscriptions. Alan asked why a subscription service was used when many publishers offer deep discounts. Karen said that it would require processing too many individual subscriptions and many of the discounts are only available to new subscribers. Joan thanked Karen for eleven years of service.

EXECUTIVE SESSION

The Board moved into Executive Session for the Director’s Quarterly Review at 10:30 A.M. and returned to the regular meeting at 11:05 A.M.

NEW BUSINESS – Cont.

Director’s Report: Phil reminded the Board of the Crossroads Lecture on Sunday, March 14th at 2:00 P.M. The Board reviewed the report, asking about the Washington Rural Heritage Grant, of which Phil gave an overview.
REPORTS FROM ACTIVE COMMITTEES – Cont.

Community Relations: There was nothing additional to report.

Collection Management: There was nothing additional to report.

Facilities & Systems: Phil said that he had not heard anything new yet from OPALCO on their easement request along Rose Street.

Finance: There was nothing additional to report.

Policy & Personnel: There was nothing additional to report.

PUBLIC COMMENT

Kevin Sloan felt the Public Comment Guidelines were negative and could inhibit comments. He gave suggestions for revising them.

CALENDAR – The Board reviewed action items for upcoming months. Mary noted upcoming vacation time that could impact our October meeting date.

OTHER – There was nothing additional.

There being no additional business, the meeting was adjourned at 11:39 M.

Submitted by Mary Pugh.

Approved:

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Regular Board Meeting

April 12, 2010

Library Chair Lois Cornell convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch; Library Director Phil Heikkinen, and volunteer Ellen Goldberg, who took notes (transcribed later by Phil into the Minutes). Audience members included Friends board member Pierrette Guimond and staff member Nita Couchman.

WELCOME & INTRODUCTIONS – Lois greeted Pierrette and Nita.

ADDITIONS or MODIFICATION TO THE AGENDA – Rachel was added under Relevant News and Issues to discuss her recent attendance at the PLA Conference.

ROUTINE MATTERS

Minutes: After two corrections, Tom made a MOTION to approve the March 8, 2010 minutes as amended; Alan seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented items for payment, and recommended approval.

- Accounting report 3/16/2010 $6,642.16
- Accounting report 3/26/2010 $7,066.61
- Accounting report 4/2/2010 $7,136.76
- March 2010 Payroll $24,313.75

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

PUBLIC COMMENT

Pierrette asked to see copies of the notes from the March 19 long-range planning committee meeting and March 8 staff discussion, which Phil then provided.

PLANNING & PRIORITIES

Code of Ethics: Lois led discussion of the draft that she had distributed as part of the Board packet. Joan asked for a definition of “library service.” Phil said that it was referring to library services to the community. Joan discussed the concept of conflict of interest and suggested changes to the wording of that item; and Tom asked for examples to help clarify the intent of the item. Lois made the suggested changes in the draft. The Board and Phil then discussed the Library’s approach to potential legal situations involving confidentiality and intellectual freedom, including challenges to a book being in the collection. Phil said that some libraries have an attorney available in cases of court orders or other difficult situations; and the Board asked Phil to look into the possibility of making such an arrangement with a local attorney. Also, the Board discussed enforcement of ethics policies that Joan said ethics, in
general, are inherently difficult to define. Phil said that the recourse would have to be in the RCWs or by-laws with respect to voting a Trustee off the Board. Lois said that she would research the applicable laws or policies.

Long-Range Planning Process: Phil reviewed the first planning committee meeting, staff feedback, and upcoming April 23 planning committee meeting. He said that he felt the staff response did a good job of focusing the draft priorities from the planning committee, and that it might need even further distillation in order to make it doable. The Board asked about the meaning of some of the language; for example, Joan asked about the term “information resources.” Phil said the planning committee, staff, and Board would continue to work on how best to express the concepts. Phil said he hoped to write up the committee’s final recommendations in a way that the Board would be comfortable approving, and the staff could best implement. He talked some more about the overall structure of the plan, including mission summary, service goals, objectives, and how to measure success. Lois said that it should recognize the importance of having both a strong collection and keeping up with changing technologies. Tom said a new mission statement should reflect our priorities. Joan asked what degree of emphasis was best in claiming that the Library was the center for community referral; Phil suggested that it was a matter of how strong a statement we wanted to make. Joan asked the Trustees to contact her with any further suggestions about what to take back to the April 23 planning committee meeting.

The Board took a break between 10:09 A.M. and 10:19 A.M.

Library Sunday Hours Update: Phil said that the hourly visits and checkouts were fairly high, only slightly below the averages for other days of the week. Lois said that in light of donated funding through June, we should have a discussion in May about whether to continue the test; and that we would need to talk about budget impacts. Phil said that he already felt that it would make sense to continue the test through the end of the calendar year, because we already know that people are taking advantage of and like the added service hours, and a full year would give us a good profile of usage and feedback.

Possible Salary and Benefits Study: Lois said that our last study was about two years ago, conducted by Pierrette, Tom, and Phil. Are we interested in doing this again now? Tom said that it would be worth looking at other local libraries, such as Lopez, which recently began using a step system. Also, he said that San Juan Library does steps every year, along with a COLA. Lois said that we at least ought to look at those two libraries. Joan said that she would like to see comparables with similar-type libraries. Phil said that he could bring this topic up at the next floating directors’ meeting with the Lopez and San Juan directors.

NEW BUSINESS

Relevant News and Issues: Rachel shared a handout from her attendance at a Trustee Excellence program at the PLA Conference in Portland in March. She said she saw benefits in having more formal trustee training. Phil reviewed how the Board has done training in recent years, including a visit from a State Library consultant. Lois said that the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF), a division of ALA, is a good resource. Rachel said that it might be good to present a program at the next PLA Conference, in Philadelphia from March 13-17, 2012, about serving as a trustee in a small community. Rachel said that she would report more in May about her PLA experience. Phil reminded everyone about
the upcoming PNLA/WLA Conference from August 11-13 in Victoria, BC, for which he is a co-coordinator; and shared a variety of recent publications about libraries.

**Director’s Report:** Phil talked about a relatively typical door count and checkouts for April compared to recent previous years, noting that sometimes we are seeing ourselves at maximum capacity for seating and computer use. We’ve seen some behavior problems, mostly with middle-school-age children, especially during the spring break; and have discussed among the staff the importance of developing personal first-name relationships with kids, and immediately letting them know that we won’t tolerate inappropriate behavior. The Board asked about the grant we applied for recently, which focuses on improving services to people over 50 years of age. Lois and Phil talked about applying for the Washington Rural Heritage grant in partnership with the Museum. Joan asked about our project to test a donated Kindle reader, and said that it would be good to proceed cautiously in this realm; and Phil agreed, saying that there are a lot of alternatives. Lois said that after she leaves the Board, she plans to put in time researching the realm of digital formats on behalf of the Library. Phil shared more about some of the issues involved with lending in a new format, for example, how to apply our collection development policy, how to offer alternatives such as for iPads and other systems, how to deal with potential damage, and hardware updates.

**Friends of the Library:** Pierrette said that President Barbara Bedell announced her resignation due to time conflicts, and that Vice President Lynn Carter took over temporarily as President. She said the Board was looking at reinstituting the Bookworm newsletter, perhaps in an online format with print on demand. She met with Phil to discuss the idea of expanding the Friends presence on the Library’s website, which Phil said is a good idea as long as a Friends member handles the content. The Board is now starting to prepare for the Library Fair. Mary Poletti has joined the Board and is taking over Membership.

Lois confirmed that she would represent the Library Board at the Friends Board meeting tomorrow, April 13; and Rachel said that she would attend the May 10 meeting.

**REPORTS FROM ACTIVE COMMITTEES**

**Community Relations:** Rachel said that she plans to write something every couple of months for the newspaper.

Alan asked what avenues are available for publishing meeting agendas; he felt disappointed that we had low public turnout for meetings. Rachel suggested the idea of regular letters or guest columns. Joan said that it is always good to put out a welcoming message. Tom said that it was also important to take our story out to the public at meetings, community potlucks, and other events.

**Collection Management:** Alan said he had nothing additional to report.

**Facilities & Systems:** Lois said nothing additional to report besides the vandalism incidents and power outages already discussed in Phil’s report.

**Finance: Fundraising Discussion:** Tom reported his meeting with Alan and Phil to discuss fundraising options. His first question was whether fundraising for a junior taxing district is appropriate; and said he believes the answer is yes. The Friends organization already does this on behalf of the Library. And most other public libraries do active fundraising. We engage in fundraising through the OICF, although our Board does not do its own independent general fundraising beyond what has been done for capital projects. Alan said that forming a foundation is worth considering very seriously, especially for the purpose of raising long-term funds, and
not necessarily in concert with the Friends, which already has a structure in place. Tom discussed how best to accept gifts. The Friends has an annual budget; but a foundation could be a vehicle for soliciting and accepting major donor gifts. Usually, library foundations exist independently of the library board. A good starting place would be to talk with local philanthropists to get their suggestions. Lois asked whether this could also be used for capital projects, and Tom said it could. Alan said that we could tap into existing experience with foundations on Orcas. Tom said that there are at least 18 private family foundations here. He suggested that he could report on his research at the June board meeting. Phil said that he felt it was also worth exploring alternatives at the same time, noting the challenges with recruiting and maintaining another independent board; alternatives might include a fundraising committee with ties to OICF. Tom said that one limitation of OICF currently is that they have only two means of investment. Joan said that this would be a good topic for the August retreat.

Policy & Personnel: Lois noted that the Bellingham Public Library has decided not to allow religious services in the library facility, and that she would be looking into this with Phil as part of this year’s policy review. Rachel asked about Easter Sunday; and Phil said that this is not one of our observed holidays. Joan asked the Board for any thoughts about policies that she should look at. Lois suggested also gathering input from staff and volunteers about policies.

PUBLIC COMMENT

Pierrette said that she likes the idea of a low-risk investment, which might make people more inclined to make donations. She said she was concerned about forming a new long-range plan without discussion of the budget. Phil responded that the long-range plan is a means of setting overall priorities, while consideration of the budget comes afterwards, as we attempt to implement those priorities. Ellen Goldberg made a suggestion that the Library put its sandwich board outside the building during Library Board meetings as a way of inviting people inside. Also she suggested that instead of checking out hardware such as the Kindle, we consider checking out content for people to use on their own equipment.

CALENDAR

Lois said that in May, the Board would review the Long-Range Plan, Sunday hours, the Code of Ethics, and discuss the staff/volunteer survey and other elements of the Director’s annual review. In June, we would begin reviewing policies, approve the Long-Range Plan, and do the mid-year budget amendment. The Board retreat is in August. Rachel said that she would not be able to attend the November meeting.

OTHER – Phil mentioned the Crossroads lecture at 2 pm on Sunday, April 18, at the Orcas Center: Tony Greenwald will be presenting “How Hidden Mental Habits Create Unintended Race Discrimination.”

There being no additional business, the meeting was adjourned at 11:33 P.M.

Notes were taken by Ellen Goldberg as a volunteer. Transcribed and Submitted by Phil Heikkinen.

Approved
Library Chair Lois Cornell convened the meeting at 9:01 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch; Library Director Phil Heikkinen, and staff member Mary Pugh. Audience members included Friends board members Jean Soderquist and Marilyn Jackson.

WELCOME & INTRODUCTIONS – Lois thanked everyone for attending.

ADDITIONS or MODIFICATION TO THE AGENDA – Lois asked to include a discussion of the annual survey under Community Relations, and forms for the annual review of the Director under Policy & Personnel.

ROUTINE MATTERS

Minutes: After corrections, Tom made a MOTION to approve the April 12, 2010 Minutes as amended; Alan seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented items for payment, and recommended approval, noting that the period covered five weeks of expenses.

- Accounting report 4/8/2010 $2,491.25
- Accounting report 4/20/2010 $3,787.64
- Accounting report 4/23/2010 $1,577.44
- Accounting report 4/26/2010 $8,232.65
- Accounting report 5/07/2010 $11,604.58
- May 2010 Payroll $25,210.20

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

PUBLIC COMMENT - None

PLANNING & PRIORITIES

Code of Ethics: The Board discussed the draft Code of Ethics Statement, concentrating on item two, wherein the trustees are to disqualify themselves in cases of a conflict of interest; and item three on acknowledging personal philosophies.

Item Two: Joan noted that if left as is, the item would not allow a trustee to provide factual information. The Board agreed that it was important to have all trustees discuss issues and debated how to allow that discussion without violating a conflict of interest.

Item Three: The Board discussed how to ensure that Trustees present a unified voice for the Board when decisions are made; and distinguishing personal philosophies. Joan suggested
the difference between public action statements and private conversations; however, Tom noted that does not preclude the private conversation becoming public.

Lois said that she would incorporate the suggested changes and bring a second draft to the August Board retreat.

Long-Range Planning Draft: Phil reviewed the draft of the new Long-Range Plan saying he tried to encapsulate what the committee felt was most important by summarizing the priorities in the mission statement, listing them as service goals, and by adding measurable objectives. The Board discussed the service goals. Phil asked Long-Range Planning Committee member Linda Tretheway if the draft reflected the committee’s suggestions. Linda had a few questions and said that overall the draft did represent the committee’s views. She said it was the committee’s desire to have the community more involved in the Library.

The Board felt that the draft was very survey-oriented and asked about other means of measuring results. Lois asked Phil to finalize the draft for the August meeting. Phil will meet with Alan to incorporate the suggested changes.

The Board took a break between 10:21 A.M. and 10:30 A.M.

Library Sunday Hours Budgeting & Status: The Board had reviewed the survey results and agreed that it would be useful to see the Sunday hours continue for 2010. Phil agreed, commenting that the averages are only slightly less than weekdays despite many people still learning about the new hours, and who feel it is a valuable service. The funding for the 2nd half of 2010 is not in the budget and Phil felt it was appropriate to ask the Friends to help. The Board requested additional publicity and to include the budgeting in the 2011 cycle.

NEW BUSINESS

Relevant News and Issues: Rachel asked if the District had an attorney of record and Phil said that we have not needed one so far. In the past, Phil inquired about one or two specific issues. He noted that San Juan Library has an attorney review all their contracts; however, we do not have any large or new contracts that would need to be reviewed. Phil has a list of local attorneys that he can contact.

Joan noted that the Washington State Supreme Court recently ruled on an internet filtering case that upheld a library’s decision to block content. Phil said he believes that the complaint was that the library took too long to disable filtering after a patron request.

Director’s Report: Phil related the award of a grant from the Orcas LGBT community via OICF, for collection enhancement. The grant is conditional on updating the Library’s non-discrimination policy to include “gender expression.” The Board is concerned about accepting a grant with conditions. Phil said that the Board can decline the grant; however, he noted that Joan is in the process of reviewing all Library policies and the requested change may be reasonable based on her review. Lois noted that policies are regularly reviewed and updated to reflect current issues, understanding, and language.

The Board asked Phil to respond that the Library would review the non-discrimination policy during the upcoming review process for the updated terminology.

The Board had questions on Phil’s report covering the Kindle policy, budget status, and San Juan Library’s new fund reserves policy.
Friends of the Library: Jean said the Friends are working on the August Library Fair, and have decided not to have a silent auction this year. The Friends will also have a booth at the Museum’s Historical Celebration on July 3rd.

Rachel will represent the Library Board at the Friends Board meeting tomorrow, May 11th; and Tom said that he would attend the June 8th meeting.

REPORTS FROM ACTIVE COMMITTEES

Community Relations: Annual Survey: Lois said an annual survey is useful for consistency. Phil discussed with the Board different ways to distribute the survey, recommending a postcard mailing to invite responses on the website or to receive a regular mailed survey.

Rachel noted items published in the Sounder.

Collection Management: Alan said the committee met with Public Service Librarian Kathy Stribling, who manages the adult collection. He said the committee is adding book purchasing to collection management, which will include shelf maintenance, weeding, and Quality of our collection.

Facilities & Systems: Phil said that he met with Pierrette Guimond about reducing landscaping costs by using the Orcas Rowing Club members in exchange for a donation to their club. He is expecting more information from her shortly.

Finance: Salary Survey: Tom said he was interested in contacting Lopez and San Juan Libraries to obtain salary information. Phil offered to collect this information at his upcoming ferry meeting with those directors.

Budget Amendment: Tom said the cash balance from 2009 was $13,293 and asked if an amendment was necessary. Phil said that it is possible to skip an amendment and just deal with the difference in the 2011 budget cycle. Lois said that the work on the 2010 budget accomplished the objective by reducing the cash balance and reflecting a more accurate budget. The Board said that a budget amendment may not be necessary; however they would still like to see a mid-year status report to gauge actual expenses. Lois asked Tom and Phil to prepare a forecast for the June meeting.

Tom said that he is still working on researching library foundations and will have a report in June. He noted that the trend is for foundations to merge with friends organizations because they have the same objectives.

Policy & Personnel: Annual Review of Director Survey: Lois explained the form used in 2006 to gather staff and volunteer input. Joan noted that the form was not as much a review of the Director as a review of the Library. The Board would like to develop a new form. Joan will meet with Phil to look at other samples.

Policy Review: Joan asked how extensive a review the Board wanted of the current policies. They requested that she report on the highlights and propose changes.

PUBLIC COMMENT

Jean Soderquist commented on the Long-Range Plan and output measures. She suggested a survey at the door as people enter.

Alan commented on a recent Med-Flight experience and is very happy the Board offers this benefit to the staff.
CALENDAR
Lois said that in June, the Board would look at possible policy updates, discuss the annual survey, hope to approve the Long-Range Plan, and discuss the possible budget amendment. She noted that Tom would chair the meeting because she might not be back on-island until the day of the meeting.

OTHER – There was nothing additional.
There being no additional business, the meeting was adjourned at 11:49 P.M.

Submitted by Mary Pugh

Approved
Vice-President Tom Welch convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Lois Cornell, and Joan Pedrick; Library Director Phil Heikkinen, and staff member Mary Pugh. Audience members included Friends board members Sandy Wilson.

WELCOME & INTRODUCTIONS – Tom thanked everyone for attending.

ADDITIONS or MODIFICATION TO THE AGENDA – There were no changes.

ROUTINE MATTERS

Minutes: After review, Joan made a MOTION to approve the April 12, 2010 Minutes as presented; Rachel seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented items for payment, and recommended approval, noting that they were customary for the period. Mary noted several annual payments that were included in the total.

• Accounting report 5/24/2010 $14,927.95
• Accounting report 6/07/2010 $12,151.65
• Accounting report 6/14/2010 $6,508.99
• May 2010 Payroll $24,969.13

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

PUBLIC COMMENT – Holly Dennis spoke about the decision to have volunteers do landscaping and her concern that the condition of the Library grounds might deteriorate. Chris Elms spoke about how great the library is, commenting positively on the Sunday hours and recent research help.

PLANNING & PRIORITIES

Long-Range Planning Draft: Phil reviewed the updated draft, and discussed with the Board statements of goals versus objectives, accountability and means of measurements, and alternatives for making annual evaluations. The Board took issue with using a specific percentage of respondents as a measure, but had no alternatives to suggest. Alan felt the Library should be welcoming and useful to ALL users and was reluctant to acknowledge a specific percentage that might be discontent. Phil commented that realistically not everyone will be happy all the time for a number of reasons. Rachel made a MOTION to accept the 2010 Long-Range Plan as presented. Lois seconded, and the MOTION passed.
The Board took a break between 9:50 A.M. and 9:56 A.M.

NEW BUSINESS

Relevant News and Issues: Real Estate Gift Discussion – Phil reviewed the information on a gift from the estate of Dr. Patricia Swenson, which included a cash donation and the proceeds from the sale of a condominium on Orcas Island. He noted that one or more of the four beneficiaries felt the offering price was too low based on the assessed valuation. The Board asked for additional information from the other beneficiaries and the trustee.

Director’s Report: Phil asked if there were any questions on his report, and commented on San Juan Library’s Spanish language brochure, which he will use as a model for our Library.

Friends of the Library: Sandy Wilson commented on the Friends’ booth at the Historical Days Celebration; book donations; the August Library Fair; the Friends’ website; Friends grants for Sunday hours and the new CD media rack; and the Friends’ Annual Meeting September 23rd.

Tom will represent the Library Board at the Friends Board July meeting; and Lois said that she would attend the August meeting.

REPORTS FROM ACTIVE COMMITTEES

Community Relations: Annual Survey: Rachel led the discussion about the sample survey questions. The question about a possible building expansion will be deleted, and an open-ended question on what to improve will be added.

Collection Management: Alan had nothing additional to report.

Facilities & Systems: Lois had nothing additional to report. Phil said that birds have nested in the crawl space and repairs were being made to the soffit screening.

Finance: Budget Amendment: Phil ran through the budget adjustments for the General Fund and Building Fund. The handouts included the amount each account would be changed and an explanation of the change. Lois made a MOTION to adopt Resolution 02-2010 amending the 2010 General Fund Budget. Alan seconded, and the MOTION passed unanimously. Lois made a MOTION to adopt Resolution 03-2010 Amending the 2010 Building Fund Budget. Alan seconded, and the MOTION passed unanimously.

Salary survey of Lopez and San Juan libraries: Phil discussed with the Board the salary handouts from Lopez and San Juan libraries. They compared the different salary structures with our own.

Fundraising options update: Tom reported on his discussions with over twelve individuals and countless hours of internet research. His conclusion is that there are a number of local vehicles to utilize instead of forming a library foundation. Phil said that if the Board is serious about fundraising, then an annual campaign is the first step before a capital campaign.

The Board took a break between 11:12 A.M. and 11:17 A.M.

Policy & Personnel: Policy Updates - Overview: Joan opened the discussion on the handouts, which organized and numbered the policies. The Board discussed recent legal interpretations on the use of meeting room space for religious meetings and the need to separate access from endorsement. They also discussed the nondiscrimination policy and referred to updated ALA and WLA policies. The Board will independently review Joan’s suggestions and respond back to Phil.

MINUTES June 14, 2010
Annual Review of Director Survey: Lois reviewed the draft survey. She will have a synthesis of responses for the August meeting.

Staff Recognition: Lois said this is set for June 27th at 3:30 P.M.

PUBLIC COMMENT – There were no additional comments.

CALENDAR

Phil will update the calendar and send it to the Board.

OTHER – There was nothing additional.

There being no additional business, the meeting was adjourned at 11:47 A.M.

Submitted by Mary Pugh

Approved
ORCAS ISLAND LIBRARY DISTRICT

Regular Board Meeting

July 12, 2010

President Lois Cornell convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees Tom Welch, Alan Lichter, Rachel Newcombe; Library Director Phil Heikkinen, and staff member Mary Pugh. Audience members included Friends Board members Lynn Carter.

WELCOME & INTRODUCTIONS – Lois thanked everyone for attending.

ADDITIONS or MODIFICATION TO THE AGENDA – Phil said that Network Administrator Tony Ghazel would be joining the meeting and asked that he be able to speak early in the agenda. Alan asked to discuss staff appreciation under Policy and Personnel.

ROUTINE MATTERS

Minutes: After review, Alan made a MOTION to approve the June 14, 2010 Minutes as presented; Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Tom presented items for payment, and recommended approval, noting that they were customary for the period, and reminding the Board that vouchers are now submitted weekly.

• Accounting report 6/23/2010 $5,692.99
• Accounting report 7/6/2010 $7,146.36
• Accounting report 7/11/2010 $3,586.34
• July 2010 Payroll $24,132.11

Tom made a MOTION to approve all payments; Alan seconded, and the MOTION passed unanimously. The Board also signed a corrected approval from the March 2010 meeting.

PUBLIC COMMENT – There were no comments.

POLICY & PERSONNEL

Phil said that, as invited by the Board, he has asked staff to attend monthly Board meetings, close to their anniversary date to give a description of their position, and an update on any relevant issues. Tony Ghazel described beginning his relationship with the Library in 1999 as a consultant and moving into permanent part-time employment in 2003. He described his duties and current state of the network. The Board had questions on video conferencing, ebooks, outside hosting, hardware upgrades, and thin clients.

PLANNING & PRIORITIES

August Retreat: The Board reviewed agenda organization and discussion items.

Code of Ethics: The Board delayed action until Trustee Joan Pedrick could be present.
Trustee Recruitment: Lois described the previous process and steps to make appointments unbiased and transparent. She will contact Council members about the search process.

The Board took a break between 10:10 A.M. and 10:19 A.M.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil reviewed the annual survey details, and commented on vandals and skateboarders, the upcoming PLA Conference in Victoria, B.C., video conferencing, and his upcoming vacation schedule.

Friends of the Library: Lynn Carter commented on the Friends’ August Library Fair and asked the Board members to sign up for a variety of duties. Lynn mentioned the Friends’ web page hosted on the Library’s website. The Friends Annual Meeting is September 23rd.

Tom will attend the Friends Board meeting tomorrow; Lois will attend the August meeting; and Alan will attend the September meeting.

REPORTS FROM ACTIVE COMMITTEES

Community Relations: Rachel said she is continuing to send notices to the Islands’ Sounder. She mentioned fundraising with high profile partnerships with other organizations.

Collection Management: Alan said the committee met in June. He felt the committee chair may need additional support. Alan will meet with Phil and Kathy Lunde to discuss ways to help.

Facilities & Systems: Lois said she planned to postpone formation of a technology committee.

Finance: Salaries at Lopez and San Juan Libraries: The Board discussed position descriptions for the three islands’ libraries. Lois asked Phil to review our administrative assistant description and make recommendations on more accurately reflecting the position’s duties.

Swenson Estate Update: There is indication that the initial offer from the Smugglers Owners Association has been rejected. Phil will contact the estate trustee for further information. It was also noted that there have been no condominium sales in the past three years and there is a surplus of property for sale on Orcas.

Staff Recognition: Alan suggested the Board consider a change in venue because staff time off may be limited and therefore an additional event would impede upon that time. He suggested an in-library event during the day, or set aside time at the Holiday Tea.

Lois asked about the Volunteer appreciation. Phil said he would talk with Kathy about various options.

Policy & Personnel: Policy Updates - Overview: Lois asked the Board to return suggestions to Phil by July 26th.

Annual Review of Director Survey: Lois reviewed the draft survey. She will have a synthesis of responses for the August meeting.
PUBLIC COMMENT – There were no additional comments.

CALENDAR

The Board discussed upcoming action items.

OTHER – Tom asked about persons on Library property soliciting signatures on petitions. He said that after questioning, they admitted they were not residents and were paid to collect signatures. Phil described the conditions that would allow someone to solicit petition signatures. The Board discussed whether petitions could appear neutral or non-political. Lois and Alan agreed with Tom in feeling uncomfortable with this type of canvassing. Phil said he would do some research and report back to the Board.

There being no additional business, the meeting was adjourned at 11:25 A.M.

Submitted by Mary Pugh

Approved
ORCAS ISLAND LIBRARY DISTRICT

Regular Board Meeting

August 9, 2010

President Lois Cornell convened the meeting at 9:03 A.M. in the Community Room of the Library. Also attending were Trustees, Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch; Library Director Phil Heikkinen, and staff member Mary Pugh. Friends Board President Pierrette Guimond was in the audience.

WELCOME & INTRODUCTIONS – Lois thanked everyone for attending.

ADDITIONS or MODIFICATION TO THE AGENDA – There were no changes.

ROUTINE MATTERS

Minutes: The Board reviewed the July 12, 2010 Minutes. Alan made a MOTION to approve the Minutes as presented; Tom seconded, and the MOTION passed unanimously, with Joan abstaining because she was not present at that meeting.

Vouchers and Payroll: Tom presented items for payment, and recommended approval, noting that they were customary for the period.

- Accounting report 7/19/2010 $4,876.26
- Accounting report 7/27/2010 $3,609.81
- Accounting report 8/3/2010 $4,359.18
- July 2010 Payroll $25,750.12

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

PUBLIC COMMENT – There were no comments.

PLANNING & PRIORITIES

Code of Ethics: Joan asked the Board to consider incorporating the code of ethics into a Trustee manual. She explained her reorganization of Library policies into library, staff, and trustee manuals that would include the code. The discussion was tabled until after the review of policies.

Policy Updates: Copies of the policies were made available for discussion. The Board discussed a number of policies prior to a break, correcting grammar and fine tuning language.

The Board took a break between 10:10 A.M. and 10:17 A.M.

NEW BUSINESS

Lois adjusted the Agenda to accommodate Friends President Pierrette Guimond’s time constraints.
Friends of the Library: Friends President Pierrette Guimond reported that their Treasurer, Marilyn Jackson, has resigned from the Friends Board for personal reasons. Pierrette also reported on the Library Fair, and the Friends’ Annual meeting on September 23rd. Pierrette left the meeting at about 10:30.

PLANNING & PRIORITIES – Cont.

Policy Updates: The Board discussed updates to the Anti-Discrimination Policy which uses the American Library Association language to include gender identity and gender expression. Joan made a MOTION to adopt the Anti-Discrimination Policy as amended. Rachel seconded and the MOTION passed unanimously. This policy will be added to the reorganization of all policies.

The Board continued work on the remaining policies. Lois continued the discussion on the employee handbook policies until September. Joan will prepare a draft of the General Library Policies for final approval in September. Mary asked that the Board consider including electronic communication and social networking into the reorganization.

Relevant News and Issues: Lois talked about the Trustee recruitment process. Advertising will begin mid-September.

Director’s Report: Phil updated the Board on a recent court case involving internet filtering in libraries. In addition, comments were made on a North Olympic Library System left pamphlet, staffing changes, Crossroads’ fundraising, and updates about the possible Swenson estate sale and distribution among four nonprofit recipient organizations. The Trustee of the Swenson estate is trying to finalize negotiations of the sale of a condo at Smuggler’s Villa on Orcas. Tom made a MOTION that Lois represents the Library Board in the negotiations. Alan seconded, and the MOTION passed unanimously.

The Board took a break between 11:41 A.M. and 11:50 A.M.

EXECUTIVE SESSION

The Board adjourned into Executive Session for discussion of the Director’s Annual Review. The Board resumed the general Board meeting at 2:10 P.M.

Lois said the Board will continue the Director’s Annual Review at a special Board meeting August 30th at 9:30 A.M. The special meeting will consist of an executive session and will continue work on the policy updates, in particular on creating a staff handbook.

REPORTS FROM ACTIVE COMMITTEES

Community Relations: Rachel said she is continuing to send notices to the Islands’ Sounder. She mentioned fundraising and high profile partnerships with other organizations.

Collection Management: Alan said he is hoping to revitalize the committee and is looking for new members. There will not be an August meeting.

Facilities & Systems: Lois asked for an update on the landscape project. Phil reported on the plantings and overall landscaping maintenance profile, including the OICF landscaping grant project.

Finance: Tom reported on the latest financial report on dedicated and endowment funds, commenting on a 3% loss. Joan asked about how OICF invests funds. Tom explained how the funds were established by donors with OICF and out of the Library’s control. The investment
advisor is the Seattle Foundation and generally has good returns; however, funds can lose value. He discussed how funds might be protected and how fundraising might fit in.

**Policy & Personnel:** Policy Updates: The Board returned to the discussion of the Confidentiality policy. Joan brought attention to the phrase in the existing policy, “necessary for the operation of the library…” which might need legal review. She made further changes to other policy wording as suggested by Trustees.

**PLANNING & PRIORITIES – Cont.**

Director’s Report: Lois asked if a volunteer appreciation could be held this year and not wait until spring. Joan said she felt disconnected to the volunteers and wondered if there was more the Board could do to recognize a vital segment of the Library’s operation. Phil will talk with Kathy and possibly include Rachel.

**PUBLIC COMMENT –** Kevin Sloan talked about past problems with the landscaping. He said the grounds look good now, and likes the use of volunteers.

There being no additional business, the meeting was adjourned at 3:04 P.M. and the Board began a working retreat.

Submitted by Mary Pugh

Approved
Special Board Meeting

August 30, 2010

President Lois Cornell convened the meeting at 9:30 A.M. in the Community Room of the Library. Also attending were Trustees, Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch.

EXECUTIVE SESSION – The Board moved into Executive Session at 9:30 A.M., for a continued discussion on the annual review of the Director. The Board returned to Regular Session at 1:20 P.M. Lois said there was no action based on the discussion in Executive Session.

Planning and Priorities – Lois tabled the discussion because of the extended Executive Session.

There being no additional business, the meeting was adjourned at 1:30 P.M.

Submitted by Phil Heikkinen

Approved
Vice President Tom Welch convened the meeting at 9:03 A.M. in the Community Room of the Library, in Lois Cornell’s absence. Also attending were Trustees, Alan Lichter, Rachel Newcombe, and Joan Pedrick; Library Director Phil Heikkinen, and staff member Mary Pugh. Friends Board President Pierrette Guimond and staff member Nita Couchman were in the audience.

WELCOME & INTRODUCTIONS – Tom thanked everyone for attending.

ADDITIONS or MODIFICATIONS TO THE AGENDA – Phil said that he would have staff member Martin Arnold join the meeting for a short report.

ROUTINE MATTERS

Minutes: The Board reviewed the August 9, 2010 Minutes. Alan made a MOTION to approve the Minutes as presented; Joan seconded, and the MOTION passed unanimously.

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

- Accounting report 8/18/2010 $13,728.74
- Accounting report 8/24/2010 $2,588.07
- Accounting report 9/7/2010 $7,458.74
- Accounting report 9/12/2010 $4,216.29
- September 2010 Payroll $24,577.20

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

PUBLIC COMMENT – Pierrette asked for details of the sustainable landscaping project. Phil gave an update.

PLANNING & PRIORITIES

Policy Updates: The Board discussed the staff handbook portion of the remaining policies. Staff and volunteer definitions were finalized as well as a new section on electronic communication. Phil invited the Board to discuss the idea of adding his guidelines to staff, in particular about conducting personal business on work time, to the staff handbook. After discussion, it was decided the items were best covered during orientation and staff meetings.

Staff Visit: Martin Arnold began at the Library as a volunteer and moved into a Library Associate position when Nita left it to become the Children’s Librarian. He has three desk shifts, is the website manager, and backs up ILL processing with Holly. After joining the staff, Martin
decided to pursue an MLS degree through San Jose State University’s online program, which he
will finish up next year. Martin became the primary Sunday staff member and currently has a 27
hour work week.

The Board took a break between 10:06 A.M. and 10:14 A.M.

PLANNING & PRIORITIES – Cont.

Policy Updates-Cont.: The Board discussed whether the new policy regarding open
position and hours would have new job postings or hours available to current staff first. It was
agreed that the posting have an eight-hour threshold, with fewer than eight hours posted to staff
only, and over eight hours posted publicly. The Board felt this procedure would allow an open
and transparent hiring process. Rachel noted that current staff would still have an advantage in
all postings because of their familiarity and experience with the Library. Phil asked if the policy
would affect the 2011 budget and the existing twelve hours currently filled by two staff members
on a test basis. The Board agreed it was best to begin the policy immediately.

Joan felt the benefits section required no changes; however she would like additional
discussion at the next Trustee retreat to further define the terms. Tom asked about the update to
tracking comp time; Mary said she is working with the Auditor’s office to include it in payroll
processing.

Scheduling: Board Packet Distribution: It was agreed that as much information as
possible would be sent via email the Tuesday before board meetings, and that additional packets
would be sent as available.

Draft 2011 Budget: Phil noted highlights of the 2011 budget which included a 2%
COLA, sick leave transfer/cash-out, and maintenance based on the Reserve Study. Tom asked
about new construction estimates; Phil said it is over-estimated because of an “ask or lose it”
requirement, with the unanticipated part of it placed in the Property Tax Reserve.

Tom said he is not usually a proponent of merit increases, but would like the Board to
discuss including one for 2011. He said that the staff continues to receive high praise in annual
surveys and acknowledged the outstanding service they provide. Rachel said she is in favor of
including merit, noting that it is not a lot of money and would show confidence in the staff.

Phil said that merit has been awarded about every other year since 2004, and if awarded
at 2% for 2011 would result in an approximate $6,000 increase in 2012. Tom said that eventually
a levy lift would be needed no matter how frugal future budgets were drafted. Alan felt it was a
prudent measure and supports staff. Joan asked about other increases to the wage base. Phil
replied that the Med-Flight reimbursement and sick leave cash-out were implemented as a way to
compensate the staff without adding to the wage base.

Additional discussion included maintenance items, landscaping, microfilm
scanner/printer, and fee for services. Tom asked Phil to prepare a modified draft budget
including 2% merit.

Public comment from Pierrette Guimond included landscaping status with her as our
volunteer, Crossroads’ funding, and caution about a merit increase, adding that the sick leave
cash-out was appropriate only in the absence of a merit increase. She noted the rest of the 2011
budget was basically a wash.
NEW BUSINESS

Relevant News and Issues: Phil had information on levy results from other libraries. San Juan Library has hired Marjorie Harrison as Director.

Director’s Report: Phil had updates on the Swenson estate sale, the communication consultant’s interviews, comp-time research, ESL classes, and Crossroads lecture series. Joan asked about the student intern and trustee recruitment.

Friends of the Library: Friends President Pierrette Guimond said that the Library Fair grossed over $15,000 with $8,000 from the book sale, and talked about the Friends’ Annual meeting on September 23rd. She said the Friends Board is concerned about recruiting more members. Alan will attend the September 14 meeting and Tom will attend the October 12 meeting.

REPORTS FROM ACTIVE COMMITTEES

Community Relations: Rachel is focusing on the advertising for trustee recruitment.

Collection Management: Alan said there was no August meeting, and he anticipates a dynamic September meeting.

Facilities & Systems: There was no report.

Finance: Tom said he is concentrating on the 2011 budget. He also wants to put together a fundraising campaign.

Policy & Personnel: Joan will work on the draft of the Trustee handbook. Tom asked if the Library should have an attorney under contract. Joan disclosed the possibility of a working relationship with Adina Cunningham, and wanted to avoid any appearance of a conflict of interest. Joan emphasized that this has not been finalized. She will speak with Adina, who is already working with the San Juan Library, about a contract with us.

PUBLIC COMMENT – Pierrette said she had arranged for volunteers to help with landscaping on September 20th.

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

Submitted by Mary Pugh

Approved
ORCAS ISLAND LIBRARY DISTRICT

Regular Board Meeting

October 18, 2010

President Lois Cornell convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees, Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch; Library Director Phil Heikkinen, and staff member Mary Pugh. Friends Board Treasurer Lynn Carter and staff member Nita Couchman were in the audience, with other community members.

WELCOME & INTRODUCTIONS – Lois asked audience members for introductions and thanked everyone for attending.

ADDITIONS or MODIFICATIONS TO THE AGENDA – Lois said she had information on Trustee recruitment.

ROUTINE MATTERS

Minutes: The Board reviewed the September 13, 2010 Minutes. Joan requested that additional information be added on the review of policies on line 42. Alan made a MOTION to approve the Minutes as amended; Tom seconded, and the MOTION passed unanimously, with Lois abstaining.

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

- Accounting report 9/21/2010 $7,374.93
- Accounting report 9/28/2010 $7,477.54
- Accounting report 10/12/2010 $6,339.21
- October 2010 Payroll $23,947.87

Tom made a MOTION to approve all payments; Joan seconded, and the MOTION passed unanimously. Mary said that some hours on the September payroll were reclassified and the Auditor’s office requested the Trustee sign a corrected payroll voucher. The change did not affect the payroll dollar total.

EXECUTIVE SESSION – The Board moved into Executive Session at 9:10 A.M., for a continued discussion on the annual review of the Director. The Board returned to Regular Session at 10:04 A.M. Lois said there was no action based on the discussion in Executive Session.

The Board took a break between 10:04 A.M. and 10:08 A.M.

DRAFT 2011 BUDGET WITH PUBLIC TESTIMONY

Phil said that the new draft reflected changes based on Board discussion at the September meeting for 2% merit and 2% COLA pools and the purchase of a microfilm scanner-printer with...
photo editing capabilities. The Board asked what San Juan and Lopez libraries were doing with COLA. Phil said that San Juan Library had a salary step schedule that implemented a 5% increase and has not made a decision on COLA; and Lopez Library projected a 2% COLA. He said Lopez had not implemented a salary step schedule. The Board asked how the merit pool will be utilized and Phil said, based on a satisfactory annual review, up to a 2% increase would be given. Phil said the funding for the microfilm scanner-printer came from the Newspaper Project Reserve Fund.

Lois gave out copies of the 5-Year Budget Projection Worksheet that she updated with the current 2010 draft figures. The worksheet indicates future budgets relying on reserves to fund operations.

Public Comment – Leith Templin said comparisons of salary and benefits should be made against tax dollars only, not additional funds; she felt it was irresponsible to give a merit increase when other districts are making cuts and people are cutting hours, wages, and even jobs; she can’t support anything over a COLA increase.

Kevin Sloan said he agreed with Leith, noting the decline in U.S. and world economies; he suggested cutting unnecessary expenses saying there was “fat” in all areas of the budget.

The Board discussed current COLA provided by the BLS for the Seattle metro area and the information that the Social Security Administration did not implement a COLA for Medicare/Medicaid recipients for 2011. The Board unanimously agreed that current reports did not warrant a COLA increase. The Board discussed the salary schedule. Joan said that the current method was unsatisfactory. They felt more discussion was needed to develop and implement an updated salary plan. The Board universally felt that regular recognition of the staff in the form of raises and/or longevity pay was necessary.

Public Comment – Leith Templin said the Board established the Medevac reimbursement and sick leave cash-out as alternative benefits that did not affect the wage base. She suggested that the 2011 budget include these instead of a 2% raise that has a cumulative effect. She does not support the Board decision. Margaret Payne said that she is familiar with salary step plans from her work in academia and offered her assistance. Lynn Carter said that taking COLA and raises in and out of the budget is arduous and that a step plan would be more predictable.

Lois directed Phil and Mary to adjust the 2011 budget to include a 2% raise based on staff anniversary dates with no COLA. Joan suggested that $1000 be added for possible legal expense in 2011. Phil said he would add it under professional services.

PLANNING & PRIORITIES

Trustee Recruitment Update: Lois reported that there are two confirmed applicants for consideration with one additional unconfirmed. Interviews will be conducted by Richard Fralick and Gene Knapp of the County Council. Alan will be the Board representative, with Tom as the backup.

The Board took a break between 11:36 A.M. and 11:39 A.M.

NEW BUSINESS

Relevant News and Issues: Staff Visit: Kathy Lunde said she is in her 20th year at the Library and described her duties. Joan asked if she had seen any significant changes during her
tenure. Kathy said that increased use was probably the biggest change, along with changes in
technology. Joan and the Board thanked Kathy for her service.

Director’s Report: Phil reminded everyone about the upcoming Crossroads lecture. He
said he was attending a “Northwest Corner” directors’ meeting at Lopez Library this week. Phil
told the Board that an online patron book review feature was added to the Library’s website.

Friends of the Library: Friends Treasurer Lynn Carter said that they were concentrating
on the upcoming Holiday Tea. She reported that the Library Fair netted about $12,000 and 75%
would go to the Library in the form of a grant for 2011. Finally, because of board absenteeism,
there would not be a Friends’ meeting in December or January. Tom will attend the October
meeting and Joan will attend the November meeting.

Attorney-Library Relationship Proposal: Joan said she recommends an engagement
agreement with Adina Cunningham who is San Juan Library’s attorney and very knowledgeable
about library matters. Joan advises that Adina could review the Library’s current policies and
recommend any that are missing. Phil said that Adina offered a free training session on the Open
Public Meetings Act next year. Joan will forward the engagement agreement to the Board and it
will be on the agenda for November.

REPORTS FROM ACTIVE COMMITTEES

Policy & Personnel: Joan said she wanted to revisit the September Board decision to
include the additional twelve hour staffing level, currently being filled by existing staff, for
publication and advertisement. She said it would be detrimental to staff morale and not required
because the policy has only been reviewed and not yet adopted. Phil agreed that it made sense
not to announce a position opening when the hours are being covered adequately by current staff.
Joan made a MOTION that for a one-time basis, the Library not publish a position opening for
twelve staff hours because the hours are covered by the current staff schedule. Rachel seconded,
and the MOTION passed unanimously.

Community Relations: Rachel has placed notices for trustee recruitment.

Collection Management: There was no report

Facilities & Systems: There was no report.

Finance: Tom asked about the annual report. Phil said it would be ready for the Holiday
Tea on December 4th. Lois noted that the comparative figures are always a year behind.

Joan asked the Board to agree to use the term “if” when referring to a possible tax levy
lid lift and not to use “when” as it could give the wrong impression to the community, because
the Board has not in fact decided to pursue a levy lid lift election. The Board agreed with her
suggestion.

PUBLIC COMMENT – There were no additional comments.

OTHER – Lois said the next calendar update would be in December.

There being no additional business, the meeting was adjourned at 12:05 P.M.

Submitted by Mary Pugh

Approved

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Presidential Lois Cornell convened the meeting at 9:00 A.M. in the Community Room of the Library. Also attending were Trustees, Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch.

**EXECUTIVE SESSION** – The Board moved into Executive Session at 9:00 A.M., for a continued discussion on the annual review of the Director. The Board returned to Regular Session at 10:36 A.M. Lois said there was no action based on the discussion in Executive Session.

There being no additional business, the meeting was adjourned at 10:37 A.M.

Submitted by Mary Pugh

Approved

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EXECUTIVE SESSION – President Lois Cornell convened the meeting at 8:30 am, after
which the Board moved immediately into Executive Session, for a continued discussion on the
annual review of the Director. The session lasted 30 minutes, and there was no action based on
the discussion in Executive Session.

President Lois Cornell reconvened the regular meeting at 9:02 A.M. in the Community Room of
the Library. Also attending were Trustees, Alan Lichter, Joan Pedrick, and Tom Welch; Library
Director Phil Heikkinen, and staff member Mary Pugh. Friends Board President Pierrette
Guimond was in the audience, with other community members.

WELCOME & INTRODUCTIONS – Lois thanked everyone for attending.

ADDITIONS or MODIFICATIONS TO THE AGENDA – There was nothing to add.

ROUTINE MATTERS

Minutes: The Board reviewed the October 18 and 27, 2010 Minutes. Corrections were
made to both. Alan made a MOTION to approve the Minutes as corrected; Tom seconded, and
the MOTION passed unanimously.

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

- Accounting report 10/19/2010 $6,706.45
- Accounting report 10/27/2010 $5,269.67
- Accounting report 11/02/2010 $5,709.39
- November 2010 Payroll $25,645.02

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

2011 BUDGET

Phil said that the resolution to adopt the 2011 General Fund Budget reflected the Board’s
decision at the October 18th meeting concerning payroll, legal fees, and equipment purchases.
Payroll includes an across-the-board two percent increase for all staff on anniversary dates; legal
fees of $1000; and the removal of equipment expense that will be paid in 2010. The Board was
concerned about staff at the top of the current wage scale not receiving the increase. Phil said
that a position reclassification would be finalized early next year and a new wage scale would be
adopted for the position at that time.

Joan asked about the sick leave cash-out/transfer; she did not remember the Board
removing that item. Phil said it was removed after the September meeting when the Board asked
for a draft with a 2% COLA and 2% merit and it was not specifically addressed at the October
meeting. Joan and Lois said that the cash-out/transfer was a way to reward the staff for being
healthy that would not affect the base salary. Phil said that previously half the staff used the cash-out and half a transfer. The Board agreed that they had intended to keep the item in the 2011 budget. Mary said it could be handwritten into the current resolution or addressed at budget amendment next year. It was decided to address the matter at budget amendment.

Tom made a **MOTION** to adopt Resolution 03-2010 setting the General Fund 2011 Budget at $948,835.00. Alan seconded, and the **MOTION** passed unanimously.

Tom made a **MOTION** to adopt Resolution 04-2010 setting the 2011 Tax Levy at $552,160.00. Alan seconded, and the **MOTION** passed unanimously.

Tom made a **MOTION** to adopt Resolution 05-2010 setting the Building Fund 2011 Budget at $5,770.00. Alan seconded, and the **MOTION** passed unanimously.

Mary said that the Board needed to approve the 2010 sick leave cash-out/transfer, which would allow staff to cash out or transfer to vacation up to two days of sick leave by FTE. Tom made a **MOTION** to approve the sick leave cash-out/transfer. Joan seconded, and the **MOTION** passed unanimously.

**The Board took a break between 9:30 A.M. and 9:37 A.M.**

**PUBLIC COMMENT** – Pierrette Guimond spoke on the budget urging the Board to use caution in light of the economy and reductions by other districts.

**PLANNING & PRIORITIES**

*Trustee Handbook*: Lois suggested the Board wait until January to discuss the Trustee Handbook. However, she said the Employee handbook should be split into employee and volunteer staff, to better express district policies. Tom asked how the Trustee Handbook would differ from the State Library’s Trustee Manual. Phil said that OILD’s handbook would address local issues whereas the State’s manual was based on the RCWs. Lois asked that the Employee and Volunteer Handbooks be placed on the December agenda.

*Attorney Engagement Agreement*: Joan recommended approval of the agreement between the Library and Adina Cunningham, stating that Adina is well qualified in library matters. Alan asked who would have authority to contact Adina for services, because he felt the agreement would make it easier to seek legal help when other information avenues are available. Joan said that the Board would approve legal consultation with a motion during Board meetings. Phil said that he would utilize other resources first, and except for an emergency, consult the Board before contacting Adina. Tom said the Agreement just establishes the relationship, with no commitment for use. Tom made a **MOTION** to approve the Attorney Engagement Agreement with Adina Cunningham. Joan seconded, and the **MOTION** passed with Alan abstaining.

*Trustee Recruitment Update*: Phil said there was no additional information.

**NEW BUSINESS**

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

*Director’s Report*: Phil showed worksheets for the destruction of records under the Records Retention Policy which is based on the State Archivist schedule. Joan asked if the records could be recreated if needed. Mary explained that they are vendor invoices and petty cash statements from 1988 through 2004, and of little historical value. Mary said the County keeps additional copies. Phil said because some of the records might have personal information,
like social security numbers, they would be shredded by a commercial service visiting the island in December.

Phil and the Board discussed the upcoming Crossroads program, the Lopez Library’s award, Holly’s Fellowship, the Rural Heritage Grant with the Orcas Historical Museum, and the OICF sustainable landscaping project.

Friends of the Library: Friends President reminded the Board there would not be a Friends Board meeting in December or January. The Winter Booksale will be February 26th at the School Cafeteria. Pierrette requested the Board follow tradition and help serve at the Holiday Tea. She passed a sign-up sheet. Joan will attend the November Friends Board meeting.

REPORTS FROM ACTIVE COMMITTEES

Policy & Personnel: Joan asked about the reclassification of the current Administrative Assistant position. Phil said that he is collecting examples and defining a hybrid description based on expanded duties. Lois suggested including contract services with his research.

Phil and the Board discussed the sample personnel review to be used next year.

Community Relations: There was no report. Tom said the Board should consider an annual report to the community to be mailed island-wide beyond distributing it at the Library.

Phil said staff is working on updating the current report and will have it available for the Holiday Tea. Phil said he would plan for a bulk mailing for next summer to reach the largest number of people.

Collection Management: There was no report.

Facilities & Systems: There was no report. Phil said he and Tony are working on the plan to update the collection and patron database software.

Finance: There was no report. Lois said she would make the forecast model available after her retirement. She said the reserves forecast were stable for four to five years out.

PUBLIC COMMENT — Pierrette felt bulk mailings (of the annual report) were ineffective because of the large number discarded at the post office. Phil said a variety of means are necessary to reach those who do not use the Library on a regular basis.

OTHER — The Board changed the December meeting date to December 6th to accommodate Trustee schedules.

The Board took a break between 10:54 A.M. and 11:00 A.M.

EXECUTIVE SESSION — The Board moved into Executive Session at 11:00 A.M., for a continued discussion on the annual review of the Director. The regular meeting resumed at 12:04 P.M. The Board took one action based on the discussion in Executive Session, which was to schedule a November 15 special meeting to talk about use of consulting funds.

There being no additional business, the meeting was adjourned at 12:06 P.M.

Submitted by Mary Pugh.

Approved

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ORCAS ISLAND LIBRARY DISTRICT

Special Board Meeting

November 15, 2010

President Lois Cornell convened the meeting at 9:08 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch; Library Director Phil Heikkinen, who took notes; and Attorney Adina Cunningham.

Lois introduced Adina Cunningham, with whom the Library has an engagement agreement for legal advice.

Lois noted the agenda, as follows:

- Consultant funds to facilitate board decision on pending director evaluation
- Executive Session – Continuation of Director’s Annual Review
- Other as needed
- Adjournment

Lois said that the Director, or a Trustee in the course of a committee assignment, can make use of Adina’s consulting services. All members of the Board agreed. Alan said that it would be best if Trustees let both the President and the Director know of uses of the consultant. Also, he asked for clarification about any professional relationship between Adina and Joan. Joan said that there is no current relationship; and that there might be a sharing of office space in the future, though nothing beyond that. Adina and Joan noted that if they did at any point create a professional relationship, they would notify the Board; and if necessary, Adina would end the agreement with the Library. She also mentioned other clients, including the Town of Friday Harbor and San Juan Island Library; also that she serves on the OICF Board. She would let the Library know of any potential conflicts of interest.

Joan followed up on a previous discussion, noting that San Juan County does not provide counsel to the library districts beyond very general opinions. Lois said that they referred her to MRSC.org for research help. Alan noted that Tony at the Prosecutor’s Office referred him the information from the Washington State Attorney General’s Office.

Lois noted Adina’s expertise with the Open Public Meetings Act, and noted that she had not seen mention in the August Board Meeting minutes about Board agreement to consult with her about that. Joan added, with respect to recent consultant invoices from Adina that she had received Board approval in August to speak with Adina about Library policies.

The Board and Phil went into Executive Session at 9:23.

Lois reconvened the regular session at 11:23. She noted one action item, which was to schedule a special board meeting for November 22, with one agenda item: discussion of use of consulting funds.

There being no additional business, the meeting was adjourned at 11:24 A.M.

Submitted by Phil Heikkinen

Approved

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President Lois Cornell convened the meeting at 9:01 A.M. in the Community Room of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Joan Pedrick, and Tom Welch; Library Director Phil Heikkinen, who took notes; and guests Ladd Lindholm and Tony Ghazel.

Lois noted the agenda, as follows:

• Discussion of use of consulting funds

Lois noted the guests and invited Public Comment. Tony asked about the amount of consultant funds being discussed. Joan asked whether the document shared at the meeting, “Draft Statement of Work: Orcas Island Library District,” had come from the Consultant, Regina Lyons. Lois said that she herself wrote the draft, adding that it was a start at estimating a budget amount. Alan said that Regina was not comfortable about issuing a statement of work without first talking with staff members about whether they would want to work with her, and that she would like a statement of work produced by the Board.

Alan suggested two possible courses of action: first, sharing the existing draft statement of work with Regina in order to get her response; and second, to have the Board further develop a draft and see if Regina is willing to do the work. Lois noted that we could also work with someone else, and that we could use the draft as a kind of RFP.

Joan said she would like to see if Regina could write a public letter to the staff. Alan asked about the potential content of that letter, and Joan replied that Regina would decide on that, given her potential insights.

Guest Tony Ghazel said that he was uncomfortable hearing a discussion about staff issues at a public meeting.

Lois said that this meeting was intended only to establish a budgetary amount, as a guide to further actions. Joan said that she appreciated Tony’s comments, saying further that actions can’t be taken in an executive session. Tony responded that the Board can come out of an executive session as needed to take action. Alan said that the Board needs to be careful about discussing any back stories.

Phil said that one possible action is that the Board can direct him along with one or two Trustees to offer a proposal for action. Lois said that the Board should come up with some estimate of cost.

Alan suggested a resolution to establish an upper cost limit. Tom agreed that it would be good to keep it broad. Rachel agreed. Lois said she agreed, and that we can’t simply approve the draft statement of work.

Rachel asked Phil for more about the idea of a subcommittee, and Phil responded that it would consist of two Trustees working with Phil to outline an action plan tailored to the Library staff needs.

The Board discussed possible maximum amounts, with or without a built-in ability to override it. Phil said that the amount would be in effect a budget estimate, and that the Board authorizes the Director to spend over budgeted amounts if they are reasonable expenses.

Guest Ladd Lindholm said that having a set amount usually means that all the funds are spent, asked about the idea of a budgeted amount and a 20% capacity for extra expenses.

Tom made a MOTION that the Board authorize expenditure of no more than $5,000 for consultant work as discussed. Rachel seconded.

Alan said that a specific amount paints us into a corner, and suggested X dollars as needed for an outside consultant for training within the staff. Rachel asked how that would be different; and Alan said that “as needed” implies that we would try to spend less. Lois asked about the possibility of a budget amendment if needed; and Phil suggested that we could include it in the mid-year amendment.
Joan asked what the costs might be if contracting with a different consultant. Tom said that there were staff concerns about working with Regina, as mentioned by Alan. Joan said that she would feel less comfortable naming a budget amount if working with someone else rather than Regina. Rachel said that the rates listed by Regina are typical.

Lois said that basically we are letting the public know that we are using funds for a consultant. Joan said she would be comfortable with that approach.

Guest Ladd Lindholm said that he prefer having a consultant name left out, and instead describing it as being used for staff training and development.

Alan stated an AMENDED MOTION: “to approve up to $5,000 for a consultant for staff development as needed.”

Joan said that she disagreed that this is an issue with the staff; and Alan said that he felt that this is an issue with the entire staff, based on his conversation with an outside consultant. Rachel and Tom voiced agreement with Alan’s comments; also, they agreed with Alan’s amendment.

Lois asked for further discussion, and asked whether leadership training would be part of this. Tom said, and Rachel agreed, that Alan’s amendment would include that. Joan said that she was not comfortable making any further comments in public session, but trusted the process of the Board.

Lois asked for any further discussion; and Tom called for a vote. The AMENDED MOTION passed with four voting in favor and Joan voting against.

Lois said that now the question was how to move forward. Her thought was to have two Trustees working with the Director. She asked for volunteers, and Alan and Rachel offered. Lois appointed them to work with Phil as a subcommittee to construct an action plan.

Lois said that although there were no more specific agenda items, she wanted to suggest a better method of handling Board records. She asked whether the Library could set aside secure storage for Board use, such as a two-drawer locking file cabinet, and Phil responded that he would set something up.

Alan said that he would like to make sure that the minutes reflect the purpose of the subcommittee.

Rachel said that the committee was developed in order to investigate and execute usage of funds allocated for an outside consultant, which would be connected with professional staff development as needed.

Ladd Lindholm thanked the Board for addressing sensitivity about discussion of personnel issues.

Rachel asked about the Holiday Tea; and she, Tom, and Joan said they would be available to serve tea.

Alan reported that he and the two Orcas Island County Councilors interviewed two well-qualified candidates for the Board, Donna Riordan and Margaret Payne. The County was planning to approve a Trustee and an Alternate. He said that the successful candidate would be announced in December. Phil said that he would invite both candidates to the December 6 Library Board meeting. Lois said that she would like to see the Alternate being invited for committee work.

Tony Ghazel thanked the Board for having Rachel and Tom attend the November 18 staff meeting, and for its sensitivity to staff issues.

There being no additional business, the meeting was adjourned at 9:57 A.M.

Submitted by Phil Heikkinen

Approved
WELCOME & INTRODUCTIONS – Lois thanked everyone for attending and introduced Donna Riordan, appointee to the Library Board.

ADDITIONS or MODIFICATIONS TO THE AGENDA – Joan said because of computer difficulties the Staff & Volunteer Handbook discussion would be postponed until January. Lois added a Board year-in-review evaluation to Planning and Priorities.

ROUTINE MATTERS

Minutes: The Board reviewed the November 8, 15, and 22, 2010 Minutes. Corrections were made to all. Mary said that some of the requested changes referred to comments made in Executive Session and could not be recorded in the Minutes. She suggested a minority opinion could be presented as an attachment. Tom made a MOTION to approve the Minutes of November 8, 2010 as corrected; Rachel seconded, and the MOTION passed unanimously.

Rachel made a MOTION to approve the Minutes of November 15, 2010. Tom seconded, and the MOTION passed unanimously.

Tom made a MOTION to approve the Minutes of November 22, 2010. Rachel seconded, and the MOTION passed unanimously, with Joan abstaining.

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

- Accounting report 11/12/2010 $4,890.27
- Accounting report 11/16/201 $2,132.18
- Accounting report 11/22/2010 $3,424.02
- Accounting report 12/01/2010 $1,821.54
- November 2010 Payroll $25,689.68
- Correction to Accounting report 11/2/2010 that had a typographical error $8,709.39

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

PUBLIC COMMENT – Joan asked about identifying persons speaking during public comment in the Minutes. Mary confirmed those commenters were identified. Kevin Sloan said that identifying persons within the Minutes allows for continuity and follow-up on discussions.

PLANNING & PRIORITIES

Staff & Trustee Handbook: Tabled until January 2011.
Board Evaluation: Lois gave out a summary of the Board’s accomplishments for 2010 and suggestions for the coming year. The Board discussed the items and commented on how much was accomplished.

Update Board 2011 Calendar: The Board noted major items for the 2011 calendar. Rachel said she would like the Board to visit with the staff more regularly and several dates were organized for a Trustee to attend. Mary said she would update the Google online calendar and offered a tutorial for those unfamiliar with the program.

Lois discussed the Board continuing their history of having a retreat early in the year to acquaint the new Trustee with the Board and Library issues. Phil said he would contact last year’s facilitator to see if she is available.

Trustee Recruitment Update: Donna Riordan said her family had been coming to Orcas since 2002 and moved permanently in 2009 to the View Haven area. Donna’s background is in math, science, and technology; and currently does consulting work with non-profits within the education area.

The Board took a break between 10:29 A.M. and 10:37 A.M.

NEW BUSINESS

Relevant News and Issues: Phil had copies of the recently updated 2009 Annual Report. The Board talked about having an expanded version that would have additional information.

Director’s Report: Phil briefly went over his written report.

Friends of the Library: Friends Board Member Jean Soderquist thought we saw close to 750 visitors at the Holiday Tea. She said they made $350 in gift book sales. Jean reminded the Board of the Winter Booksale on February 26th. Joan will attend the Friends’ February meeting and Rachel their March meeting.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: There was no report.

Community Relations: Rachel said she would work on contacting community organizations that might be interested in a short library presentation.

Facilities & Systems: There was no report.

Finance: There was no report.

Policy & Personnel: Staff Visit – Holly King: Holly said she has been at the Library for ten years and has held a number of positions. Currently she oversees the young adult, large print, and music collections. In processing inter-library loans, she has switched from primary to a backup position that will allow her more time for YA and outreach. Holly maintains deposit collections at the Longhouse and Senior Services, and attends the monthly senior lunch. She also supervises a high school Intern.

Holly applied for and received a Transforming Life After 50 Fellowship that focuses on “Baby Boomers.” She attended a three-day conference in Portland, OR and has four to six hours of online training per month. Holly is currently working on a needs assessment focusing on the community segment that does not use the Library. Lois thanked Holly for her ten years of service.
PUBLIC COMMENT – None.

OTHER – Tom read Resolution 06-2010 commemorating the invaluable service of Trustee Lois Cornell to the Orcas Island Library. Tom made a MOTION to adopt Resolution 06-2010. Rachel seconded, and the MOTION passed unanimously, with Lois abstaining. Lois said it has been a pleasure to work with everyone on the Board and the Library staff.

There being no additional business, the meeting was adjourned at 11:25 A.M.

Submitted by Mary Pugh.

Approved